RIMI SUPPLIER PORTAL

**AUTHORISED USER NOMINATION FORM**

To obtain access to RIMI Supplier Portal for your company personnel, fill in information requested below and e-mail the form to **iRimi@rimibaltic.com**

NB! User accounts will be created only after RIMI has received a signed document by e-mail.

Company name ("Supplier"): Click or tap here to enter text.

Supplier nominates the person(s) designated below as 'Authorised User' under a designated status of a 'Full User' or a 'Limited User' of RIMI Supplier Portal and certify that:

 - The employee(s) is/are employed by Supplier or is/are employee(s) of Supplier's subcontractor;

 - The employee(s) has/have a need to know and is/are properly authorized to access RIMI Supplier Portal and, in case of 'Full User', to conclude binding agreements (or appendixes) in RIMI Supplier Portal on behalf of the Supplier;

 - The employee(s) are properly informed about provision of personal information (name, surname, position, professional e-mail, phone number) to RIMI

 - Supplier will notify RIMI immediately if the status of the below employee(s) changes;

 - Supplier will be solely and exclusively responsible and liable for any use or access to RIMI Suppliers Portal by any of his employees (Authorized Users), or by any person or entity gaining access to RIMI Suppliers Portal through the use of his IDs and Passwords as a result of negligence of the Supplier. All information, provided through RIMI Supplier Portal will be treated as official information (including any application or request), submitted on behalf of Supplier. Any agreements (or appendixes) concluded or amended by the 'Full User' through RIMI Supplier Portal will be treated as concluded on behalf of the Supplier and will be legally binding to the Supplier.

|  |  |
| --- | --- |
| Name | Mandatory |
| Surname | Mandatory |
| Work e-mail address | Mandatory |
| Phone number | Optional |
| Position | Mandatory |
| User type | Please select from the list |
| Access to PPT\* promotion application | Please select from the list |
| Which Rimi country access is required? | [ ]  Latvia [ ]  Lithuania [ ]  Estonia |

\*PPT: Promotion Planning Tool application on RIMI Supplier Portal that allows users to apply and submit products for pre-defined promotion periods at RIMI stores. Supplier shall grant access to PPT application only to those employees whose direct work responsibilities include management of Supplier’s products and their promotional and sales activities in RIMI stores (e.g. Sales Manager; Commercial Director; Key Account; Key Account Assistant etc.). Authorized Users under designation of 'Full User' shall be duly authorized by the Supplier to enter into binding agreements (or appendixes) in RIMI Supplier Portal on behalf of the Supplier. PPT application will replace promotion application excel form that is currently filled and submitted to Rimi by suppliers when they want to organize promotional activities in Rimi stores. Anyone who is currently involved in filling RIMI promotion application excel file(s) should get access to PPT application.

IP address access restrictions (optional):

You may restrict Authorised User's access to RIMI Supplier Portal to one or more IP address(es), for example, to your fixed office IP address. In that case users from your company will not be able to access RIMI Supplier Portal from any other location that has different IP address. If you wish to apply such IP address-based access restrictions to your company Authorised Users, please specify the IP address(es) from which access should be allowed below:

|  |
| --- |
| Fill in IP address |
| Fill in IP address |
| Fill in IP address |

This Authorised User nomination form is integral part of TERMS AND CONDITIONS OF ACCESS AND USE OF RIMI SUPPLIERS PORTAL

Approved by:

Supplier's authorised signatory: Name, surname

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_