



VMTS Security System

Account Protection

Van Marcke Trade Supply

www.vmts.com

Phoenix | Tucson | Las Vegas | Dallas

Van Marcke Trade Supply's Security System is mandatory in all of our stores. It is designed to protect you from someone fraudulently purchasing on your account. This also activates our Bonus Rewards Program, which can be set up to only allow the company or each AP to redeem rewards.

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 either assign each AP a six digit number (i.e., birthday) or you can choose the PIN
- VMTS will notify each AP of their PIN number through—
an authorized company email or through their personal email
- 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. This will then place their name on the invoice.
- 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, the AP will be able to create a new PIN at the store counter
 - Your company will be notified if this has taken place
- When an AP loses this authority, notify us by email: pinsystem@vmts.com and their PIN will be blocked from further use immediately
- When a new AP is hired, email the enrollment form with the new employee's information to pinsystem@vmts.com 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 have a Personal Identification Number (PIN) created 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 on their account.

Name: _____

Title: _____

	Authorized Purchaser	PIN # (6 digits)	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 your designated authorized employee to receive all of the PIN numbers via E-mail or regular mail. This form should be emailed to pinsystem@vmts.com.

Van Marcke Trade Supply

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