

aSAP 'How To' Guide

How to Build and Submit a Write-in Application for Band 2/ Band 3/ Non list Solutions with Accessories

In response to feedback, we have modified this process to reduce the input and time required.

This document will show you an example of how to build and submit a Write-In Application for Band 2/ Band 3/ Non list Solutions with multiple accessories for trial.

Please follow the following principles for Base Products with Multiple Accessories

- Obtain quotation from suppliers directly (Do not use the collaboration function on aSAP Portal)
- These can now be submitted with only **ONE product item** in either the Catalogue Item section or **ONE product item** in the Non Catalogue area.
 - Option 1: Add Base Product from **aSAP Product Catalogue**
 - Please enter the highest cost item that is part of the equipment solution being requested.
 - o Option 2: Add one Non Catalogue (Write-in) item onto your application
 - Fill in all required fields and refer to Supplier Quotation number
 - Enter subtotal GST exclusive cost
- Attach Supplier Quotation under Supporting Documents section
- Examples of solution types:
 - Power wheelchair base with accessories
 - o Manual wheelchair with accessories
 - Commode with accessories
 - o Standing frame with accessories
 - Paediatric walking frame with accessories



Example: Power Wheelchair with Accessories

Please see our guide below for instructions

- 1. Seek Electronic Quotation of Complex/ Non list solution from Supplier
- 2. Create a Trial Service Request for your customer in the aSAP Portal
 - a. Follow the tutorial video on "Create a MoH EMS Equipment Service Request Band 2 List Band 3 List or Non List Purchase"
 - b. For Service Request Sub Type field select Trial
 - c. When you get to the **Items** section refer to this document instead of the video

Tip: Tutorial videos link: <u>https://www.accessable.co.nz/individual-pages-folder/asap-tutorial-videos/</u>

Navigation Tabs

General Details Address Information Items Collaborations Supporting Documents Comments Change Assessor Goto Save

- d. Provide Delivery Address under Address Information
- e. Click Go to Save and click Save Service Request

Tip: Save regularly as you work on the Service Request

3. Add Item to your Service Request

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Tip: * is a wildcard character. No space before and after *

c. Find the item and click 🕑 then click **Add** to add the item

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Option 2: Add One Non Catalogue Item for Base Product and Accessories and Attach Quotation

1. Add Base Product with Accessories as Non Catalogue Item

- a. Click **Items** tab
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Base Price Excl. GST *	Quantity *
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15000	
Rationale for non-catalogue product selection *	
Power wheelchair Package for Trial	
Trial Details	
Expected Trial Start Date *	
23/09/2019	Trial Duration (Working Days)
ortal Comments	

4. Once you have added the item return to Items tab

- a. Check items have been added correctly
- b. Click Go to Save tab and click Save Service Request

Tip: Save regularly as you work on the Service Request

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- 5. Add Supporting Documents (Supplier Quotation and Wheelchair Specification Form)
 - a. Follow the tutorial video on "How to Add a Supporting Document"



6. Save and Submit Service Request

- a. Click Go to Save tab and click Save Service Request
- b. Click General tab to return to the top of the Service Request

General De	Details	Address Information	Items	Collaborations	Supporting Documents	Comments	Change Assessor	Goto Save

c. Click Submit Service Request to submit Service Request

aSAP Portal	☆ Customers	Advice Requests Applications Catalogue	Accessable MOH Assessor
	General Details Address Information Items	Collaborations Supporting Documents Comments	Change Assessor Goto Save
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d. Click Submit to confirm submission

Data privacy declaration	×
I confirm all the information on this form is true and correct at time of completion	
	SUBMIT CALICEL

Tip: Please do not interrupt submission during processing

Data privacy declaration		×
I confirm all the information on this form is true and correct at time of completion	\sim	
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Tip: Following a successful submission Status will show Pending Approval

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