

# INFINEUM VENDOR DATA AUTHENTICATION PROCESS (*ESPAÑOL*)

November 2015

Performance you can rely on.



<u>Hoja de proceso de autenticación para los proveedores de Infineum</u>	<b>Infineum Vendor Authentication Factsheet</b>
<p><b><u>Propósito</u></b></p> <ul style="list-style-type: none"> <li>• Explicar por qué este proceso es necesario</li> <li>• Qué tipo de contacto el Proveedor debe esperar de Infineum</li> <li>• Que es lo que se requiere del Proveedor</li> <li>• Cuáles serán las implicaciones si el proceso no ha sido completado</li> </ul>	<p><b><u>Purpose</u></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><u>Por qué es necesaria la autenticación de proveedores</u></b></p> <ul style="list-style-type: none"> <li>• Este es un requisito / Proceso para evitar fraudes y pagos incorrectos</li> </ul>	<p><b><u>Why is Vendor authentication required</u></b></p> <ul style="list-style-type: none"> <li>• This is a process requirement to prevent fraud and incorrect payments</li> </ul>
<p><b><u>Qué contactos debera el Proveedor esperar de Infineum</u></b></p> <ul style="list-style-type: none"> <li>• El responsable de Compras o Finanzas de Infineum le suministrará una copia de esta hoja informativa al Proveedor, (esta deberá ser compartida con Finanzas o con el responsable a cargo de la Sociedad)</li> <li>• Finanzas o el Responsable a cargo de la sociedad recibirá un correo electrónico de Infineum solicitando la autenticación de la información del proveedor (vía el siguiente email <a href="mailto:GlobalVendor.MasterAdministrator@Infineum.com">GlobalVendor.MasterAdministrator@Infineum.com</a>) con la planilla de autenticación adjunta, en dos idiomas</li> <li>• Finanzas o Responsable a cargo de la sociedad, recibirá correos electrónicos recordatorios y / o llamadas telefónicas desde Infineum para solicitar la autenticación de los datos, si esto no ha tenido lugar de manera oportuna</li> </ul>	<p><b><u>What contact should Vendor expect from Infineum</u></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><u>Lo que se requiere del Proveedor</u></b></p> <ul style="list-style-type: none"> <li>• El Proveedor proporcionara la información de un contacto de Finanzas o el contacto del Responsable a cargo de la Sociedad, que pueda verificar de forma independiente los campos sensibles (nombre, dirección, datos bancarios)</li> <li>• Finanzas o el contacto responsable de la sociedad deberá responder a la solicitud de autenticación enviada por Infineum de manera oportuna, mediante la devolución de correo electrónico con los detalles “ datos” requeridos completos</li> </ul>	<p><b><u>What is required of the Vendor</u></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><u>Implicaciones que traerá aparejadas, si el proceso no ha sido completado</u></b></p> <ul style="list-style-type: none"> <li>• Infineum no podrá pagar a tiempo por los materiales o Servicios solicitados</li> </ul>	<p><b><u>Implications of the process not being completed</u></b></p> <ul style="list-style-type: none"> <li>• Infineum will not be able to pay for materials or services</li> </ul>

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