

OASIS

Vendor Upload System



David Christie

Rev. 6

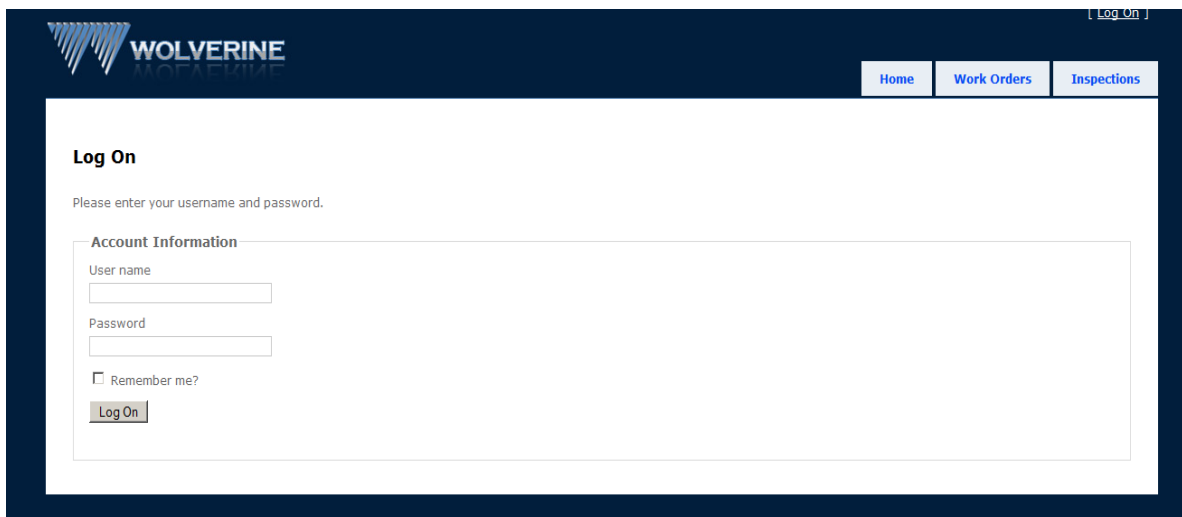
The vendor upload system (Oasis) is designed to be user friendly yet efficient so you can quickly update and invoice work orders from the field. You will be able to invoice Wolverine directly, upload your documents and photos that relate to your invoice in one convenient step. If you have any trouble at any step of the way, please call us at (248) 586-9779 and ask for Mark Stefaniak at extension 110.

Step 1

Call Wolverine and get setup with a user name and password. You will need this in order to safely and securely log in and update your work orders. Once you receive your password, write it down and keep it safe. If you should lose this, you will have to call Wolverine to reset the password as we do not maintain these on file.

Step 2

Point your browser to www.fieldinspection.com and click on the *Vendor Login Link*. This will take you to the vendor upload portion of our website. Once you arrive there, type in your user name and password that was issued to you. This will take you to the main menu of the upload system. Click on the **Work Orders** tab.



The screenshot shows the Wolverine Vendor Login interface. At the top left is the Wolverine logo. To the right are navigation tabs for 'Home', 'Work Orders', and 'Inspections'. The main section is titled 'Log On' and includes the instruction 'Please enter your username and password.' Below this is a form with the following elements:

- Account Information**
- User name:
- Password:
- Remember me?
-

Step 3

Work Orders

- 0 Open
- 1 Waiting to be reviewed by Wolverine
- 0 Edited waiting for completed results
- 0 Failed to meet requirements
- 12 Delinquent
- 0 Completed

View:

WO #	Issued	Address	City	State	Date Completed
Page 1 of 0					

No records to view

Work Orders.

You are now at the summary screen of Work Orders. It shows your summary of work orders and the status of each one. The default view is Open Work Orders. Click on the drop down arrow in the box next to the View. Listed below is each status and what they represent. As Work Orders progress OnLine, the Work Order status will automatically change for you.

- Open
- Waiting to be reviewed by Wolverine
- Failed to meet Requirements
- Completed
- In-Process (Cannot edit at this time)

Open

These are current work orders that are waiting to be completed. A complete list of all of your open work orders will show up under this section. Work Orders remain in this status until the status changes. As the work order moves through the work order life cycle, the status is updated automatically. Keep reading to find out how the status will update.

Waiting To Be reviewed by Wolverine

These are current work orders that have been completed online and are waiting to be reviewed by Wolverine for completeness and compliance with the latest regulations. If your work order is rejected for being incomplete, the status will automatically be changed to **Failed to meet requirements** and you will receive communication stating why it failed and what information you will need to upload to complete your invoice.

