

INFINEUM VENDOR DATA AUTHENTICATION PROCESS

November 2015

Performance you can rely on.



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) with authentication template in dual language (if applicable).
- 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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