**OPEN COURSES –****REGISTRATION FORM**

**2nd semester of 2025 - Sessions in English**

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:

Course and session selection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Open Course** | **Session** | **Dates** | **TimetableCE(S)Time** | **Tuition\*** per session |
|  |  |  |  |  |
| Category Management | [ ]  Summer | 02 - 09 - 16 & 23 Sep. 2025 | 9:00 - 12:30 am | € 1400 |
| Communication and storytelling | [ ]  Autumn | 27 Oct. & 03 Nov. 2025 | 2:00 - 5:30 pm | € 1400 |
| Contracts & Contract Management | [ ]  Autumn | 12 & 18 Nov. 2025 | 9:00 - 12:30 am | € 1400 |
| Cost Analysis | [ ]  Autumn | 28 Oct. & 04 Nov. 2025 | 9:00 - 12:30 am |  |
| Cost Management  | [ ]  Autumn | 30 Sep. - 07 Oct. 2025 | 9:00 - 12:30 am | € 1400 |
| Implementing a Design to Cost Approach | [ ]  On demand |  |  |  |
| Data Analytics and IA in Procurement | [ ]  Spring; Face-to-face in Geneva | 18 & 19 Jun. 2025 | 9:00 am - 5:30 pm | € 2 950 |
| [ ]  Autumn; Online | 23 & 30 Sep. + 07 & 14 Oct. 2025 | 2:00 - 5:30 pm | € 1400 |
| [ ]  Autumn; Face-to-face in Geneva | 21 & 22 Oct 2025 | 9:00 am - 5:30 pm | € 2 950 |
| Financial Risks | [ ]  Autumn | 25 Nov. - 02 & 09 Dec. 2025 | 9:00 - 12:30 am | € 1400 |
| Innovation | [ ]  Autumn | 14 Oct. & 09 Dec. 2025 | 9:00 - 12:30 am | € 1400 |
| Buying Investment Project | [ ]  Autumn | 03 - 10 & 17 Nov. 2025 | 9:00 - 12:30 am | € 1400 |
| Advanced Stakeholder Management | [ ]  Summer | 16 & 23 Sep. 2025 | 2:00 - 5:30 pm | € 1400 |
| [ ]  Winter | 27 Jan. – 03 Feb. 2026 | 9:00 - 12:30 am |
| Leadership & Change in Procurement | [ ]  Spring | 17 & 24 Jun. 2025 | 9:00 - 12:30 am | € 1400 |
| [ ]  Autumn | 30 Sep. - 07 Oct. 2025 | 2:00 - 5:30 pm |
| [ ]  Winter | 10 & 17 Feb. 2026 | 9:00 - 12:30 am |
| Transformation, Leadership & Strategy | [ ]  Summer; Face-to-face  in Geneva  |  27 Aug.:  28 & 29 Aug.: | 2:00 - 5:30 pm9:00 am - 5:30 pm | € 1400 |

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| **Open Course** | **Session** | **Dates** | **TimetableCE(S)Time** | **Tuition\*** per session |
|  |  |  |  |
| Negotiation | [ ]  Summer | 24 Jun. - 01 & 08 Jul. 2025 | 2:00 - 5:30 pm | € 1400 |
| [ ]  Winter | 13 - 20 & 27 Jan. 2026 | 9:00 - 12:30 am |
| Soft Skills for Hard Negotiations | [ ]  Spring | 03 - 10 - 17 & 24 Jun. 2025 | 2:00 - 5:30 pm | € 1400 |
| [ ]  Autumn | 18 & 25 Nov. - 02 & 16 Dec. 2025 | 9:00 - 12:30 am |
| Value Negotiation | [ ]  Summer | 09 - 16 – 23 & 30 Sep. 2025 | 9:00 - 12:30 am | € 1400 |
| [ ]  Autumn; Face-to-face in Geneva | 18 & 19 Nov. 2025 | 9:00 am - 5:30 pm | € 2250 |
| Fundamentals of Purchasing: Inside | [ ]  Summer | 02 - 09 - 16 & 23 Sep. 2025 | 9:00 - 12:30 am | € 1400 |
| Fundamentals of Purchasing: Outside | [ ]  Autumn | 30 Sep. - 07 - 14 & 21 Oct. 2025 | 9:00 - 12:30 am | € 1400 |
| Fifth Generation Purchasing | [ ]  Summer; Face-to-face in Geneva | 25 Aug.:26 Aug.: | 9:00 am - 5:30 pm9:00 - 12:30 am | € 1400 |
| People, Process & Performance | [ ]  Summer; Face-to-face in Geneva | 26 Aug.:27 Aug.: | 2:00 pm - 5:30 pm9:00 am - 12:30 pm | € 1400 |
| Project Management for procurement professionals | [ ]  Autumn | 22 & 29 Sep. 2025 | 2:00 - 5:30 pm | € 1400 |
| Risk Management | [ ]  Autumn | 21 & 28 Oct. 2025 | 9:00 - 12:30 am | € 1400 |
| Supplier Relationship Management | [ ]  Summer | 02 & 09 Sep. 2025 | 2:00 - 5:30 pm | € 1400 |
| [ ]  Winter  | 13 & 20 Jan. 2026 | 9:00 - 12:30 am |
| Key Suppliers Management | [ ]  Autumn | 29 Sep. – 06 – 13 & 20 Oct. 2025 | 9:00 - 12:30 am | € 1400 |
| [ ]  Autumn; Face-to-face in Geneva | 25 & 26 Nov. 2025 | 9:00 am - 5:30 pm | € 2250 |
| Decoding Supply Chains | [ ]  Autumn | 24 Nov. - 01 - 08 & 15 Dec. 2025 | 9:00 - 12:30 am | € 1400 |
| Demand Planning and inventory management | [ ]  Autumn | 18 & 25 Nov. 2025 | 2:00 - 5:30 pm | € 1400 |
| Decarbonising Supply Chains | [ ]  Autumn | 20 Sep. & 06 Oct. 2025 | 9:00 - 12:30 am | € 1400 |
| Foundation of Sustainability | [ ]  Autumn | 04 & 12 Nov. 2025 | 9:00 - 12:30 am | € 1400 |

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| **Certificates** | **Session** | **Timetable CE(S)T** | **Tuition\*** per session |
| Leading Innovation with SuppliersTotal duration of the programme: ± 2,5 months. Refer to the catalogue for more details | [ ]  Autumn; Face-to-face in Geneva | E-learning: In-class: Project Sprint: | From the date of registration21, 22 & 23 Oct. 20259:00 am - 5:30 pm6 to 8 weeks after in-class session | € 2 950 |
| Leading Sustainability in ProcurementTotal duration of the programme: ± 2,5 months. Refer to the catalogue for more details | [ ]  Summer; Face-to-face in Geneva | E-learning: In-class: Project Sprint: | From the date of registration09, 10, 11 & 12 Sep. 20259:00 am - 5:30 pm6 to 8 weeks after in-class session | € 2 950 |

**\*Fees***:* Fees are displayed free of VAT. Taxes will be applied according to the official regulations depending on your
fiscal residence.

**Prerequisites**: A good command of English.

 Have the necessary [technical equipment](https://eipm.org/technical-specifications/) to follow online course.

**Accessibility:** Candidates with disabilities or special needs are invited to contact us so we can understand and address their requirements.

Invoicing information

Company / Organisation to be invoiced:

Invoicing department contact:  Phone number:

Invoicing address:

City:  Postal Code:  Country:

Purchase Order number (if requested):  VAT ID:

[ ]  **Bank Transfer** **Bank transfer in Euros (€) payable to:**

SAS EUROPEAN INSTITUTE OF PURCHASING MANAGEMENT

Bank: Crédit Agricole des Savoie – PAE Les Glaisins - 4 Avenue du Pré Félin– 74940 ANNECY - France

IBAN: FR76 1810 6000 3434 1626 7405 008 – SWIFT Code: AGRIFRPP881 – European VAT number: FR91393094628

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

Payment terms

* Once the invoice is issued, the Company/participant is contractually bound to pay the fees upon receipt of the invoice or 15 days before the first lesson at the latest.
* 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

**Registration:** 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.

**Absence or Cancellation by the client (Legal entity):**

* For cancellations requested **more than 15 calendar days** before the start of the training, **50%** of the training fees remain payable.
* For cancellations requested **less than 16 calendar days** before the start of the training, or in the event of the trainee’s absence, **100%** of the training fees remain payable.
* A trainee may be replaced at no additional cost, prior to the start of the programme only, by another individual from the same company.
* Once the training has commenced, no refund will be issued for any cancellation, interruption, or absence.

**Cancellation by the client (Consumer):**

* If the cancellation request is received after the withdrawal period but before the start of the training, EIPM will retain (or invoice) the deposit, except in cases of force majeure.
* Once the training has commenced, if an individual is unable to continue due to force majeure, the contract will be terminated, and the training fees will be invoiced proportionally to the portion of the program already completed

**Postponement or Cancellation by EIPM:**

* EIPM reserves the right to postpone or cancel a training session, particularly in the event of insufficient registrations. Participants are responsible for making their travel and accommodation arrangements accordingly.
* Registration does not automatically guarantee that a session will be held. The session will be officially confirmed no later than:
	+ **14 calendar days before the start of an online course,**
	+ **28 calendar days before the start of an in-person course.**
* In the event of a postponement, any amounts already paid to EIPM will be used as credit to a later session.
* In the event of a permanent cancellation, all amounts already paid will be fully refunded, unless the client agrees to transfer the registration to another session.

Travel expenses

* **Sessions delivered face-to-face**: travel, meals and accommodation expenses are not included in the training cost.

Special requirements related to the face-to-face session

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

Agreement

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

**Participant Person entitled to approve**

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

 *Signature:* *Signature:*