

## Using the catalogue – how to guide

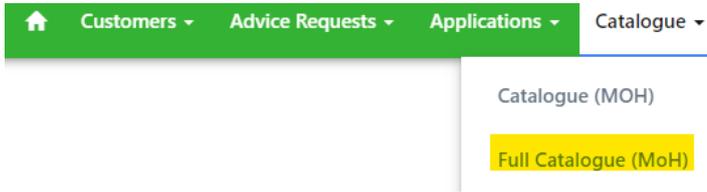
This document provides a guide on using the aSAP equipment catalogue. This information is also available as a tutorial:

[Video tutorial](#)

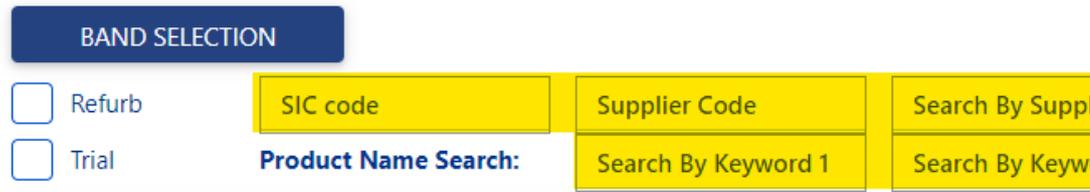
There are three ways to search for an equipment item:

- Using the search functions (recommended)
- Selecting by Band
- Selecting by category

### 1. Open the catalogue

Step	Description
1.1	Go to the home page of the aSAP portal
1.2	<p>Select catalogue and then 'full catalogue (MoH)'</p>  <p>Do <b>not</b> use 'catalogue (MOH)'</p>

### 2. Use the search function

Step	Description
2.1	<p>You will see five search options</p> 

2.2

Search by SIC code

This is the Accessable product code and is the easiest way to find an item. Simply enter the code into this box and click 'search'.

SEARCH
RESET SEARCH

BAND SELECTION

Refurb  
 Trial

**Product Name Search:**

Item Name	SIC	Supplier Code	Price	Supp
Bath Board Cosby 243	EB001	243	\$70.50	Cubr

Only Band items have an SIC code, so if there isn't one, or you don't know it, use the supplier code

2.3

Search by supplier code

If you know the supplier code, key it into the supplier code field.

BAND SELECTION

Refurb  
 Trial

**Product Name Search:**

Item Name	SIC	Supplier Code	Price	Supplier
11inx6in Multi-Sensory Center	ENON	726	\$236.00	Desktop Technology Serv
Euro ® 110mm Rubber Threshold Ramp Without Bevelled	ENON	726	\$698.00	Cubro
Smoothie Set of four, one of each colour Switch	ENON	5726	\$248.00	Desktop Technology Serv

If there is more than one supplier with that code – other items will show as well. You can select from one of these, or you can refine it further by entering the supplier.

BAND SELECTION

Refurb  
 Trial

**Product Name Search:**

Item Name	SIC	Supplier Code	Price
Euro ® 110mm Rubber Threshold Ramp Without Bevelled	ENON	726	\$698.00

If you do not know the supplier code, use product name search

You will need to click 'reset search' first.

SEARCH
RESET SEARCH

2.4 Enter a key word into keyword 1 and/or keyword 2.

The keywords will need to be separated.

For example, if we wanted to find the item 'Koala Front Wheel Powerchair with Tilt Paediatric', keying in 'Koala Tilt' in keyword 1 would not work:

**BAND SELECTION**

Refurb           

Trial    **Product Name Search:**    

Item Name	SIC	Supplier Code	Price
No items found.			

