

INFINEUM VENDOR DATA AUTHENTICATION PROCESS (*CHINESE*)

November 2015

Performance you can rely on.



润英联供应商信息认证简介

Infineum Vendor Authentication Factsheet

目的

- 说明此过程的必要性
- 供应商应该期待润英联什么样的联系
- 供应商所须要提供的
- 未完成的认证过程所带来的影响

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

为什么须要供应商认证

- 此过程可以有效防止欺诈和错误付款

Why is Vendor authentication required

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

供应商应该期待润英联什么样的联系

- 润英联采购/财务人员将提供此信息认证简介至供应商(此简介需要分享与供应商财务/公司管理人员)
- 供应商财务/公司管理人员将会收到润英联所发出的电子邮件(电子邮件地址GlobalVendor.MasterAdministrator@Infineum.com), 要求供应商认证双语模板信息
- 如果没有及时收到回复, 供应商财务/公司管理人员将会收到润英联的电子邮件和/或电话提醒, 要求信息认证

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
- 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

供应商所须要提供的

- 供应商联系人须提供能够独立核实认证敏感信息(名称, 地址, 银行详细信息)的贵公司财务/公司管理人员资料
- 贵公司财务/公司管理人员须及时完成与回复润英联的认证请求

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

未完成的认证过程所带来的影响

- 润英联将不会支付任何材料与服务费用

Implications of the process not being completed

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

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