

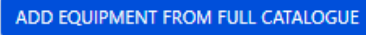

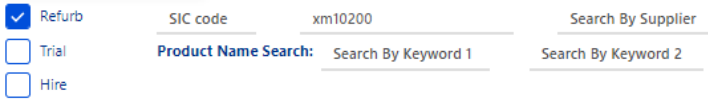

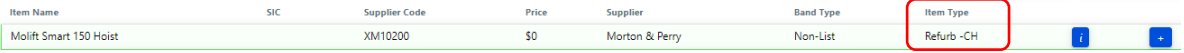


Add Non-List Refurbished Item to Purchase Application




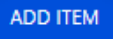
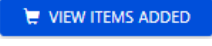

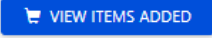


Note: Refurbished equipment intended for trial or purchase must be created as a Purchase Application (do not create a Trial Application for refurbished equipment). If the refurbished equipment used for a trial is found to be unsuitable, contact Accessable to request collection of the equipment

Note: Refurbished equipment is reserved when the Application is successfully submitted. If the Application has a status of Solution Build or Failed Submission, the equipment has not been reserved

Related Documents

[Search for Non-List Refurbished Item](#)

Step	Description
	<p>Completed steps:</p> <ol style="list-style-type: none"> The aSAP Portal Catalogue has been searched for Non-List Refurb equipment and required refurbished equipment is available. See Search for Non-List Refurbished Item Create Equipment Purchase Application for the Customer (if required, create the Customer)
1.	<p>In the Edit Application page, click . The Catalogue home page opens with no products displaying</p>
2.	<p>In the Product Catalogue page, search, select and add refurbished equipment to the Application</p> <ol style="list-style-type: none"> Click  Refurb Enter Product Name. Example: Molift Smart. Alternatively, enter the Supplier Product Code. Example: XM10200  Click . A list of available refurbished equipment displays (Example: Molift Smart 150 Hoists)  <p>Note: If  is not selected in Step a, both refurbished and new equipment will display</p> <ol style="list-style-type: none"> Click  next to the item to be added to the application

Step	Description
	<p>e. To increase the quantity, click  alongside the quantity field  1 </p> <p>f. Click </p> <p>Note: Click  to see all items selected for addition to the application. If not all the items added display, click . Click  to close the list</p> <p>Note: Click  to display product details</p> <p>Note: Mouse hover over the refurbished equipment line to view the Asset Number, Cost to Replace and Warehouse</p> <p>g. Once all equipment items have been added, click , the Edit Application page displays</p>
3.	Complete, Save and Submit Application