Failed to meet Requirements

During the validation process, if Wolverine finds a discrepancy with your invoice. They may reject some part or all of it. You will receive a detailed report faxed or emailed to you listing exactly what you need to do in order for Wolverine to finish your invoice. Once your invoice has been rejected, the status will change to Failed to meet Requirements. Back in this state, you can make the necessary adjustments and re-submit your invoice back to Wolverine for payment in one easy step by Completing your invoice again.

Completed

These are completed and closed. These can't be edited and are for view only.

In-Process (Cannot Edit Invoice at this time)

When your invoice is in this status, Wolverine has retrieved your invoice and is in the process of working on it. This is a special time because Work Orders can't be accessed at this time as we do not want any information compromised. You can imagine if they pull down your invoice and then you add more photos to it. They will have no idea that the new photos have been added and they will not be part of the final invoice.

Step 4

The screenshot shows the Wolverine Work Order #162515 Invoicing screen. The main form includes a sidebar with document types, a main form for adding invoice items, and a table of existing items.

Work Order #162515

Add Document

- AFAdair
- Automated Issue
- Condition Report
- Dead in Lieu
- Pump Record
- Receipt
- Fee Report
- PHM Form 30
- LDI Inspection
- LDI Service
- Legal Description
- One Time Checklist
- Order Request
- Operational
- Second Bid
- The Notice
- Vacant Inspection
- Vendor FEB
- Violation

LEO LOVISHCHUK
76 FINE ORCHARD RD
CHESTER, PA 02934
Loan #502785863
WOP#162515
Map

Date Completed: 3/5/2012
Vendor Invoice #: 162515

Is Property Damaged? Is Electricity On?
 Is Sump Pump Present? Was Property Fenced on this Trip? Was Property Winterized on this Trip?
 Ready to Convey?

Add Edit Delete

Qty	Category	Description	Unit Price	Amount	Photos
1	Service Charge	Service Charge	\$29.75	\$29.75	Add Photos

Total: \$29.75

Comment:
Online Invoice

Save Complete Upload/View Photos

Uploaded On *	Filename	Type	Action
03/09/2012 02:51:06 PM	WOP162515 PCR.pdf	Condition Report	View Delete
03/09/2012 02:54:55 PM	WOP162515 Bid.pdf	Second Bid	View Delete

Invoicing a Work Order

To begin the process of invoicing an open work order, simply click on any open Work Order listed in the Open Work Order Window to select it and begin updating. Once you select the work order, you will be taken to the edit screen where you can start adding line items, photos and documents etc.

Invoice Line Items

These have to be added first before any photos or documents can be added to the work order. To begin adding Invoice line items click the **Add** button on the work order screen. You are prompted to enter the following fields for this invoice. Note: you can edit the description on any entry including the custom category type.

1. **Qty** (Enter numeric value only)
2. **Category** (Click drop down arrow and select category) If the category choices available in the drop down do not apply, choose "Custom"
3. **Description** (Auto filled when category is selected) If you provide additional description, please note you are limited to a total of 80 characters.

4. **Unit Price** (Full price without Wolverine discount)
5. Click **Submit** to save your entry or **Cancel** to go back to the Invoice line item screen. When you click **Submit**, the window will stay up on the screen so you can continue to add invoice line items. When you are finished, click **Cancel** to return to the Work Order entry screen.

Comment:

Enter a full description describing the work performed on this Work Order, materials used and any additional information you feel that will help in the completion of this work order. (For example, mold found, additional structure on property, animal infestation etc.). Failure to do this could delay processing and payment of this work order.

Uploading Photos

We are all familiar with digital cameras from taking pictures of our families and vacations. This works the same way. The first step is to upload photos that pertain to **each Invoice Line Item** in the Work Order. To upload photos for a given Invoice Line Item, click the **Add Photos** link. Depending on which browser you are using, you may receive an error message saying you need to download an updated flash player. Call Wolverine support and we can walk you through if this happens to you.

WELCOME jla! [Log Off]

Home Work Orders Inspections

Upload Photos

[Work Order: 162515](#)

LEO LOVISHCHUK
76 PINE ORCHARD RD
CHEPACHET, RI 02814

Loan #502785863
WO#162515

Invoice Line Item: Before/After:

