**EIPM CERTIFICATION – REGISTRATION FORM**

**Discovering Purchasing**

2024

**Please fill-in this form (one per participant) and return it to Ms Natalia Savitcaia:**  natalia.savitcaia@eipm.org

Participant information

[ ]  Ms [ ]  Mr First name:  Last name:

Email:  Phone n°:

Job title:  Company:

City:  Postal Code:  Country:

****Programme structure and details

Awareness session

Virtual class

Self-study session

|  |  |
| --- | --- |
| Programme details |  |
| 1st course:  | Fundamentals of Purchasing: Inside Purchasing |
| 2nd course:  | Fundamentals of Purchasing: Outside Purchasing |
| Sessions |  |
| Session 1 | Dates: | From 05th February to 15th April 2024 |
| Mode: | Digital Learning including online group classes |
| Session 2 | Dates: | From 19th August to 7th October 2024 |
| Mode: | Digital Learning including online group classes |

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| --- |
| **Fees** |
| EUR 1 600 ***(\*)*** |
| ***(\*):***  *Prices are displayed free of VAT. Taxes will be calculated, if applicable, upon checkout.* |

Tick the chosen session: Session 1/2024 [ ]  Session 2/2024 [ ]

Invoicing information

Company / Organisation to be invoiced:

Invoicing department contact:  Phone number:

Invoicing address:

City & Postal code:  Country:

**Purchase Order number** (if requested):  **European VAT number**:

**How do you wish to make the payment?**



[ ]  **Credit** **Card Credit Card type**: [ ]  [ ] [ ]  (Diners card not accepted)

**Credit card number:     /    /    /** Security code:  Expiration date:

**Card holder name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Bank Transfer**

**Bank transfer in euros (€) payable to:**

SAS EUROPEAN INSTITUTE OF PURCHASING MANAGEMENT

Bank: Crédit Agricole des Savoie – 2, Place de la Libération BP95 – 74160 SAINT JULIEN EN GENEVOIS – France

IBAN: FR76 1810 6000 3434 1626 7405 008 – SWIFT Code: AGRIFRPP881 – European VAT number: FR 913 930 946 28

**IMPORTANT: Please specify the Invoice number when making the transfer**

Payment terms

* Once the invoice is issued, the Company/participant is contractually obligated to pay the fee upon receipt of the invoice.
* Please note that, to be admitted, all fees are due and fully payable before the starting date of a course.

Cancellation / postponement policies

* Cancellations are accepted in writing up to 15 business days, prior to the scheduled course date. 50% of the course fees are refundable. After that date, the full course fee is payable.
* If you cannot attend the scheduled course, we can postpone your attendance or we can accept a substitute participant. No fee is applied for postponements or replacement of a participant.
* Under exceptional circumstances, EIPM reserves the right to postpone a course to an alternative date.

General terms

* The entire course material is provided under electronic format on the EIPM learning platform. Complementary training material is distributed to participants during the face-to-face training session, together with a welcome kit.

Agreement

[ ]  *I hereby confirm that I agree with the above terms and conditions.*

 *Date*: Click here to enter a date

 *Signature:*