



SAP PREFERRED CARD - ORDER FORM

Company:

Company:
Company number:
Company address:
.....

orders a **SAP Preferred Card** for an amount of Euro + VAT. The card entitles the company to a premium ofEuro, which brings his total value up to Euro.

Invoicing information:

Company name:
Company address:
.....
VAT number:
Contactperson:
Tel:
E-mail:

Course registration:

Customer Account Numbers authorized to use this SAP Preferred Card:

- 1. 2. 3. 4.
- 5. 6. 7. 8.

Customer contacts authorized to book registrations and view balance on SAP Preferred Card on the SAP Service Marketplace – <http://service.sap.com/trainingcatalog>:

Name:
Telephone:
E-mail:

Name:
Telephone:
E-mail:

Name:
Telephone:
E-mail:

For the Company:

Name:
Date:
Signature:

P.S. This document is part of the "Conditions for Ordering and Using the **SAP Preferred Card** at the SAP Belgium Education Centre".



SAP Preferred Card

Conditions for the order and use of the SAP Preferred Card available at SAP Belgium

1. What are SAP Preferred Cards?

1.1 You can buy a SAP Preferred Card to register and prepay for seats in SAP courses offered in Belgium and Luxembourg. A SAP Preferred Card is loaded with a certain amount of money in EUR. When booking a course at SAP Belgium, you only need to fill in your SAP Preferred Card number. The appropriate amount is then simply charged to your SAP Preferred Card. There is no invoice and thus no bank transfer for the course fee. In other words, this allows you to save time and money.

1.2 When you purchase a SAP Preferred Card for an amount of more than 25.000 EUR, it will be loaded with an amount equivalent to your payment plus a premium based on the chart included hereafter. Your purchase power is then higher than your initial payment. The premium is increasing with the amount ordered, up to a specific percentage in added value.

1.3 SAP Belgium will send you a written acknowledgement of your purchase, an invoice for your purchase and your SAP Preferred Card number.

1.4 The SAP Preferred Card is valid as soon as the payment has been made. No registration can be made with the SAP Preferred Card until it is activated.

2. Validity of SAP Preferred Cards

2.1 Courses:

You can use SAP Preferred Cards for all SAP courses held in Belgium listed in our brochure or on the SAP website (www.sap.com/belux/education). SAP Preferred Cards are valid for all SAP courses that are organized and offered by the SAP Belgium Education Centre. This includes standard courses, on-site courses, e-learning courses and certification exams. It does not include the SAP special University programs, nor for SAP Education Software.

2.2 Place of courses:

The SAP Preferred Cards issued by SAP Belgium are only valid for courses organized by SAP Belux.

2.3 Validity period:

SAP Preferred Cards are valid as of their activation. The activation takes place when payment is received by SAP. The validity period is 12 months.

3. Who can buy and use a SAP Preferred Card?

3.1 Any registered company can purchase SAP Preferred Cards. These are under the name of the purchasing company and bear a unique serial number. Any employee of the purchasing company or its subsidiaries can use the SAP Preferred Card to book and pay SAP courses.

3.2 The use of SAP Preferred Cards by the company and its subsidiaries is unrestricted. However, they cannot be transferred to any third party.

3.3 SAP Belgium will never refund any SAP Preferred Card or part of it after purchase.

4. How to book a SAP course with the SAP Preferred Card?

4.1 Registrations are made through SAP. You have to indicate the SAP Preferred Card number when registering to a course. You receive this number when buying the SAP Preferred Card.

5. SAP Preferred Card Prices

For more details about the preferred card pricing, please get in touch with SAP BeLux.

6. Payment of SAP Preferred Cards

6.1 The invoice will be sent together with the SAP Preferred Card Number.

6.2 The payment of the invoice for SAP Preferred Cards is due upon receipt of the invoice. The card will not be activated until the payment of the invoice has been done and the amount credited on the SAP Belgium account.

6.3 When you book a SAP course before the SAP Preferred Card is active, the course fee cannot be charged on the SAP Preferred Card. You will receive an invoice taking the standard course fee into account, without any premium included. In case the remaining value on the SAP Preferred Card does not cover the entire course fee, you can either decide to buy a new SAP Preferred Card or to have the remaining amount invoiced.

7. Account statements

7.1 You will receive quarterly statements of your SAP Preferred Card account and you can also request an updated statement of your SAP Preferred Card account at any time.

8. Cancellation of a booking

8.1 If you cancel a registration for a course booked via a SAP Preferred Card, the general terms and conditions available in our brochure and on our website will apply. If a refund is due, the appropriate amount will be credited to the SAP Preferred Card from which the amount had been debited.

8.2 You will not receive any cash refund for the cancellation of a course booked via a SAP Preferred Card.

9. General

9.1 The General Terms and Conditions are always applied when you use a SAP Preferred Card.

9.2 The Conditions for the order and use of the SAP Preferred Card available at SAP Belgium are valid until the end of 2009

9.3 The SAP Preferred Card cannot be used in addition to any other discount.

10. Ordering the SAP Preferred Card

10.1 In order to buy a SAP Preferred Card, please fill in the order form and give it to your account manager or fax it to the SAP Belgium Education Center (+32 2 674 69 98).

Name:
Function:
Date:
Signature