

# INFINEUM VENDOR DATA AUTHENTICATION PROCESS (*PORTUGUESA*)

November 2015

Performance you can rely on.



## Guideline para Autenticação de Fornecedores da Infineum

### Próposito

- Explicar a razão pela qual o processo é necessário
- Que tipo de contato o Fornecedor deve esperar da Infineum
- O que é solicitado ao Fornecedor
- Quais são as implicações se o processo não foi concluído

### Porque a autenticação do Fornecedor é necessária

- Este é um processo necessários para prevenir fraude e pagamentos incorretos

### Qual contato o Vendor deve esperar da Infineum

- O contato da Infineum com o Fornecedor irá fornecer uma cópia deste Guideline (isto deve ser compartilhado com o Responsável Legal ou com a pessoa encarregada da Companhia)
- Finanças, o Responsável Legal ou a pessoa encarregada da Companhia irão receber um email da Infineum solicitando a autenticação das Informações do fornecedor (do seguinte email: [GlobalVendor.MasterAdministrator@Infineum.com](mailto:GlobalVendor.MasterAdministrator@Infineum.com)) com o formulário de autenticação em duas línguas
- Finanças, o Responsável Legal ou a pessoa encarregada da Companhia irão receber emails de lembrete e/ou ligações da Infineum solicitando a autenticação se isso não tiver ocorrido em tempo hábil

### O que se exige do Fornecedor

- O fornecedor deve fornecer as informações de um contato de Finanças, do Responsável Legal ou a pessoa encarregada da Companhia que possa verificar de forma independente os campos sensíveis do formulário (nome, endereço, dados bancários)
- O Fornecedor deverá responder à solicitação de autenticação enviado pela Infineum em tempo hábil, encaminhando o email com os dados relevantes completos

### Implicações no caso de não conclusão do Processo

- Infineum não será capaz de pagar pelo material ou serviço requeridos

## Infineum Vendor Authentication Factsheet

### Purpose

- 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

### Why is Vendor authentication required

- This is a process requirement to prevent fraud and incorrect payments

### What contact should Vendor expect from Infineum

- 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](mailto: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

### What is required of the Vendor

- 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

### Implications of the process not being completed

- Infineum will not be able to pay timely for materials or services

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