

**To:** IAQG OASIS CB's:  
**Date:** January 19, 2007  
**Subject :** OASIS Entries

Occasionally we are informed by OASIS users that they have found what appear to be errors in some of the data entered by the CRB's in to OASIS. Most data entry errors seem to be from duplicate entries. While these errors are few we want to keep these errors to an absolute minimum. In order to improve data entry efficiency and reduce data entry duplication and duplicate invoicing errors we have suggestions in the following areas.

### **Supplier Add**

**Duplicate Supplier Sites** - You should only use the "Supplier Add" application when you are absolutely positive that the supplier site is not already in OASIS. When entering a new assessment or certificate perform a search for the supplier site to see if the site already exists in OASIS. Keep in mind that there are dozens of CRB's entering suppliers into OASIS and that the supplier you want to add may have already been entered by another CRB.

### **Certificate / Assessment Add**

**Wrong Supplier** – When entering a recertification or surveillance make sure that you are entering the data for the right supplier site/s. Because a supplier site may have been entered more than once you must check the OIN number of the supplier site to make sure it matches the site for which you are entering information.

**Duplicate Entries** - When entering a new initial, recertification or surveillance make sure you do not enter the same information twice. A duplicate entry in many cases creates a second invoice. If you find that a duplicate entry has been made please delete the duplicate and inform us so we can correct or void the second invoice.

**Wrong Entry Type** – Make sure you correctly choose if you are entering an initial, re-certification or surveillance.

**Multisite Entries** - Enter multisite certificates under one entry. Do not enter the sites for a multisite certificate as independent entries. If you do you will create multiple invoices. If you need guidance for entering multisite certificates please read the "CRB-Help" application or contact us if you have any questions.

### **Certificate /Assessment Modify**

**Wrong Supplier / Entry** – Make sure you have chosen the exact supplier / entry that you want to modify.

**Reason for Modification** – In the comment section be very concise as to what the modification is you are making and why the modification was necessary. Do not however include private information unrelated to the reason for the modification.

**Rejected Modifications** – If your modification is rejected your response to the rejection should be handled by clarifying the reason for the modification in the comment section of the modification. Clarify and then resubmit the modification.

**Modifications in Process** – On a regular basis you should check the "Certificate / Assessment Modify" application to make sure that you do not have any modifications in process that you have forgotten about or that have been rejected. If there are in process modifications that are no longer necessary delete those incomplete entries.

Thank you for your attention to the above. Please do not hesitate to contact me if you have any questions.

Best regards,  
Jay Myers  
SAE OASIS Program Manager