

# INFINEUM VENDOR DATA AUTHENTICATION PROCESS (ITALIANO)

November 2015

Performance you can rely on.



<u>Infineum - Istruzioni per l'Autenticazione dei Fornitori</u>	<u>Infineum Vendor Authentication Factsheet</u>
<p><u>Scopo</u></p> <ul style="list-style-type: none"> <li>• Spiegare perché il processo è necessario;</li> <li>• Quale contatto il fornitore si aspetta di ricevere da Infineum;</li> <li>• Cosa viene richiesto al Fornitore;</li> <li>• Eventuali implicazioni del mancato completamento del processo.</li> </ul>	<p><u>Purpose</u></p> <ul style="list-style-type: none"> <li>• to explain why the process is needed</li> <li>• what contact the Vendor should expect from Infineum</li> <li>• what is required of the Vendor</li> <li>• implications of the process not being completed</li> </ul>
<p><u>Perché è richiesta l'autenticazione dei Fornitori</u></p> <ul style="list-style-type: none"> <li>• è una procedura richiesta per prevenire frodi e pagamenti incorretti</li> </ul>	<p><u>Why is Vendor authentication required</u></p> <ul style="list-style-type: none"> <li>• This is a process requirement to prevent fraud and incorrect payments</li> </ul>
<p><u>Quale contatto il Fornitore si aspetta di ricevere da Infineum</u></p> <ul style="list-style-type: none"> <li>• L'Ufficio Acquisti / l'Ufficio Amministrativo di Infineum forniranno una copia di queste istruzioni al fornitore (è necessario che sia condiviso con l'Amministrazione /il responsabile aziendale del Fornitore);</li> <li>• L'Amministrazione/il responsabile aziendale riceverà una e-mail da Infineum che richiede l'autenticazione delle sue informazioni (proveniente dall'indirizzo e-mail: <a href="mailto:GlobalVendor.MasterAdministrator@Infineum.com">GlobalVendor.MasterAdministrator@Infineum.com</a>), contenente un modulo di autenticazione in doppia lingua;</li> <li>• L'Amministrazione/il responsabile aziendale del Fornitore riceverà un sollecito via e-mail o tramite telefonata da Infineum per sollecitare l'autenticazione nel caso questi non rispondesse tempestivamente</li> </ul>	<p><u>What contact should Vendor expect from Infineum</u></p> <ul style="list-style-type: none"> <li>• Infineum Procurement / Finance will supply a copy of this factsheet to the Vendor (this needs to be shared with the Finance / Company Officer contact at the Vendor)</li> <li>• Finance / Company Officer contact at the Vendor will receive an email from Infineum requesting authentication of Vendor information (from email address <a href="mailto:GlobalVendor.MasterAdministrator@Infineum.com">GlobalVendor.MasterAdministrator@Infineum.com</a>) with authentication template in dual language</li> <li>• Finance / Company Officer contact at the Vendor will receive reminder emails and / or phone calls from Infineum to request authentication if this has not taken place in a timely manner</li> </ul>
<p><u>Cosa viene richiesto in merito al Fornitore</u></p> <ul style="list-style-type: none"> <li>• Il contatto del Fornitore è invitato a fornirci i dati relativi al referente dell'ufficio amministrativo o il responsabile aziendale che possono, nel rispetto dell'indipendenza, verificare i dati sensibili ( nome, indirizzo dettagli bancari)</li> <li>• L'Amministrazione/responsabile aziendale deve rispondere tempestivamente alla richiesta di autenticazione da parte di Infineum, inviando via e-mail i dati rilevanti completati.</li> </ul>	<p><u>What is required of the Vendor</u></p> <ul style="list-style-type: none"> <li>• Vendor contact to provide contact details of a Finance or Company Officer contact who can independently verify the sensitive fields (name, address, banking details)</li> <li>• Finance or Company Officer to respond to Infineum authentication request in a timely manner by returning email with relevant details completed</li> </ul>
<p><u>Implicazioni del mancato completamento del processo</u></p> <ul style="list-style-type: none"> <li>• Infineum non sarà in grado di pagare tempestivamente per materiali o servizi ricevuti</li> </ul>	<p><u>Implications of the process not being completed</u></p> <ul style="list-style-type: none"> <li>• Infineum will not be able to pay timely for materials or services</li> </ul>

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