

INFINEUM VENDOR DATA AUTHENTICATION PROCESS (*DEUTSCH*)

November 2015

Performance you can rely on.



<u>Infineum Informationsblatt zur Lieferanten-Authentifizierung</u>	<u>Infineum Vendor Authentication Factsheet</u>
<p><u>Zweck</u></p> <ul style="list-style-type: none"> • Warum ist diese Vorgehensweise erforderlich? • Wie wird Infineum den Lieferanten kontaktieren? • Was wird vom Lieferanten erwartet? • Was sind die Konsequenzen, wenn die Vorgaben nicht eingehalten werden? 	<p><u>Purpose</u></p> <ul style="list-style-type: none"> • to explain why the process is needed • what contact the Vendor should expect from Infineum • what is required of the Vendor • implications of the process not being completed
<p><u>Warum ist die Lieferanten-Authentifizierung erforderlich?</u></p> <ul style="list-style-type: none"> • Dies ist eine Infineum-Vorschrift, um Betrug und fehlerhafte Zahlungen zu verhindern. 	<p><u>Why is Vendor authentication required</u></p> <ul style="list-style-type: none"> • This is a process requirement to prevent fraud and incorrect payments
<p><u>Wie wird Infineum die Lieferanten kontaktieren?</u></p> <ul style="list-style-type: none"> • Infineum Einkauf / Finanzbuchhaltung wird dem Ansprechpartner des Lieferanten dieses Informationsblatt zusenden (dieser muss es an die zuständige Person der Finanzabteilung / Geschäftsführung weiterleiten). • Die zuständige Person der Finanzabteilung / Geschäftsführung des Lieferanten erhält von der Infineum E-Mail-Adresse GlobalVendor.MasterAdministrator@Infineum.com eine Nachricht mit einer zweisprachigen Authentifizierungs-Vorlage erhalten, mit der Bitte um Bestätigung der Lieferantendaten. • Die zuständige Person der Finanzabteilung / Geschäftsführung des Lieferanten wird eine Erinnerung per E-Mail oder einen Telefonanruf von Infineum erhalten, falls die Authentifizierung nicht zeitnah erfolgt ist. 	<p><u>What contact should Vendor expect from Infineum</u></p> <ul style="list-style-type: none"> • 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) • Finance / Company Officer contact at the Vendor will receive an email from Infineum requesting authentication of Vendor information (from email address GlobalVendor.MasterAdministrator@Infineum.com) with authentication template in dual language • 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
<p><u>Was wird vom Lieferanten erwartet?</u></p> <ul style="list-style-type: none"> • Der Ansprechpartner des Lieferanten muss Infineum die Kontaktdaten der zuständigen Person der Finanzabteilung / Geschäftsführung mitteilen, die unabhängig die sensitiven Lieferantendaten (Firmenname, Adresse, Bankdaten) verifizieren kann. • Die zuständige Person der Finanzabteilung / Geschäftsführung muss der Bitte von Infineum um Authentifizierung der Lieferantendaten nachkommen, indem Sie die Authentifizierungs-Vorlage zeitnah ausfüllt und per E-Mail zurückschickt. 	<p><u>What is required of the Vendor</u></p> <ul style="list-style-type: none"> • Vendor contact to provide contact details of a Finance or Company Officer contact who can independently verify the sensitive fields (name, address, banking details) • Finance or Company Officer to respond to Infineum authentication request in a timely manner by returning email with relevant details completed
<p><u>Konsequenzen, wenn die Vorgaben nicht eingehalten werden</u></p> <ul style="list-style-type: none"> • Infineum kann dann die Rechnungen für Materiallieferungen und Dienstleistungen nicht fristgerecht begleichen. 	<p><u>Implications of the process not being completed</u></p> <ul style="list-style-type: none"> • Infineum will not be able to pay timely for materials or services

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