



Clients	Suppliers	Services	Industries	•	Company	•	Contact Us	Schedule a Demo

GRMS Enrollment Worksheet Supplier Enablement Codes

Code	n	Main Status Code	

Need client assistance (need contact info or to resolve an issue with a supplier)
Could not contact (Number is out of service, unreachable number, supplier hung up)
GRMS is in the process of contacting these suppliers and asking them to enroll.
Missing fax number, caller to ask for when call
Missing both fax and email, caller to ask for when call
International Suppliers
Duplicate / Exempt category
Duplicate / Already Enrolled
No working phone number but have a fax and / or email to send letters
Individual
Landlord
Non Profit
Non Responsive (not responding after 5 calls)
Supplier appears to be out of business, said they are not a supplier or has said that they are no longer a supplier
Paid and enrolled
Suppliers who refuse to participate in the supplier screening program
Suppliers who say they do not earn enough to warrant the fee
Voice Mail left – not able to reach a live person
Supplier removal by client

Fax and Email Codes

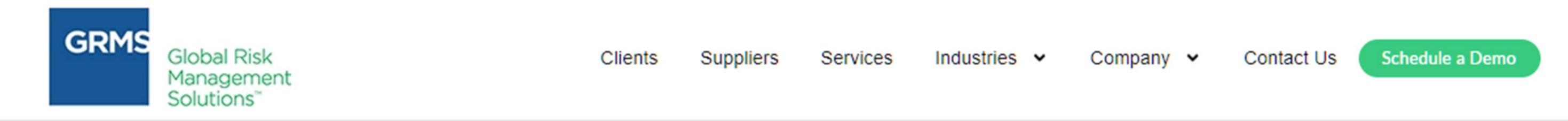
Code	Description	Example
Ν	New	8/25/10N
BF or BE	Bad Fax or Bad Email	8/25/10BF or 8/25/10BE
ok	Fax ok / verified	8/25/10ok
SP/F	Same Phone & Fax Number	SP/F



Enter your work E-mail here...







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
СВ	Call Back	NIS	Not in Service
cs	Customer Service	NLIB	No longer in business
CHQ	Corporate Headquarters	NLIS	No longer in service (ph#)
СІ	Contact Information	NLAS	No longer a supplier
соі	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

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



Enter your work E-mail here...

