



Achilles Enrollment Worksheet

Supplier Enablement Codes

Main Status Code	Description
*A	Need client assistance (need contact info or to resolve an issue with a supplier)
*C	Could not contact (Number is out of service, unreachable number, supplier hung up)
C	Achilles is in the process of contacting these suppliers and asking them to enroll.
*CALL	Caller to ask for when call
*CALL +EM	Missing email, caller to ask for when call
CX	International Suppliers
D or E	Duplicate / Exempt category
D-AE	Duplicate / Already Enrolled
*EMAIL	No working phone number but has email to send letters
I	Individual
LL	Landlord
NP	Non Profit
NR	Non Responsive (not responding after 5 calls)
O	Supplier appears to be out of business, said they are not a supplier or has said that they are no longer a supplier
P	Paid and enrolled
R	Suppliers who refuse to participate in the supplier screening program
RS	Suppliers who say they do not earn enough to warrant the fee
*VM	Voice Mail left – not able to reach a live person
VR	Supplier removal by client

Email Codes

Code	Description	Example
N	New	8/25/10N
BE	Bad Email	8/25/10BF or 8/25/10BE
ok	Verified	8/25/10ok

Additional Abbreviations & Acronyms

Code	Description	Code	Description
+	Added	MA	Mailing Address
^	Updated information	MGR	Manager
>SC	Forwarded to Support	MSG	Message
Alt F#	Alternative Fax #	NEF	No Enrollment Found
A/R	Accounts Receivable	NF	Nothing Found
B/C	Because	NIS	Not in Service
CB	Call Back	NLIB	No longer in business
CS	Customer Service	NLIS	No longer in service (ph#)
CHQ	Corporate Headquarters	NLAS	No longer a supplier
CI	Contact Information	NLWC	No Longer with Company
COI	Certificate of Insurance	OFC	Office
CORP	Corporate	OOF	Out of Office
CWS	Company Website	Ph#	Phone Number
DBA	Doing Business As	Q's	Questions
DBN	Dial By Name	Recp	Receptionist
DNC	Do Not Call	Rec'd	Received
EM	Email	rmv'd	Removed
EM'd	Emailed	SC	Support Center
EXT	Extension	SDP	Sample Docs Page
f/u	Follow Up	SS	Spanish Speaking
Fwd'	Forwarded	TMRW	Tomorrow
GMB	General Mailbox	TT	Talked to
GS	Google Search	Vac	Vacation
H/U	Hung up	VM	Voice Mail

In the "Comments" column, the letters in the parenthesis are the initials of the caller that contacted that supplier.