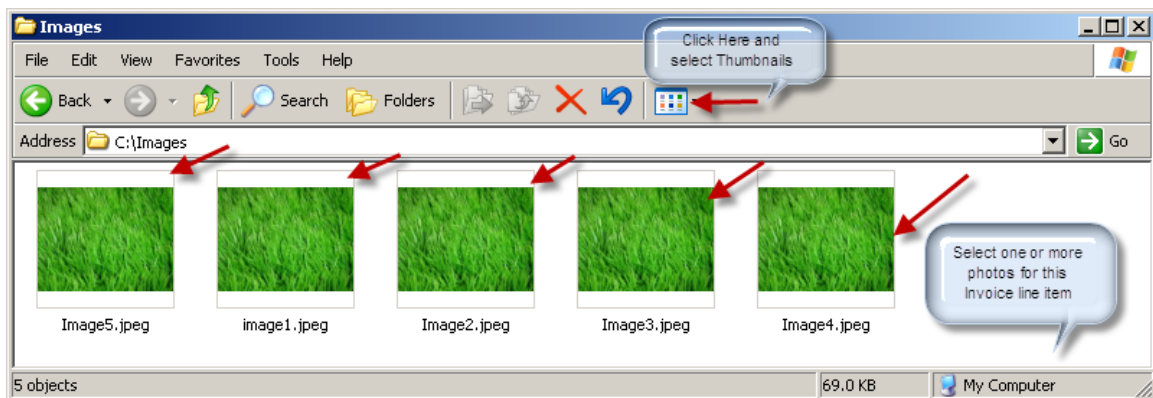
Upload Queue

48 photos uploaded.

Select Photos

From the **Upload Photos** screen, click on the **down arrow** next to the Before/After description and select whether these photos are before or after photos. **This is used to categorize and link each photo with the invoice line item and if it is a before or after picture.** Click on the **Select Photos** button to select photos for this Invoice Line Item category. Choose the folder on your computer where your photos are saved and select all of them that pertain to this Invoice Line item.

Hint: A nice way to manage this process is to view your photos on your computer organized by thumbnails (or tiles in Windows 7). This way you can look at your photos by category and select them for each invoice line item. See the diagram below as a reference.



Once you have selected the photos to upload, click on the **Open Button** in the window you have opened to select the photos. Depending on how many photos you have selected, this may take a few minutes. You will see them populate across the screen as they upload. **Hint: Change the setting on your camera so that the picture size is 640x480 and this will greatly reduce the time it takes to upload your photos. Call us and we can assist you with this.**

Once they are uploaded to your Invoice Line item, you can select more photos to upload simply by clicking on the down arrow next to the Invoice Line Item description and choose either before or after photos. Keep doing this until you have uploaded all photos relating to this Invoice Line Item. When you are finished uploading photos, click on the **Work Order:** link and it will take you back to the Work Order entry screen. Repeat this process for each Invoice Line Item you are billing. You can click on the Upload\View button at any time to view or add new photos to your Invoice Line Items.

Uploading Documents

WOLVERINE

Work Order #162515

Add Document

- [Affidavit](#)
- [Commercial Insp](#)
- [Condition Report](#)
- [Deed in Lieu](#)
- [Dump Receipt](#)
- [Eviction](#)
- [Fire Report](#)
- [FNMA Form 30](#)
- [LDI Inspection](#)
- [LDI Specs](#)
- [Legal Description](#)
- [One Time Checklist](#)
- [Order Request](#)
- [Overallowable](#)
- [Second Bid](#)
- [Tax Notice](#)
- [Vacant Inspection](#)
- [Vendor DPR](#)
- [Violation](#)

LEO LOVISHCHUK
76 PINE ORCHARD RD
CHEPACHET, RI 02814

Date Completed: 3/9/2012
Vendor Invoice #: 162515

Loan # 502785863
WO# 162515

[Map](#)

Is Property Damaged?
 Is Sump Pump Present? Is Electricity On?
 Was Property Posted on this Trip? Was Property Winterized on this Trip?
 Ready to Convey?

