**OPEN COURSES** - REGISTRATION FORM - Spring 2025 sessions

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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses** | **Courses in English** | **Courses in French** | **Tuition fees\*** |
|  | Dates of first – last class |  |
| Category Management | [ ]  28 Jan – 18 Feb 2025 | Une image contenant cercle, Graphique, symbole, Caractère coloré  Description générée automatiquementUne image contenant symbole, cercle, Symétrie, logo  Description générée automatiquement[ ]  27 Jan – 17 Feb 2025 | € 1400 |
| [ ]  11 Mar – 01 Apr 2025 | [ ]  10 Mar – 31 Mar 2025 |
| Contracts & Contract Management | [ ]  08 Apr – 15 Apr 2025 | [ ]  07 Apr – 14 Apr 2025 | € 1400 |
| [ ]  20 May – 27 May 2025 | [ ]  19 May – 26 May 2025 |
| Cost Analysis | [ ]  25 Mar – 01 Apr 2025 | [ ]  27 Mar – 31 Mar 2025 | € 1400 |
| [ ]  06 May – 13 May 2025 | [ ]  05 May – 12 May 2025 |
| Cost Management  | [ ]  25 Feb – 04 Mar 2025 | [ ]  24 Feb – 03 Mar 2025 | € 1400 |
| [ ]  08 Apr – 15 Apr 2025 | [ ]  07 Apr – 14 Apr 2025 |
| Implementing a Design to Cost Approach | [ ]  On demand | [ ]  On demand | € 1400 |
| Data Analytics and IA in Procurement | [ ]  18 Feb –11 Mar 2025  | [ ]  On demand | € 1400 |
| [ ]  18 & 19 Jun 2025  Face-to-face mode | [ ]  2 & 3 Apr 2025 Face-to-face mode | €2 250 |
| Financial Risks | [ ]  29 Apr – 13 May 2025 | [ ]  28 Apr – 12 May 2025 | € 1400 |
| [ ]  03 Jun – 17 Jun 2025 | [ ]  02 Jun – 16 Jun 2025 |
| Innovation | [ ]  11 Mar – 13 May 2025 | [ ]  10 Mar – 12 May 2025 | € 1400 |
| [ ]  29 Apr – 24 Jun 2025 | [ ]  28 Apr – 23 Jun 2025 |
| Buying Investment Project | [ ]  31 Mar – 14 Apr 2025 | [ ]  10 Mar – 24 Mar 2025 | € 1400 |
| Advanced Stakeholder Management | [ ]  03 Jun – 10 Jun 2025 | [ ]  02 Jun – 10 Jun 2025 | € 1400 |
| [ ]  16 Sep – 23 Sep 2025 | [ ]  15 Sep – 22 Sep 2025 |
| Leadership & Change in Procurement | [ ]  17 Jun – 24 Jun 2025 | [ ]  16 Jun – 23 Jun 2025 | € 1400 |
| [ ]  30 Sep – 07 Oct 2025 | [ ]  29 Sep – 06 Oct 2025 |
| Transformation, Leadership & Strategy | [ ]  From 27 to 29 Aug 2025  Face-to-face mode  | [ ]  On demand | € 1400 |
|  |  | *Continued on next page* |

Responsible for registration

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

Email:  Phone:

Job title:  Company:

Address:

City:  Postal Code:  Country:

