EIPM INDIVIDUAL TRAINING MODULES

REGISTRATION FORM – 2019 OPEN SESSIONS

Please fill-in this form (one per participant) and return it to

Ms. Anca BELEI: abelei@eipm.org

Participant information

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

Email:  Phone:

Job title:  Company:

Address:

City:  Postal Code:  Country:

Please select your training modules

|  |  |  |  |
| --- | --- | --- | --- |
| ***Purchasing Management*** |  |  |  |
| Fundamentals of Purchasing | 3 days | [ ]  18-20 Feb 2019 |
| Key Category Management (KCM) | 3 days | [ ]  25-27 Feb 2019 |
| Value Contribution | 2 days | [ ]  08-09 Apr 2019 |
| Purchasing Management: Strategies & Organisations | 3 days | [ ]  11-13 Feb 2019 |
| Purchasing Management: Skills & Performance Indicators | 2 days | [ ]  14-15 Feb 2019 |
| ***Financial Risk & Contracts*** |  |  |
| Financial Risks/Opportunities in Supply Management | 3 days | [ ]  11-13 Mar 2019 |
| Contract and Legal Aspects | 2 days | [ ]  14-15 Mar 2019 |
| ***Supply Chain*** |  |  |
| Inventory Management | 2 days | [ ]  21-22 Feb 2019 |
| Supply Chain Optimisation Management | 2 days | [ ]  18-19 Mar 2019 |
| ***Managing Suppliers*** |  |  |
| Supplier Relationship Management (SRM) | 2 days | [ ]  28 Feb-01 Mar 2019 |
| Supplier Development & Optimisation (SDO) | 2 days | [ ]  28-29 Mar 2019 |
| ***Cost Optimization*** |  |  |
| Cost Analysis | 2 days | [ ]  01-02 Apr 2019 |
| Advanced Cost Reduction Tools | 3 days | [ ]  25-27 Mar 2019 |
| ***Soft Skills***  |  |  |
| Practicing Negotiation Techniques | 3 days | [ ]  03-05 Apr 2019 |
| Soft Skills in Hard Negotiations | 3 days | [ ]  10-12 Apr 2019 |
| Leadership & Change Management | 3 days | [ ]  20-22 Mar 2019 |

Training modules fee

|  |  |
| --- | --- |
| **Fees for 2 day training module** | **Fees for 3 day training module** |
| [ ]  1 500 EUR (+VAT) For credit card payment on registration | [ ]  2 000 EUR (+VAT) For credit card payment on registration |
| [ ]  1 700 EUR (+VAT) Payment due before module starting date | [ ]  2 450 EUR (+VAT) Payment due before module starting date |

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?** [ ]  **Bank transfer** [ ]  **Credit Card**

**Bank transfer in Euros (€) payable to**

SARL 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

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

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.

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, 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 training session, together with a welcome kit.

Agreement

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

 *Date*: Cliquez ici pour entrer une date.

 *Signature:*