



# VMTS Security System

Account Protection

Van Marcke Trade Supply

www.vmts.com

Phoenix | Tucson | Las Vegas | Dallas

Dear Valued Customer:

**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 unique PIN number
- VMTS will notify each AP with their PIN number by:  
Personal E-mail or, sealed envelope at your company or company approved contact for the PIN system
- Once your company notifies VMTS that each PA 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 a tech forgets their PIN number, they will need to produce a driver's license
- A call will be placed to our corporate office. If the name on the driver's license matches an AP name on your account, Accounts Receivable 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 fax to 602-253-7070 or E-mail to pinsystem@vmts.com and their PIN is blocked from further use. This take places immediately
- When a new AP is hired simply fax or e-mail the enrollment form with the new employee, and we will get a PIN assigned and it will be activated immediately

I hope you find this program simple and effective. Thank you for your cooperation.

Sincerely,

Barrett Bromich  
Chief Operating Officer  
Van Marcke Trade Supply, Inc.  
Van Marcke Trade Supply of Texas LLC.  
602-258-7801 Ext 206  
602-315-8648 Cell  
bbromich@vmts.com



# VMTS Security System Account Protection Enrollment Form

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I, \_\_\_\_\_, duly authorized agent for \_\_\_\_\_ (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 SAN must be notified. Until such notification, with returned receipt confirmation, the company is responsible for purchases made.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Purchaser Name

Personal E-mail (please provide)

- |           |       |
|-----------|-------|
| 1. _____  | _____ |
| 2. _____  | _____ |
| 3. _____  | _____ |
| 4. _____  | _____ |
| 5. _____  | _____ |
| 6. _____  | _____ |
| 7. _____  | _____ |
| 8. _____  | _____ |
| 9. _____  | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |

If no personal e-mail is provided, the PIN will be sent to the company's office in a sealed envelope with the PA'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 e-mail to pinsystem@vmts.com or faxed to 602-253-7070.

Van Marcke Trade Supply  
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