

Customer B2B (CRM) Access Request Form

EXPLANATIONS AND PROCEDURES

In this document, **STANDARD** (also referred to as **Vendor**) refers to Standard Products Inc., the legal owner of the subject B2B (Business-to-Business) website and supplier/vendor of products to the Customer. **Customer** refers to any entity doing business with the Vendor and listed as a sold-to party in the current business transactions environment of the **Vendor**.

Each customer shall receive, in electronic and/or paper format, a User Guide with instructions on performing the most common browsing procedures and transactions on the B2B website.

The orders placed on STANDARD's B2B website are subject to the same terms and conditions as all other orders placed by traditional and usual means of communication (i.e. fax, email, EDI etc.).

The information available on STANDARD's B2B website contains confidential Customer specific information (i.e. Customer pricing from the Vendor, current and historical contractual and transactional information). As a result, the access to the B2B website is permissible with a valid **User ID** and **Password** only.

Please fill in the following information and click "SUBMIT" to submit your request to STANDARD's IT department. For security reasons as well as to avoid duplicate account creations we ask that only the owner or branch/store manager submits the access request form.

Customer name: _____ **Customer #:** _____
(Customer ID at STANDARD)

Address: _____
Street address Unit #

City Province Postal Code

STANDARD Representative/Agent name: _____

	FIRST NAME	LAST NAME	TELEPHONE	USER ACCESS ¹		E-MAIL (corporate e-mail address) ²
User 1 <i>main contact</i>				<input type="checkbox"/> Price visibility <input type="checkbox"/> Order visibility / entry	<input type="checkbox"/> Price list request <input type="checkbox"/> Stock/availability only	
User 2				<input type="checkbox"/> Price visibility <input type="checkbox"/> Order visibility / entry	<input type="checkbox"/> Price list request <input type="checkbox"/> Stock/availability only	
User 3				<input type="checkbox"/> Price visibility <input type="checkbox"/> Order visibility / entry	<input type="checkbox"/> Price list request <input type="checkbox"/> Stock/availability only	
User 4				<input type="checkbox"/> Price visibility <input type="checkbox"/> Order visibility / entry	<input type="checkbox"/> Price list request <input type="checkbox"/> Stock/availability only	

¹ Default user access: all users mentioned above will have access to product details/specs and stock/availability.

² The information for customer's main contact is mandatory. Given the fact that the name and email address of all B2B users are important pieces of information in order to secure and maintain the access to the B2B website, only **corporate email addresses** are accepted. We cannot use e-mail addresses from domains such as hotmail, gmail, yahoo, shaw, videotron etc. **Each user from the same customer must have his (her) own User ID and password.** All requests for user access will be validated by the branch/store manager.

Once the user ID and password(s) is transmitted to the Customer, the Main Contact is responsible for the confidentiality, dissemination of information, as well as the access maintenance of the assigned user(s) to STANDARD's B2B website. Any urgent requests and/or changes to the User information or status must be immediately communicated to STANDARD by the **main contact**.

I have read and understand the explanations and procedures listed herein and certify that the information provided above is correct.

In order to receive communications from STANDARD on an ongoing basis, please confirm:

I consent to receive information regarding the latest products, industry news, promotions and newsletters.
Please note, you will be receiving an email to confirm your subscription.

SUBMIT

STANDARD[®]