

aSAP ACC How To Quick Guide – September 2020

CREATE AND SUBMIT EQUIPMENT TRIAL AND PURCHASE OR TRIAL APPLICATION

- Find and select existing Customer
- Click **CREATE APPLICATION FOR THIS CUSTOMER**
- Click **CREATE ACC APPLICATION FOR EQUIPMENT TRIAL & PURCHASE**
Or **CREATE ACC APPLICATION FOR EQUIPMENT TRIAL**
- Enter required fields which have not auto-populated.
Click **PROCEED TO NEXT STEP**
- Add Trial and Purchase or Trial items only.
Click **PROCEED TO NEXT STEP**
- Add Supporting Documents, if needed.
Click **PROCEED TO NEXT STEP**
- Select or enter required fields for Delivery Address and Delivery Contact details.
Click **PROCEED TO NEXT STEP**
- Click **PREVIEW AND EDIT** if you would like to preview or edit the Application
- Click **CLOSE AND PARK** if the Application is not ready for submission
- Click **SUBMIT**
The Application is submitted and has the Status

Pending Approval

HOW TO ACCESS TRIAL AND PURCHASE WORKFLOW

Option 1:

- Click **Applications** on navigation bar and select Applications (ACC Assessor)
- Find existing Trial in Progress Application
- Click by the Application and select Update Trial (Flow)

Option 2:

- Open Application and click **Trial Items**
- Click **ADD ITEMS OR OUTCOME**



QUICK CATALOGUE SEARCH TIPS

- SIC Code** Use the online OCO read-only access for ACC document found on Accessable website Professional Resources (ACC Equipment) to find a List product's SIC Code
- Catalogue Level** Use the Band Selection button to select Simple, Standard or Complex, or alternatively search for Non-List product options by using the filters below
- Supplier Code** Search any item by using the Supplier's code via the Supplier website or manual
- Product Name** Using both Keyword 1 and Keyword 2 will display all products containing this text



RECORD TRIAL OUTCOME AND/ OR ADD NEW ITEM IN AN EXISTING APPLICATION

- Record the trial outcome by clicking by the equipment.
Click **SAVE AND PROCEED TO NEXT STEP**
- Add additional Trial and/or Purchase items.
Click **SAVE AND PROCEED TO NEXT STEP**
- Add Reason for Adding Items and Supporting Documents or Trial Outcome Comments, if needed.
Click **SAVE AND PROCEED TO NEXT STEP**
- Select or enter required fields for Delivery Address and Delivery Contact details.
Click **SAVE AND PROCEED TO NEXT STEP**
- Collection details page displays if trial unsuccessful, select or enter required fields
- Click **CHANGE** if you would like to edit the Trial Application
- Click **SAVE AND RETURN TO PREVIOUS STEP** to save the Application and return to the previous page
- Click **SUBMIT**
The Application is submitted

This information provides an initial overview only to get you started. For more details on these processes please refer to Accessable's website [aSAP Videos and Supporting Documents](#)