EIPM CERTIFICATION – REGISTRATION FORM

Level 1: “Discovering Purchasing” - Spring 2025 sessions

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

Participant information

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

Email:  Phone n°:

Job title:  Company:

City:  Postal Code:  Country:

Responsible for registration

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

Email:  Phone n°:

Job title:  Company:

City:  Postal Code:  Country:

Programme structure, scheduling and price

Learning mode: Digital Learning including online group classes

Estimated duration of self-study: 10 Hrs

Virtual classes: 3,5 hrs each x 8: 28 Hrs

|  |  |
| --- | --- |
| Programme details |  |
| 1st course:  | Fundamentals of Purchasing: Inside |
| 2nd course:  | Fundamentals of Purchasing: Outside |
| Training in English  |  |
| Session 1 | Dates: | From 28th January to 18th March 2025 |
| Session 2 | Dates: | From 11th March to 29 April 2025 |
| Training in French  |  |
| Session 1 | Dates: | From 27th January to 17th March 2025 |
| Session 2 | Dates: | From 10th March to 28 April 2025 |
| Tuition fees:  | Euro 1 600 - *Prices are displayed free of VAT.**Taxes will be applied according to the official regulations depending on your fiscal residence.* |

Tick the chosen language: In English [ ]  In French [ ]

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

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**:

**Payment**

[ ]  **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.

**Registration & Cancellation deadlines / postponement policies**

* We recommend that you register at least 10 working days before the first session of the course. For late registrations, please contact EIPM by email at info@eipm.org or by telephone: +33 (0) 4 50 31 56 78.
* Cancellations are accepted in writing up to 15 working 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.
* The start of the programme will be confirmed at least 20 working days before the planned date.

**General terms**

* The entire course material is provided under electronic format on the EIPM learning platform.
* To be able to follow the training, participants must ensure that they have the [required technical equipment](https://eipm.org/technical-specifications/).

**Agreement**

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

 **Participant** **Responsible for registration**

*Date*: Click here to enter a date *Date*: Click here to enter a date

 *Signature: Signature:*