Date : May 19, 2017

To : Certification Bodies

Subject : New OASIS Invoicing capabilities

Certification Bodies

As part of the recent upgrade to OASIS, we have implemented the below capabilities:

1- Invoices will be sent by email (not print). There will be one “billing email address” per CB.
2- CB’s are able to search/filter invoices based on:
   a. Invoice Date
   b. Audit Reference Number
   c. Cert Number
   d. Supplier Name, OIN, City, Country
3- CB’s can export the above listing to Excel, CSV or PDF

To enable these new capabilities, we want to confirm we are using the correct Billing Email Address, and we need to set up users for each CB so they can access these capabilities.

ACTION: To enable us to complete this setup, please reply to this email with the following information:

1- Your organization name and OIN from OASIS.
2- Each CB can have only one official “billing email address”. Please confirm this email address (where you have received this email) is the correct “billing email address” for your organization.
3- Each CB can have one or multiple users who have access to view/search/print the invoices for your organization. Please send the following information for each user who you want to have access:
   a. First Name
   b. Last Name
   c. Email address

Note: If your organization is no longer participating as an active Certification Body in IAQG and does not anticipate doing so in the near future, please notify us that you will not need online access to your account.

Please view the OASIS Online Help for additional information (https://oasishelp.iaqg.org/app/invoicing-capabilities/), and reply to this email with any questions.

In case of questions, please contact the IAQG support function at: IAQGsupport@sae.org or your OASIS Sector Representative:

Americas – Becky Lemon rebecca.lemon@sae.org
Asia/Pacific – Takayoshi Maehata takayoshi.maehata@sjac.or.jp
Europe – Ian Folland icf@isesols.com

Sincerely,

The IAQG Database Team