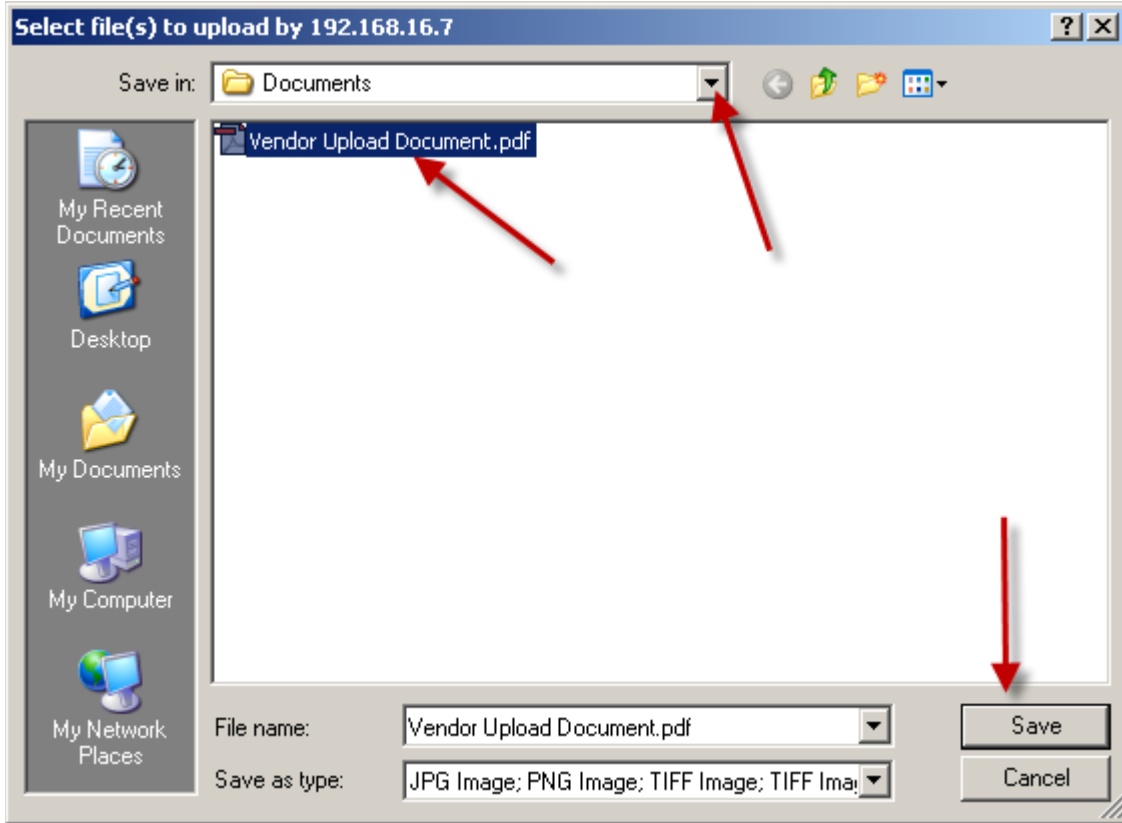
[Add](#) [Edit](#) [Delete](#)

Qty	Category	Description	Unit Price	Amount	Photos
1	Service Charge	Service Charge	\$29.75	\$29.75	Add Photos
1	Lock - Master L	11211, 22336, Lock	\$60.00	\$60.00	Add Photos
1	Vehicle Removal	Vehicle Removal -	\$200.00	\$200.00	Add Photos
			Total: \$289.75		

Uploading documents is very similar to uploading photos. There is a Heading on the upper left hand side called **Add Document**. Below it there is a column of document types. Choose a document type by clicking on it and it will take you to the Upload Document window where you can select your documents to upload.

Hint: The program is assuming you are uploading either an image or a pdf type of file. If you haven't scanned or converted your document, do so at this time. When ready, perform this step.

There is a Document Type description with a drop down arrow that shows the document type category. If the document type is ok, then click on the **Select Document** button just like you did for photos. Select your document and click Save to add it to your invoice.



Repeat these steps for as many documents you have to upload.

Hint: For a short cut, you can do all of this right from this page. Just click on the down arrow under Document type and select the next type of document to upload. Once you have uploaded all of your photos and documents to the website, they are there for you to view, delete and upload more documents. Click on the Work Order: link on the upper left hand corner of the screen to return to the main work order entry screen.

Step 5

Finalizing the Invoice

When you have completed steps 1 through 4 you are ready to finalize the invoice and complete it. Click on the work order link in the upper left hand corner of the screen if you are not already at the main Work Order entry screen. Below are the steps necessary to complete your work order

1. Enter or verify you have detailed comments for this invoice
2. Click on any check boxes that apply to your invoice *
3. Enter in the completion date for this invoice *
4. Enter in your invoice number in the Vendor Invoice field
5. Click on the save button to save your work
6. Click on the complete button to move the work order from Open to Waiting on Wolverine to review area.

Step 6

Congratulations, well done. You have successfully invoiced your work order online. Repeat Steps 1 through 5 as needed to invoice more work orders.

Call (248) 586-9779 if you have any questions before, during or after entering your information online. Ask for Mark Stefaniak at extension 110, or if he is not available ask for Tom at extension 118.

- **Notes**

1. Is Property Damaged checkbox. By clicking on this a Damaged Property Report button will appear on the screen. Clicking on this button will take you to the Damaged Report Online entry form. Complete this form to submit a Damaged Property Report as part of your invoice.
2. Work Order Notes. Clicking on the document image located directly underneath the Vendor Invoice # textbox will allow you to view the original work order comments/instructions given by Wolverine.
3. Also, as you are working your way through your invoice, some options will trigger responses from you and give you the option to create a report such as a damaged property report.
4. Bids are also accepted online. You have the ability to create a bid or upload a bid to the online system.
5. The Completion date is a mandatory field and must be completed in order to finish your Work Order.

Thank You