

GRMS 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	GRMS is in the process of contacting these suppliers and asking them to enroll.
*CALL	Missing fax number, caller to ask for when call
*CALL +EM	Missing both fax and 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 have a fax and / or 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
R\$	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

Fax and Email Codes

Code	Description	Example
N	New	8/25/10N
BF or BE	Bad Fax or Bad Email	8/25/10BF or 8/25/10BE
ok	Fax ok / verified	8/25/10ok
SP/F	Same Phone & Fax Number	SP/F

Additional Abbreviations & Acronyms

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

◀ ▶

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