



REGISTRATION FORM 2008

Registration for

- CAPC for Newcomers
 CAPC for Expert Buyers
 CAPC for Purchasing Managers
 Spring Session
 Autumn session

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): _____

What topics interest you the most regarding the training you will be attending:

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

CAPC for Newcomers

- Normal rate 8000 € (+VAT)
 Early bird rate 7000 € (+VAT)

CAPC for Expert Buyers

- Normal rate 8500 € (+VAT)
 Early bird rate 7500 € (+VAT)

CAPC for Purchasing Managers

- Normal rate 7500 € (+VAT)
 Early bird rate 6500 € (+VAT)

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, food, accommodation and optional textbooks are not included.

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

PLEASE FAX OR MAIL THIS COMPLETED FORM TO

The European Institute of Purchasing Management

French Geneva Campus, Site d'Archamps - 74160 Archamps, France

Tel: +33 (0)4 50 31 56 78 – Fax: +33 (0)4 50 31 56 80 – Email: vmichaud@eipm.org - Website: www.eipm.org