



VMTS Security System

Account Protection

Van Marcke Trade Supply

www.vmts.com

Phoenix | Tucson | Las Vegas | Dallas

Van Marcke Trade Supplies security system is mandatory in all of our stores. It is designed to protect you from someone fraudulently purchasing on your account.

This system is very simple to set up and maintain. The requirements are as follows:

- VMTS needs a list of each authorized purchaser (AP) for your company
- The form to submit this list follows (see page 2)
- VMTS will assign each AP a six digit number (i.e., birthday)
- VMTS will notify each AP with their PIN number by either—
Personal E-mail or sealed envelope at your company or company approved contact for the PIN system
- Once your company notifies VMTS that each AP has their PIN, VMTS will activate the PIN system for your company
- After the PIN system is active no one will be able to purchase without entering a PIN
- When placing an order in a store (after the VMTS employee selects your account for the order), your AP will be asked to enter their PIN
- There will be a numeric PIN pad at each terminal in each store
- When the PIN is entered, it will NOT be visible by VMTS employees
- VMTS store employees will not be able to override this feature
- If an AP forgets their PIN number, they will need to produce a driver's license
- If the name on the driver's license matches the AP name on your account, Accounts Receivable (AR) will give them the PIN number to enter. AR will be the only department with access to these numbers
- Your company will be notified that this has taken place
- When an AP loses this authority, you simply notify us by E-mail to pinsystem@vmts.com and their PIN is blocked from further use immediately
- When a new AP is hired, simply email the enrollment form with the new employee and we will get a PIN assigned with immediate activation

We hope you find this program simple and effective.

Thank you for your cooperation.



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I, _____, duly authorized for agent _____ (hereafter known as company), am providing this list to Van Marcke Trade Supply with the understanding that each individual listed will be issued a Personal Identification Number (PIN) to be used when placing orders with VAN MARCKE TRADE SUPPLY. I understand that if one of the following individuals loses their authority to purchase on behalf of the company, that VAN MARCKE TRADE SUPPLY must be notified. Until such notification, with returned receipt confirmation, the company is responsible for the purchases made.

Name: _____

Title: _____

Authorized Purchaser	Email (required)	Cell Phone (required)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

If no personal email is provided, the PIN will be sent to the company's office in a sealed envelope with the AP's name on it or you may designate one authorized employee to receive all of the PIN numbers via E-mail or regular mail. This form can be emailed to pinsystem@vmts.com.