EIPM CERTIFICATION **–** REGISTRATION FORM

**Level 2: “BUYING FOR PERFORMANCE”**

**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 & dates

|  |  |
| --- | --- |
| Programmes details |  |
| Course 1:  | Fundamentals of Purchasing: Inside Purchasing |
| Course 2:  | Fundamentals of Purchasing: Outside Purchasing |
| Course 3: | Cost Analysis |
| Course 4: | Contract & Contract Management |
| Course 5: | Financial Risks |
| Course 6: | Negotiation |
| Sessions details |  |
| **Session 1** | Dates: \* | **From 5th February to 24th June 2024** |
| Mode: | Digital Learning including online group classes |
| Project: | Presentation to jury in Sept. 2024 or Feb. or Sept. 2025 |
| **Session 2** | **Dates: \*** | **From 19th August to 9th December 2024** |
| **Mode:** | Digital Learning including online group classes |
| Project: | Presentation to jury in Feb. or Oct. 2025 or Feb. 2026 |

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

|  |
| --- |
| Certification Level 2: “Buying for performance”: Learning mode & Fees |
| Tuition fee: EUR 5 900***(\*)*** |
| ***(\*):***  *Prices are displayed free of VAT. Taxes will be applied according to the official regulations depending on your fiscal residence.* |

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.

**Special requirements** related to the Fall Session in FLeX format: (F2F week)

Please note any special requirements (physical, dietary, sensory, access requirements etc.)

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

* Travel and accommodation expenses are not included in the training cost.
* During the **face-to-face** week, daily lunches are organised and provided by the EIPM, as well as one standing dinner and one organised night-out.
* 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:*