

# INFINEUM VENDOR DATA AUTHENTICATION PROCESS (FRANÇAIS)

November 2015

Performance you can rely on.



<b>Fiche d'information: Authentification Vendeurs Infineum</b>	<b>Infineum Vendor Authentication Factsheet</b>
<p><b>Objectif</b></p> <ul style="list-style-type: none"> <li>expliquer pourquoi le processus est nécessaire</li> <li>quel contact le vendeur doit attendre d'Infineum</li> <li>ce qui est demandé du vendeur</li> <li>les conséquences si le processus n'est pas complété</li> </ul>	<p><b>Purpose</b></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><b>Pourquoi l'authentification du vendeur est requise</b></p> <ul style="list-style-type: none"> <li>Ceci est une exigence du processus afin d'éviter des fraudes et des paiements incorrectes</li> </ul>	<p><b>Why is Vendor authentication required</b></p> <ul style="list-style-type: none"> <li>This is a process requirement to prevent fraud and incorrect payments</li> </ul>
<p><b>Quel contact le vendeur doit s'attendre d'Infineum</b></p> <ul style="list-style-type: none"> <li>Les Achats / la Finance Infineum va fournir une copie de cette fiche au vendeur (cela doit être donné à un contact Finance ou direction du vendeur)</li> <li>Le contact finance / direction chez le vendeur recevra un email d'Infineum lui demandant d'authentifier l'information du vendeur (de la part de <a href="mailto:GlobalVendor.MasterAdministrator@Infineum.com">GlobalVendor.MasterAdministrator@Infineum.com</a>) avec le modèle d'authentification dans les 2 langues</li> <li>Le contact finance / direction chez le vendeur recevra des courriels des rappels par e-mail et / ou par appels téléphoniques de la part d'Infineum pour demander l'authentification si cela n'a pas eu lieu en temps opportun</li> </ul>	<p><b>What contact should Vendor expect from Infineum</b></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><b>Ce qui est demandé du vendeur</b></p> <ul style="list-style-type: none"> <li>Le contact du vendeur doit fournir les détails d'un contact responsable des finances ou de la société qui peuvent vérifier indépendamment les informations sensibles (nom, adresse, coordonnées bancaires)</li> <li>La finance ou le contact direction doit répondre à la demande d'authentification d'Infineum en temps opportun par retour d'e-mail avec les détails pertinents complétés</li> </ul>	<p><b>What is required of the Vendor</b></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><b>Conséquences si le processus n'est pas complété</b></p> <ul style="list-style-type: none"> <li>Infineum ne sera pas en mesure de payer à temps les factures pour les matériaux ou services</li> </ul>	<p><b>Implications of the process not being completed</b></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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