

aSAP MOH How To Quick Guide – September 2020

CREATE AND SUBMIT EQUIPMENT TRIAL AND PURCHASE OR TRIAL SERVICE REQUEST

- a. Find and select existing Customer
- b. Click **CREATE APPLICATION FOR THIS CUSTOMER**
- c. Click **CREATE MOH SERVICE REQUEST FOR EQUIPMENT TRIAL & PURCHASE**
Or **CREATE MOH SERVICE REQUEST FOR EQUIPMENT TRIAL**
- d. Enter required fields which have not auto-populated.
Click **PROCEED TO NEXT STEP**
- e. Add Trial and Purchase or Trial items only.
Click **PROCEED TO NEXT STEP**
- f. Add Supporting Documents, if needed.
Click **PROCEED TO NEXT STEP**
- g. Select or enter required fields for Delivery Address and Delivery Contact details.
Click **PROCEED TO NEXT STEP**
- h. Click **PREVIEW AND EDIT** if you would like to preview or edit the Service Request
- i. Click **CLOSE AND PARK** if the Service Request is not ready for submission
- j. Click **SUBMIT**
The Service Request is submitted and has the Status **Pending Approval**

HOW TO ACCESS TRIAL AND PURCHASE WORKFLOW

Option 1:

- a. Click **Applications** on navigation bar and select *Service Requests (MOH Assessor)*
- b. Find existing Trial in Progress Service Request
- c. Click by the Service Request and select *Update Trial (Flow)*

Option 2:

- a. Open Service Request and click **Trial Items**
- b. Click **ADD ITEMS OR OUTCOME**



QUICK CATALOGUE SEARCH TIPS

- SIC Code** Use the online OCO read-only access for MOH document found on Accessable website Professional Resources (MOH Equipment) to find a List product's SIC Code
- Catalogue Level** Use the Band Selection button to select Band 1, 2 or 3, 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 SERVICE REQUEST

- a. Record the trial outcome by clicking by the equipment.
Click **SAVE AND PROCEED TO NEXT STEP**
- b. Add additional Trial and/or Purchase items.
Click **SAVE AND PROCEED TO NEXT STEP**
- c. Add Reason for Adding Items and Supporting Documents or Trial Outcome Comments, if needed.
Click **SAVE AND PROCEED TO NEXT STEP**
- d. Select or enter required fields for Delivery Address and Delivery Contact details.
Click **SAVE AND PROCEED TO NEXT STEP**
- e. Collection details page displays if trial unsuccessful, select or enter required fields
- f. Click **CHANGE** if you would like to edit the Trial Service Request
- g. Click **SAVE AND RETURN TO PREVIOUS STEP** to save the Service Request and return to the previous page
- h. Click **SUBMIT**
The Service Request 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](#)