Search for Non-List Refurbished Item
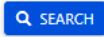
Related Documents

Search Full Product Catalogue

Add Non-List Refurbished Item to Purchase Service Request

Step	Description
1.	Search the aSAP Portal Catalogue for availability of Non-List Refurb equipment. a. Click **Catalogue** b. Click Full Catalogue (MoH) c. Select ☑ Refurb d. Select relevant filter (product group and band selection), if required e. Enter alphanumeric text in search fields, and click **🔍 SEARCH** **Example**: Kidwalk ☑ Refurb　　SIC code　　Supplier Code　　Search By Supplier ☐ Trial　　**Product Name Search:**　kidwalk　　Search By Keyword 2 **Note**: If ☐ Refurb is unselected in **Step c**, both refurbished and new equipment display **Note**: Click **i** to display product details **Note**: Mouse hover over the refurbished equipment line to view the Asset Number, Cost to Replace and Warehouse f. Record the Supplier Product Code if required. **Example**: WF212 **Note**: Click **RESET SEARCH** to remove all applied filters and clear search fields