



Valeo Suppliers Portal « Supplier Super User » Nomination Form

Initial Supplier Super User Nomination Replacement of Initial Super Supplier User

Please fill in the following document, sign it and fax it to your Valeo contact and to:
VALEO – Group Purchasing Department - VALEO Suppliers Portal
Fax: +33 (0) 1 40 55 37 07

The Supplier:

Company name	
DUNS Code	
Address	
Postal code	City
Country	
Phone number	Fax number

Supplier contact at Valeo:

Name (First and Last Name)	
Valeo Site	

The Supplier nominates the person designated below, as «Supplier’s Super User» for Valeo Suppliers Portal. The Supplier’s Super User will be responsible for creating and managing access rights to Valeo Suppliers Portal for authorized employees of the Supplier (Authorized Users). The Supplier shall be solely and exclusively responsible and liable for any use or access to Valeo Suppliers Portal by any of his employees, including Authorized Users, or by any person or entity gaining access to Valeo Suppliers Portal through the use of his IDs and Passwords. VALEO shall have no responsibility for managing, monitoring, and/or overseeing the use of Valeo Suppliers Portal by the Supplier and its Authorized Users.

Each Authorized User shall utilise his professional e-mail as his identifier and will receive a strictly personal and confidential password on creation of his account by the Supplier Super User. The Authorized User shall then change his password during his first connection to VALEO Suppliers Portal. Any User can modify and/or delete his account information by contacting his Super User or by sending an email to valeo-srm@valeo.com.

Contact Information of Supplier’s Super User (Mandatory fields)

First Name	
Last Name	
Job Title	
Professional email <i>(must match company name)</i>	
Professional Phone #	
Professional Address	
Postal Code / City	
Country	

For the Supplier:
Date _____

Supplier Company Stamp (Mandatory)

Name _____

Job Title _____

Signature: