**EXECUTIVE DIPLOMA IN PROCUREMENT – REGISTRATION FORM**

2025-2026 Session

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:

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 (x 2): 70 hrs – 9:00 AM-12:30 / 2:00-5:30 PM
Estimated duration of self-study: 19 hrs (Module 2)
Online sessions debates & Sprints: 9 hrs (Module 2)
Estimated duration of project development: 30 hrs (incl. 5 hrs of coaching)



**Important note:** Entry into the cursus can take place at different steps without prejudice to the efficient running of the programme.
 Please contact us for more information.

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| --- | --- | --- | --- | --- | --- |
| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Onlineone-to-oneinterview | 1st module:1-week face-to-facecourses | 2nd Module:1-week face-to-facecourses | EIPMAnnual Conference | Online “ExecutiveMaster Class” 2025 | ProjectPresentation slots: |
| Date to be determined with participant | Venue: EIPM Campus30 Jun. to 04 Jul. 2025 | Venue: EIPM Campus25 to 29 Aug. 2025 | Venue: TBC11 Dec. 2025 | 11, 13, 18, 20, 25 & 27 Mar. 2026(2,5 hrs each) | Oct. 2026Feb. 2027 |
| Tuition fees: | Euro 12’000*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 on-site weeks (Steps 2 & 3)**

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 2 weeks 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.

**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:*