



## Quick Guide: ACC Catalogue Search Filters

	<ul style="list-style-type: none"> <li>• Full Catalogue contains specific items uploaded by Accessable from relevant suppliers.</li> <li>• Picture Catalogue is often referred to when discussing Band 1, 2 or Band 3 Equipment Items.</li> <li>• Example Used - as per <a href="#">Accessible aSAP Combined Trial and Purchase Video</a></li> </ul>
<b>SIC Code (Or below)</b>	Use the online OCO read-only access for ACC document found on Accessable website Professional Resources (ACC Equipment) to find a List product's <b>SIC Code</b> e.g. <b>EM108</b> Q6 Edge Power Wheelchair, <b>EM056</b> Action 3 wheelchair
<b>Catalogue Level</b>	Use the Band Selection button to select Simple, Standard or Complex, or alternatively search for Non-List product options by using the filters below.
<b>Supplier Code</b>	Search any item by using the Supplier's code via the Supplier website or manual e.g. 1105-1616-0HC Spex High-Contour 16inx16in cushion  Note: If no item is found with this search you will need to complete the Non Catalogue Item process as this item is not currently loaded into aSAP catalogue.
<b>Product Name</b>	Search by Keyword 1 - <b>16inx16in</b> will display <b>all</b> products <b>containing</b> this text e.g. all wheelchair and seating options.  <b>By using both Keyword 1 and Keyword 2 -16inx16in / Cushion</b> will display all products containing this text.  <b>Note:</b> As aSAP is a Microsoft platform the use of symbols is unable to be supported in the catalogue. Inches ("") is represented by its alpha abbreviation with no spaces between the number and by (x), e.g. 16" x 16" cushion has the search name of <b>16inx16in</b>
<b>Refurb or Trial</b>	These boxes you will be shown equipment items that are classified as:  Refurb – Available via our Accessable warehouses and are available for issue  Trial – Identifies all equipment items that can be trialled as per procurement Accessable agreement with the Suppliers.
<b>Classification Level Filter</b>	Select the relevant category on the left of the page to only view items specific to that selection. e.g. Mobility will open to 20 subcategories which you can then filter further for your item or look to use this view to search for similar items from various suppliers. <b>Note:</b> The Classification Level Filter ( <b>blue</b> ) will change to colour <b>green</b> to indicate the level you are in. <b>Note:</b> You need to reset the search if you start to search for an item that is not in that classification.

For assistance on how to search and find a specific item in the Catalogue please contact the Accessable Inventory team for support via email [Catalogue@accessible.co.nz](mailto:Catalogue@accessible.co.nz).