EIPM CERTIFICATION **–** REGISTRATION FORM

Level 4: **“LEADING PURCHASING TRANSFORMATION”**

2025 Session

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

Participant information

Ms  Mr First name:  Last name:

Email:  Phone:

Job title:  Company:

Address:

City:  Postal Code:  Country:

Responsible for registration

Ms  Mr First name:  Last name:

Email:  Phone:

Job title:  Company:

Address:

City:  Postal Code:  Country:

Programme structure, Scheduling & Price

Learning mode: Hybrid

One-to-one session: 1 hr

One-week face-to-face course: 35 hrs – 9:00 AM-12:30 / 2:00-5:30 PM  
Estimated duration of self-study: 19 hrs  
Online sessions debates & Sprints: 9 hrs

Estimated duration of project development: 20 hrs (incl. 5 hrs of coaching)

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| --- | --- | --- | --- | --- |
| One-to-one  Session | 3 courses in 1-week face-to-face mode | Debates x 3  Online sessions | Sprints x 3  Online sessions | Project  Presentation slots |
| Date TBC | 25th-29th August 2025  Venue:  EIPM Archamps Campus | 23.09.2025  03.11.2025  15.12.2025 | 13.10.2025  24.11.2025  19.01.2026 | March or  September  2026 |
| Tuition fees | EUR 7 800 -  *Price is displayed free of VAT. Taxes will be calculated, if applicable, upon checkout.* | | | |

**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**

**Special requirements related to the residential session**

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

Payment terms

* Once registration is made, 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 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.
* 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

* Travel, meals and accommodation expenses are not included in the training cost.
* 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
* 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:*