



Please complete the following form, using the information you entered into IAQG OASIS during registration. If you are not a registered user, you can go to <http://www.iaqg.org/oasis> and register. If you are not sure if you are currently registered, use the "Forgot User Name or Password" link on this page and enter your email address. This will identify your user status. If your email address matches a registered user, your user name and password will be sent to you.

**NOTE:** Please complete all sections of this form. *Incomplete requests will not be processed.*

### Personal Information

<b>First Name (Given Name):</b>	
<b>Last Name (Family Name):</b>	
<b>Job Title:</b>	
<b>Business Name:</b>	
<b>Address:</b>	
<b>IAQG OASIS User ID: (used to log into OASIS)</b>	
<b>Phone:</b>	
<b>Email:</b>	

### Supplier Site Information

<b>Supplier Site OIN: (OASIS Identification Number)**</b>	
<b>Supplier Site Name:</b>	
<b>Supplier Site Address:</b>	

\*\* The Supplier OASIS Identification Number (OIN) can be found under the supplier site name in the certified supplier directory at <http://www.iaqg.org/oasis>.

When you have completed the **Supplier Administrator Request Form** please send a signed copy of this form along with your **supplier site's letterhead** and your **business card**:

SAE International  
400 Commonwealth Drive  
Warrendale, PA 15096

Attn: IAQG Supplier Request

Please allow 7 business days after receipt at SAE, for the completion of this setup.

Note: The administrator you select will receive an email from [IAQGSupport@sae.org](mailto:IAQGSupport@sae.org) when they have been activated as your Supplier Site Data Administrator.

**Supplier Site Data Administrator - Roles and Responsibilities:**

The Supplier Site Data Administrator is responsible for managing who gets access to their suppliers Assessment Results Summary and Scoring Data (Assessment Details) that resides in OASIS. There are two main functions the administrator can perform. The first is the actual granting of access to the data and the second is the assignment of other persons within the supplier's organization to serve as additional data administrators. Once access is granted, it is important for the Supplier Site Data Administrator to read and understand the Help-Suppliers guidelines paying particular attention to sections 4.1 and section 4.2, describing the details these functions.

By granting access to Assessment Details, you are granting access to all current certification information, where your supplier site is on the certificate. In the case where a single certificate contains multiple sites, you are granting full access to Assessment Details for all sites included in the certificate.

I the undersigned understand the responsibilities and implications of the OASIS Data Administration role that I will be given for management of my companies Audit Report Summary and Scoring data in OASIS. I confirm that my job responsibilities within this supplier organization enable me to act on behalf of this supplier, to have this role in IAQG OASIS.

Print or Type Name: \_\_\_\_\_

Sign and Date, Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* Reminder: Please include your supplier site's letterhead and your business card, along with this signed form.**