



## **Asset Labelling Instructions for Suppliers**

### **RETURN OF ASSET INFORMATION FOR DIRECT DELIVERED ITEMS**

Where we request that you deliver items classed as partial or fully tracked assets direct to end users, instructions are as follows.

We would be grateful if you could please label the asset with the asset label in the appropriate manner. If you still have green asset labels, please use these up. Otherwise please use the new white labels.

Once completed, please fill out all fields in this form:

#### **Direct Delivered Asset Information Return Form**

Each Friday, if you could return the completed form to [repairs@accessable.co.nz](mailto:repairs@accessable.co.nz), so that we can process the records that would be extremely helpful.

We would be grateful if you could please not record asset numbers on invoices.