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Aids and Equipment in Supported Accommodation (AESA) Procedures Other resources

Summary: The AESA Procedures Other resources contain additional information and links relating to applying for AESA funds to purchase aids and equipment.



Other resources

AESA

1. Links to NSW Business Services How To Guides on using the Automated Purchase Requisition System (APR)
2. Learning Link for NSW Businesslink Invoice Management System (IMS)
3. Links to NSW Businesslink How to Guides on using the IMS
4. Link to ELMO e-learning module for AESA
5. AESA Register User Guide

1 Links to NSW Business Services How To Guides on using the Automated Purchase Requisition System (APR)

How to:

Create Standard Purchase Requisition – with PR Reviewer

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/013B8F63-4848-432A-93EA-5935F594FAD8/0/PR101CreateStandardPRwithPRreviewerMay13.pdf>

Create Framework Purchase Requisition – without PR Reviewer

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/064511C1-D81D-4D2C-88B2-B9380D4CCEA4/0/PR108CreateFrameworkPurchaseRequisitionwithoutPRreviewer.pdf>

Request changes to Purchase Requisition

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/CDFB83AE-4639-4D35-8FA3-8C4C4AB6E97C/0/PR201ReviewPurchaseRequisitionRequestChangestoPR.pdf>

Accept Purchase Requisition

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/475CAAF6-3160-44EE-86ED-9E4ADB10461A/0/PR202ReviewPurchaseRequisitionAcceptPR.pdf>

Reject Purchase Requisition

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/D1F15635-D446-4FC8-9C7D-B79003032F80/0/PR204ReviewPurchaseRequisitionRejectPR.pdf>

Forward Purchase Requisition

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/652B4AFE-A0CD-417F-8F70-29C1F9DB431A/0/PR205ReviewPurchaseRequisitionForwardPR.pdf>

Perform S12 Approval – Request to change Purchase Requisition

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/28E0808D-80DD-4C3A-9339-1154526D0856/0/PR301PerformS12ApprovalRequestChangestoPR.pdf>

Perform S12 Approval – Approve Purchase Requisition

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/8C52DD39-EA2B-47B4-885E-A78C31605355/0/PR302PerformS12ApprovalApprovePR.pdf>

Perform S12 Approval – Reject Purchase Requisition

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/99FBE3C0-E14A-478E-AEA0-070C4A79E2E3/0/PR304PerformS12ApprovalRejectPR.p>

2 Learning Link for NSW Businesslink Invoice Management System (IMS)

Learning Link for IMS

<http://swpvppa1.bizlink.nsw.gov.au/gm/workplace-1.54.1?mode=EU>

3 Links to Businesslink How to Guides on using the IMS

How to:

Purchase Order Price Variance – Certify price variance

<http://bl.bizlink.nsw.gov.au/NR/rdonlyres/5F5865F8-8613-4F94-9074-A0FBC708EFB9/0/PV101POPriceVarianceCertifyPriceVariance.pdf>

Purchase Order Price Variance S12 Approval

<http://bl.bizlink.nsw.gov.au/NR/rdonlyres/F2EA8DBD-822C-4F74-B0F6-79EADCD2ECBE/0/PV201POPriceVarianceS12Approval.pdf>

Assign PO to an Invoice – PO Found and Assigned to Invoice

<http://bl.bizlink.nsw.gov.au/NR/rdonlyres/EF8BD5D0-5323-40FA-83F1-EE0C8FD4C56D/0/AP01AssignPOtoanInvoicePOFoundandAssignedtoInvoice.pdf>

Assign PO to an Invoice – Invoice is Not PO Related

<http://bl.bizlink.nsw.gov.au/NR/rdonlyres/25FBBF72-39D2-4512-9896-FCF946122E11/0/AP03AssignPOtoanInvoiceInvoiceisNotPORelated.pdf>

Non-PO Invoice – S13 Complete Invoice Entry Form

<http://bl.bizlink.nsw.gov.au/NR/rdonlyres/4DD5F556-3098-4C4E-AD2E-486DFFF42CEA/0/FI101NonPOInvoiceS13CompleteInvoiceEntryForm.pdf>

Non-PO Invoice – Forward to S13 Officer

<http://bl.bizlink.nsw.gov.au/NR/rdonlyres/BAA2BAED-9044-4A97-BFFC-9DA538B65AF1/0/FI104NonPOInvoiceForwardtoS13Officer.pdf>

Non-PO Invoice – Passive Substitute with S13 Delegation

<http://bl.bizlink.nsw.gov.au/NR/rdonlyres/C00A5DC8-CE20-428A-8F4C-42A09DCC527B/0/FI107NonPOInvoicePassiveSubstitutewithS13Delegation.pdf>

Non-PO Invoice – Active substitute with S13 Delegation

<http://bl.bizlink.nsw.gov.au/NR/rdonlyres/3689F4ED-68C3-48CC-8464-D8BC06DA1E31/0/FI105NonPOInvoiceActivesubstitutewithS13Delegation.pdf>

Non-PO Invoice S12 Approval – Approve Workflow

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/585E2549-5F7A-487C-9DB6-4239674C24D1/0/FI201NonPOInvoiceS12ApprovalApproveWorkflow.pdf>

PO Invoice – Goods Acknowledgement and Certify Goods Received

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/905513C2-FA1E-4E2B-A761-B35CA8948881/0/MM01POInvoiceGoodsAcknowledgementandCertifyGoodsReceived.pdf>

PO Invoice – Goods Acknowledgement and Certify Goods Received – send query

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/D14C9A0D-3DB9-44E7-AE63-3D9CB2223E81/0/MM07POInvoiceGoodsAcknowledgementandCertifyGRSendQuery.pdf>

PO Invoice – Goods Acknowledgment and Certify GR – Respond to query

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/AE70C1FE-80B3-4C2F-88CD-57ECA202244C/0/MM08POInvoiceGoodsAcknowledgementandCertifyGRRespondtoQuery.pdf>

Set up Active Substitute

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/36937651-BD60-42C9-B952-E244B5ADA283/0/SA1SetUpActiveSubstitute.pdf>

Set up Passive Substitute

<http://bl.bizlink.nsw.gov.au/NR/ronlyres/178733CD-3989-4D47-BD29-868043730E2B/0/PassiveSubstitute301112.pdf>

4 Link to ELMO e-learning module for AESA

Good to Great Portal

URL: <http://www.elearn.com.au/adhc/goodtogreat>

Username: adhc

Password: goodtogreat