



REGISTRATION FORM Fall 2008

The Best Practice Courses

Participant's Information

Ms. Mrs. Mr.

Family Name: _____ First Name: _____

Date of Birth: _____ Nationality: _____

Tel: _____ E-mail: _____

University Degree or Other: _____ Job Title: . _____

To whom do you report (title): _____

Job Description (your responsibilities):

Years of purchasing experience? Number of persons under your responsibility:

Purchasing portfolio (what do you buy, give details on the segments):

Have you attended previous purchasing trainings? Yes No When was the last one:

Which educational institution: . _____

What were the main topics? .

Previous professional experiences (the 2 most recent ones):

Which topics mentioned in the content of the course interest you the most?

Company's Information:

Name: _____ Website: _____

Address: _____ Country: _____

Tel: _____ Fax: _____

Invoicing information - COMPULSORY

Company /Organism (OPCAIM for French participants) to be invoiced :

Address: _____

Country: _____ Tel: _____ E-mail: _____

European VAT number:

Purchase Order number needed: Yes No **PO number:** _____

Date: _____ Signature: _____



TERMS & CONDITIONS

Fees include only tuition, materials and lunch.

Cancellation policy: We have implemented a cancellation policy regarding refunds, depending on the date of commencement of the course:

- Within 30 and 16 days of course commencement: 30% of course fees is due unless the participant confirms by email his/her registration for the next session.
- Less than 15 days of course commencement: 100% of course fees is due unless the participant confirms by email his/her registration for the next session

Cancellation policies will not be implemented if the participant finds a replacement for the session concerned. The EIPM will cancel the course if less than 7 participants are registered, 15 days before the start of the course.

Conditions of payment: After the registration is made, the company is contractually obligated to pay the fee upon receipt of the invoice.

General conditions: Expenses for transportation, accommodation and optional textbooks are not included.

Financial risks/opportunities in Supply Management	<input type="checkbox"/> 20-21-22 Oct 2008
Fundamentals of cost analysis	<input type="checkbox"/> 20-21 Nov 2008
Advanced Cost Reduction Tools	<input type="checkbox"/> 26-27-28 Nov 2008
Supply chain Management	<input type="checkbox"/> to be defined
Strategic Portfolio Management (KCM)	<input type="checkbox"/> 7-8-9 Oct 2008
Implementing a Supplier Relationship Management (SRM)	<input type="checkbox"/> 28-29 Oct 2008
Supplier Development & Optimisation (SDO)	<input type="checkbox"/> 18-19 Nov 2008
Contract and legal aspects	<input type="checkbox"/> to be defined
Practising Advanced Negotiation Techniques	<input type="checkbox"/> 14-15-16 Oct 2008
Soft skills in hard negotiations	<input type="checkbox"/> 26-27-28 Nov 2008
How to integrate CSR & Sustainable Development into Purchasing	<input type="checkbox"/> 4-5-6 Nov 2008
Improving Purchasing efficiency / effectiveness for MICE* categories	<input type="checkbox"/> 29-30 Oct 2008

3 day courses – Normal fee 2450.00 euros +VAT – Early bird fee 2000.00 euros +VAT

2 day courses – Normal fee 1700.00 euros +VAT – Early bird fee 1500.00 euros +VAT

Early bird fee, for registration 2 months prior the start of the course.

I hereby confirm that I agree with the above terms & conditions.

Date:

Signature:

For more information on your company, could you please complete:

Your direct Manager

Tel:

E-mail

Corporate Training Manager

Tel:.....

E-mail

As a participant of EIPM's trainings, we are proud and pleased to welcome you in the EIPM Network. We will inform you about the EIPM activities through the EIPM Newsletter.

If you do not wish to receive any information from the EIPM, please tick this box