However, if we split the words into 'Koala' and 'Tilt', we get a result:

**BAND SELECTION**

Refurb           

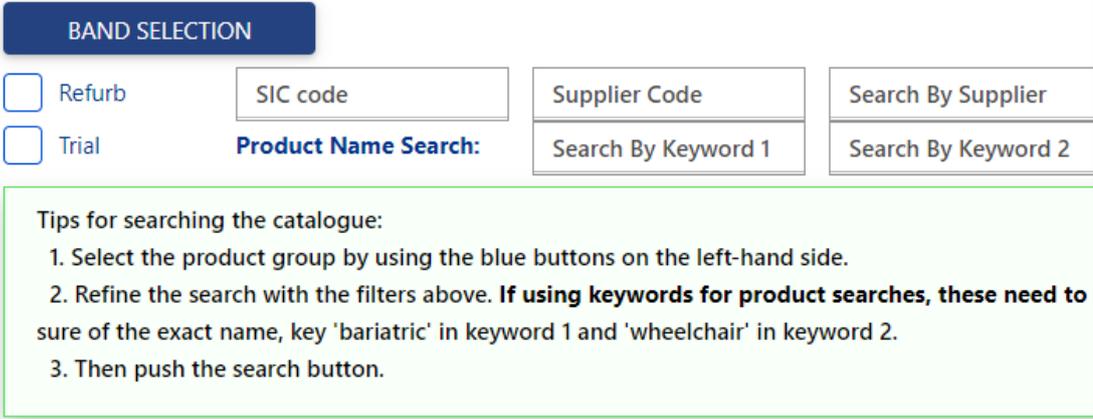
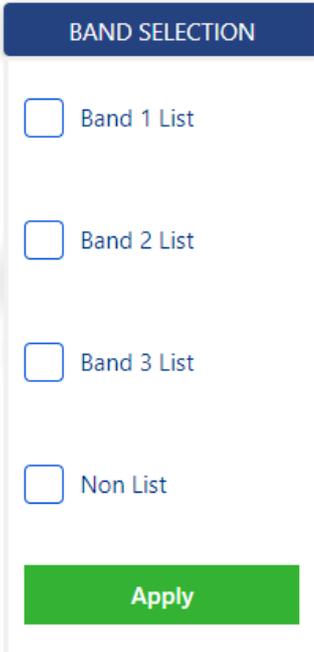
Trial    **Product Name Search:**    

Item Name	SIC	Supplier Code	Price	Supplier
Koala Front Wheel Powerchair with Tilt Paediatric	ENON	I106680-99-0	\$9,495.00	Permobil New Zealand Limited

2.5 Click on the blue information icon to see more detail about a product.

Supplier Code	Price	Supplier	Band Type	Item Type	
1C-3GTQ-BASE LONG	\$6,500.00	Invacare New Zealand	Non List	Non List	<a href="#">i</a>
1C-3GTQ-BASE SHORT	\$6,500.00	Invacare New Zealand	Non List	Non List	<a href="#">i</a>
I06680-99-0	\$9,495.00	Permobil New Zealand Limited	Non List	Non List	<a href="#">i</a>
ME1609	\$4,990.00	Morton & Perry	Non List	Non List	<a href="#">i</a>

### 3. Select by Band

Step	Description
3.1	<p>You can select by Band by clicking 'Band Selection'.</p>  <p>You can then check which Band/s you want to select from. If you choose non-list only, you will not see the Band items. We recommend using the search function (2. above) when searching non list items.</p> 
3.3	<p>You will then be presented with all the items in the Band/s you have selected.</p> <p>You can then use the search functions to further define.</p>

**BAND SELECTION**

Refurb                 

Trial      **Product Name Search:**           

Item Name	SIC	Supplier Code
Aeria 5 plus Air Alternating Mattress Overlay	EC930	2130
Aeria 8 Dynamic Alternating Mattress	EC940	2150
Replacement System		

2.5 Click on the blue information icon to see more detail about a product.

Supplier Code	Price	Supplier	Band Type	Item Type	
1C-3GTQ-BASE LONG	\$6,500.00	Invacare New Zealand	Non List	Non List	
1C-3GTQ-BASE SHORT	\$6,500.00	Invacare New Zealand	Non List	Non List	
106680-99-0	\$9,495.00	Permobil New Zealand Limited	Non List	Non List	
ME1609	\$4,990.00	Morton & Perry	Non List	Non List	