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| **Courses** | Une image contenant symbole, cercle, Symétrie, logo  Description générée automatiquement**Courses in English** | Une image contenant cercle, Graphique, symbole, Caractère coloré  Description générée automatiquement**Courses in French** | **Tuition Fees\*** |
|  | Dates of first – last class |  |
| Negotiation | [ ]  20 May – 03 Jun 2025  | [ ]  19 May – 02 Jun 2025 | € 1400 |
| [ ]  24 Jun – 08 Jul 2025  | [ ]  23 Jun – 07 Jul 2025  |
| Soft Skills for Hard Negotiations | [ ]  15 Apr – 6 May 2025 | [ ]  14 Apr – 5 May 2025 | € 1400 |
| [ ]  03 Jun – 24 Jun 2025 | [ ]  02 Jun – 23 Jun 2025 |
| Fundamentals of Purchasing: Inside | [ ]  28 Jan – 18 Feb 2025 | [ ]  27 Jan – 17 Feb 2025 | € 1400 |
| [ ]  11 Mar – 01 Apr 2025 | [ ]  10 Mar – 31 Mar 2025 |
| Fundamentals of Purchasing: Outside | [ ]  25 Feb – 18 Mar 2025 | [ ]  24 Feb – 17 Mar 2025 | € 1400 |
| [ ]  08 Apr – 29 Apr 2025 | [ ]  07 Apr – 28 Apr 2025 |
| People, Process & Performance | [ ]  26 & 27 Aug 2025  Face-to-face mode  | [ ]  On demand | € 1400 |
| Fifth Generation Purchasing | [ ] 25 & 26 Aug 2025 Face-to-face mode | [ ]  On demand | € 1400 |
| Risk Management | [ ]  18 Mar – 25 Mar 2025 | [ ]  17 Mar – 24 Mar 2025 | € 1400 |
| [ ]  06 May – 13 May 2025 | [ ]  05 May – 12 May 2025 |
| Decoding Supply Chains | [ ]  19 May – 16 Jun 2025 | [ ]  22 Apr – 12 May 2025 | € 1400 |
| Supplier Relationship Management | [ ]  20 May – 27 May 2025 | [ ]  19 May – 26 May 2025 | € 1400 |
| [ ]  02 Sep – 09 Sep 2025 | [ ]  01 Sep – 08 Sep 2025 |
| Decarbonising Supply Chains | [ ]  24 Feb – 03 Mar 2025 | [ ]  10 Feb – 17 Feb 2025 | € 1400 |
| Foundation of Sustainability | [ ]  01 Apr – 08 Apr 2025 | [ ]  31 Mar – 07 Apr 2025 | € 1400 |
| [ ]  20 May – 27 May 2025 | [ ]  19 May – 26 May 2025 |
|  |
| **Certifying courses** | Une image contenant symbole, cercle, Symétrie, logo  Description générée automatiquement**Courses in English** | Une image contenant cercle, Graphique, symbole, Caractère coloré  Description générée automatiquement**Courses in French** | **Tuition Fees\*** |
| Leading Innovation with Suppliers  | [ ]  05, 06 & 07 May 2025 Face-to-face mode | [ ]  28, 29 & 30 January 2025 Face-to-face mode  | € 2950 |
| Total duration of the programme :  |  End Apr. – Mid-June 2025 |  Mid-Jan. – Mid-March 2025 |
|  |  |  |  |
| Leading Sustainability in Procurement | [ ]  04, 05, 06 & 07 March 2025 Face-to-face mode | [ ]  20, 21,22 & 23 May 2025 Face-to-face mode | € 2950 |
| Total duration of the programme :  |  Mid-Feb - End Apr 2025 |  Early May - End Jun 2025 |
|  |  |  |  |

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

**Prerequisites**: A good command of the chosen language (English or French),

 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 needs. We can also rely on a network of national partners to assist us in this task.

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?**

[ ]  **Credit Card Credit Card type**:[ ]  [ ]  [ ]  (Diners card not accepted)

**Credit card number:     /    /    /** Security code:  Expiration date:

**Card holder name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **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.**

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.

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.

**Cancellation by the client (legal entity):**

* For cancellations made between 30 and 15 working days before the start of the training, 50% of the training fee will be retained or owed as a compensatory indemnity.
* For cancellations made less than 15 working days before the start of the training, or in the case of no-show by the trainee, 100% of the training fee will be retained or owed as a compensatory indemnity.
* In case of an emergency, the enrolled trainee may be replaced at no extra cost by someone from the same company.
* Once the training has started, any cancellation, interruption, or absence will result in the full training fee being invoiced.

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

* 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 started, if an individual client cannot continue due to a duly recognised case of force majeure (unpredictable, insurmountable, and beyond their control), the contract will be terminated, and the training fees will be invoiced pro rata for the completed portion of the training.

**Cancellation by EIPM:** EIPM may cancel or postpone a training session due to insufficient enrolment or in case of force majeure. The start of the programme will be confirmed at least 10 working days before the planned date. Any amounts already paid will be refunded or, with the client's agreement, applied as a credit towards future sessions.

General terms

* **Sessions delivered in face-to-face mode**: 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 to enter a date *Date*: Click to enter a date

 *Signature: Signature:*