



San Security System

Dear Valued Customer:

We have implemented a new security system in all of our stores. It is designed to protect you from someone fraudulently purchasing on your account.

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

SAN needs a list of each authorized purchaser (AP) for your company.

The form to submit this list is enclosed.

SAN will assign each AP a unique PIN number.

SAN will notify each AP with their PIN number by:

Personal E-mail or,

Sealed envelope at your company.

A company approved contact for the PIN system.

Once your company notifies SAN that each PA has their PIN, SAN 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 SAN 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 SAN employees.

SAN 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@sanplumbingsupply.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
General Manager
San Plumbing Supply, Inc.
602-258-7801 Ext 206
bbromich@sanplumbingsupply.com



SAN Security System

Customer Enrollment Form

I, _____, duly authorized agent for _____ (hereafter known as company), am providing this list to SAN Plumbing Supply, Inc. with the understanding that each individual listed will be issued a Personal Identification Number (PIN) to be used when placing orders with SAN. 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.

Print 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@sanplumbingsupply.com or faxed to 602-253-7070.