

## Add Non-List Refurbished Item to Purchase Service Request

**Note:** Refurbished equipment intended for trial or purchase must be created as a Purchase Service Request (do not create a Trial Service Request for refurbished equipment). If the refurbished equipment used for a trial is found to be unsuitable, contact Accessable to request collection of the equipment

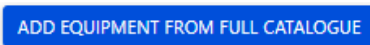
**Note:** Refurbished equipment is reserved when the Service Request is submitted. If the Service Request has a status of Solution Build or Failed Submission, the equipment has not been reserved





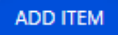
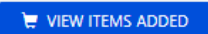





### Related Documents

[Search for Non-List Refurbished Item](#)

[Create new Service Request from EMS Portal](#)

[Link EMS Rationale to a draft Service Request within aSAP](#)

Step	Description
	<p><b>Completed steps:</b></p> <ol style="list-style-type: none"> <li>The aSAP Portal Catalogue has been searched for Non-List Refurb equipment and required refurbished equipment is available. See <a href="#">Search for Non-List Refurbished Item</a></li> <li>Create Equipment Purchase Service Request for the Customer (if required, create the Customer)</li> <li>Create an Equipment MOH EMS Assessor Section if required and retrieve the Rationale into aSAP</li> </ol> <p><b>Note:</b> It is possible to create the Service Request first in aSAP and then link the Assessor Section to the created Service Request. See <a href="#">Create new Service Request from EMS Portal</a> or <a href="#">Link EMS Rationale to a draft Service Request within aSAP</a></p>
1.	In the Edit Service Request page, click  . The Product Catalogue displays
2.	<p>In the Product Catalogue page, search, select and add refurbished equipment to the Service Request</p> <ol style="list-style-type: none"> <li>Click <input checked="" type="checkbox"/> Refurb</li> <li>Enter Product Name. <b>Example:</b> Kidwalk. Alternatively, enter the Supplier Product Code. <b>Example:</b> WF212</li> </ol>

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	<p>c. Click  . A list of available refurbished equipment displays (<b>Example: Kidwalk</b>)</p> <table border="1" data-bbox="245 398 1430 472"> <thead> <tr> <th>Item Name</th> <th>SIC</th> <th>Supplier Code</th> <th>Price</th> <th>Supplier</th> <th>Band Type</th> <th>Item Type</th> </tr> </thead> <tbody> <tr> <td>Kidwalk li Gait Trainer</td> <td>ENON</td> <td>WF212</td> <td>\$0</td> <td>Permobil New Zealand Limited</td> <td>Non List</td> <td>Refurb -AK</td> </tr> <tr> <td>Kidwalk li Gait Trainer</td> <td>ENON</td> <td>WF212</td> <td>\$0</td> <td>Permobil New Zealand Limited</td> <td>Non List</td> <td>Refurb -AK</td> </tr> </tbody> </table> <p><b>Note:</b> If <input type="checkbox"/> Refurb is unselected in <b>Step a</b>, both refurbished and new equipment display</p> <p>d. Click  next to the item to be added to the service request</p> <p>e. To increase the quantity, click  alongside the quantity field </p> <p>f. Click </p> <p>g. Click  to see all items selected for addition to the application. If not all the items display, click  . Click  to close the list</p> <p><b>Note:</b> Click  to display product details</p> <p><b>Note:</b> Mouse hover over the equipment line to view the Asset Number, Cost to Replace and Warehouse</p> <table border="1" data-bbox="245 1003 1430 1111"> <thead> <tr> <th>Item Name</th> <th>SIC</th> <th>Supplier Code</th> <th>Price</th> <th>Supplier</th> <th>Band Type</th> <th>Item Type</th> </tr> </thead> <tbody> <tr> <td>Kidwalk li Gait Trainer</td> <td>ENON</td> <td>WF212</td> <td>\$0</td> <td>Permobil New Zealand Limited</td> <td>Non List</td> <td>Refurb -AK</td> </tr> <tr> <td>Asset Number:</td> <td>7068182</td> <td>Cost to Replace:</td> <td>\$ removed</td> <td>Warehouse:</td> <td>Auckland</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Permobil New Zealand Limited</td> <td>Non List</td> <td>Refurb -AK</td> </tr> </tbody> </table> <p>h. Once all equipment items have been added, click  . The Edit Service Request page displays</p>	Item Name	SIC	Supplier Code	Price	Supplier	Band Type	Item Type	Kidwalk li Gait Trainer	ENON	WF212	\$0	Permobil New Zealand Limited	Non List	Refurb -AK	Kidwalk li Gait Trainer	ENON	WF212	\$0	Permobil New Zealand Limited	Non List	Refurb -AK	Item Name	SIC	Supplier Code	Price	Supplier	Band Type	Item Type	Kidwalk li Gait Trainer	ENON	WF212	\$0	Permobil New Zealand Limited	Non List	Refurb -AK	Asset Number:	7068182	Cost to Replace:	\$ removed	Warehouse:	Auckland						Permobil New Zealand Limited	Non List	Refurb -AK
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3.	<p>Complete, Save and Submit Service Request</p> <p><b>Note:</b> If an EMS Portal Section ID has not been linked to the Service Request, the message  <b>The SR needs to be linked to a Rationale.</b> displays when the Service Request is submitted. Link the Rationale to the Service Request, Save and re-Submit the Service Request</p>																																																	