

Repairs Job Cards – “under \$500”

Enable New Zealand are introducing an online repair job card spreadsheet which will be able to produce purchase orders, integrate into the payment system and send payments based on the information provided.

There are two options (which you can select from the spreadsheet tabs):



	<p>Spreadsheet tab where individual job details are captured. Once all details have been supplied, click Save and Clear Details will populate into Data Sheet</p>
	<p>Or you can enter the job card details straight into the data sheet tab, ensure you insert into the line above the ^ If information is to be captured from current systems within your organisation, you can arrange to have your data extracted into this format. captures the detailed information from the individual job cards in individual line items.</p>

Data Sheet

Go to the data sheet tab in the excel spreadsheet, points to note

- Repair type - must have one of the following entered into this column;
 - RP – Repair
 - SA – Setup/Adjust
 - MD – Modification
 - AS – Annual Service
 - RF - Refurbish
- Repair Summary - full details of the repair
- Problem Identified – this cell only has 30 characters so a brief note of the repair E.g. Castors, Brakes. This is to ensure we have a repair history on the piece of equipment
- Invoice number – enter invoice number in this column so on the invoice can be matched to the spreadsheet or the spreadsheet can be matched to the invoice, if there are any queries

Entry sheet

Go to the Entry Sheet tab in the Excel spreadsheet (example shown below). Points to note:

- Complete green fields only, (Tab down)
- Asset Number – one asset number per job
- Repair type – choose from the drop down menu
- Details of repair – as much detail about the repairs as possible
- Problem Identified – States this cell only has 30 characters so a brief note of the repair E.g. Castors, Brakes.
- Labour hours – 0.5 = ½ hour
- Parts – what if more than one part,- if you run out of lines you can double up on a line
- Freight & outwork to be added into one of the Parts line – under description - record Freight or outwork

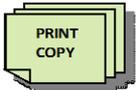
- Electrical testing – test & tag enter quantity per client include this if completing Annual , general service or repair
- Travel (KMs 0 over 10km) once you get here, press enter (this will keep you at the bottom of the page so that you can then click and save)
- Total Value to Invoice – totally accumulating for invoices during month

To be completed by the Equipment Subcontractor			
This job card is to be completed for any repairs and/or modifications to MoH equipment managed by Enable New Zealand			
SUBCONTRACTOR DETAILS			
Company Name		JDE reference number	
CLIENT DETAILS			
Family Name			
First Name			
Street Address			
Suburb			
Town/City			
Telephone number			
ASSET DETAILS			
Asset Description		Subcontractor Reference	
		Asset Number	
		Repair Date	
REPAIR/MODIFICATION DETAILS			
Repair Type - please select from the options shown			
RP - Repair			
Details of Repair/Modification			
Problem Identified (max 30 Characters)			
If equipment is written off please provide explanation			

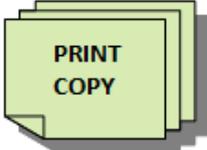


Area	Description	Quantity	Rate (\$)	Margin (\$)	Total Cost
Parts				0	-
Parts				0	-
Parts				0	-
Electrical Testing	Test & Tag				-
Labour Hours (eg. 0.5 = 1/2 hour)			\$ 65.00		-
Travel (kms - over 10km)			\$ 0.62		-
				Total excluding GST	-
				GST	-
				Total Invoice	-

Total Value to Invoice \$ **232.48** Excl GST



<<< ONLY CLEAR AFTER END OF MONTH AND FILE SENT TO ENABLE NEW ZEALAND

	<p>Use to print a copy of the current job displayed on the screen, prior to submitting the job card if you wish to retain a detailed copy.</p>
	<p>Once information has been completed, click Save and Clear for the information to populate into the Data Sheet</p>
	<p>Click to clear any information entered but not submitted. This will clear the screen.</p>
	<p>Click to clear the current data if the spreadsheet has been submitted. Alternatively, you can save the spreadsheet on a monthly basis to keep for your records</p> <p>Note: spreadsheets can be submitted weekly. Start a new spreadsheet every time you have submitted one.</p>

What happens at Enable New Zealand?

Once your spreadsheet and invoice has been received, our Finance team will:

- Upload the spreadsheet into our master system
- Records will be processed and a purchase order created (for each spreadsheet)
- At month end, all purchase orders/invoices will be receipted and voucher matched
- Payment will be made as part of our monthly payment cycle.