## 4. Select by category

Step	Description
3.1	<p>You can select by category by clicking on the boxes on the left.</p> <p><b>Full Catalogue (MOH)</b></p> <hr/> <ul style="list-style-type: none"><li>Access Equipment</li><li>Bathroom and Toilet</li><li>Bedroom</li><li>Communication Assistive Technology</li><li>Hearing Assistive Technology (HAT)</li><li>Kitchen, Dining, Living, Household Management</li><li>Mobility</li><li>Postural Management (Seating, Standing and Lying)</li><li>Removable Housing Equipment</li><li>Transfers and Manual Handling</li></ul>
3.2	<p>You can refine by selecting a sub category.</p>

Full Catalogue (MOH)

- Access Equipment
- Bathroom and Toilet
- Bedroom
- Bed
- Heel - Elbow Protection
- Mattress Specialised Bedding
- Sensor Mattress
- Communication Assistive Technology
- Hearing Assistive Technology (HAT)
- Kitchen, Dining, Living, Household Management
- Mobility
- Postural Management (Seating, Standing and Lying)
- Removable Housing Equipment
- Transfers and Manual Handling

BAND SELECTION

Refurb
  Trial

SIC code

Supplier Code

Search By Supplier

Product Name Search:

Search By Keyword 1

Search By Keyword 2

Item Name	SIC	Supplier Code
Accumax Pump	ENON	90120
Accumax Qc Mattress Double	ENON	14430
Accumax Qc Mattress King Single	ENON	90140
Accumax Qc Mattress Single	ENON	90016
Aeria 5 plus Air Alternating Mattress Overlay	EC930	2130
Aeria 8 Dynamic Alternating Mattress Replacement System	EC940	2150
Aeria 8 Pro Dynamic Single Air Alternating Mattress	EC945	2160
Aeria8Pro Bariatric 1100mm Wide Specialised Mattress Repl	ENON	2165
Aeria8Pro Comfort Plus ® Specialized Dynamic Mattress	ENON	2190
Airlayer Mattress - King Single 110Cm	ENON	XPL115KS
Alova Askle Sante Visco-Elastic Moulded Foam Mattress 1200Mm	ENON	1964
Alova Asklesante Visco-Elastic Moulded Foam Single Mattress	ENON	1960
Axtair Automorpho ® Plus Alternating Air Mattress	ENON	1966
Curocell A4 CX16 85x200x16cm Mattress	EC942	0401-1660
Curocell A4 OP10 85x200x10cm Mattress	ENON	0401-1600
Curocell AREA Zone - Duro bottom 105x200x18cm Mattress	ENON	0401-1521

3.3 You refine further by using the search functions.

- Access Equipment
- Bathroom and Toilet
- Bedroom
- Bed
- Heel - Elbow Protection
- Mattress Specialised Bedding

BAND SELECTION

Refurb
  Trial

SIC code

Supplier Code

Search By Supplier

Product Name Search:

Accumax

mattress

Item Name	SIC	Supplier Code	Price
Accumax Qc Mattress Double	ENON	14430	\$4,700.0
Accumax Qc Mattress King Single	ENON	90140	\$4,045.0
Accumax Qc Mattress Single	ENON	90016	\$3,545.0

3.4 Click on the blue information icon to see more detail about a product.

SEARCH

RESET SEARCH

Search By Supplier

Search By Keyword 2

Supplier Code	Price	Supplier	Band Type	Item Type	
1C-3GTQ-BASE LONG	\$6,500.00	Invacare New Zealand	Non List	Non List	<a href="#" style="background-color: #003366; color: white; padding: 2px 5px; border-radius: 3px;">i</a>
1C-3GTQ-BASE SHORT	\$6,500.00	Invacare New Zealand	Non List	Non List	<a href="#" style="background-color: #003366; color: white; padding: 2px 5px; border-radius: 3px;">i</a>
106680-99-0	\$9,495.00	Permobil New Zealand Limited	Non List	Non List	<a href="#" style="background-color: #003366; color: white; padding: 2px 5px; border-radius: 3px;">i</a>
ME1609	\$4,990.00	Morton & Perry	Non List	Non List	<a href="#" style="background-color: #003366; color: white; padding: 2px 5px; border-radius: 3px;">i</a>