



Benefit from government grants when ordering your SAP training

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- Government grants can be used to fund SAP training for you and your colleagues or employees.
- The Flemish government attributes grants to small and mid-sized companies with KMO-portefeuille.
- If you are based in Flanders please go to www.KMO-portefeuille.be to check if you are eligible to receive a grant and to learn how to make a request.

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What are Training Cheques?



- Training Cheques are not really paper cheques. It is a word used to describe the principle of receiving grants to fund your training needs.
- It is based on a 50/50 charge → you pay 50% of the invoice to KMO-portefeuille and they pay 100% to SAP.
- The maximum per year is € 2.500.
- The minimum is € 100 and a grant cannot be requested for VAT.

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Am I entitled to benefit from this?



- For companies residing in Flanders
- Private sector with acceptable main activity
- In line with the rules and regulations of Flanders
- An acceptable legal entity (no vzw's)

→ Go to www.KMO-portefeuille.be to check your entitlement!

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Where can I request Training Cheques?



You can check the procedure and make a request on www.KMO-portefeuille.be

Please note that it is always the student's responsibility, or that of the student's company, to request the grant via the appropriate institution. SAP may not advise about any exceptions to the regional requirements.

Clients should look at the procedure on [the relevant website](#) for all the correct details.

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Submitting your request



1. Subscribe to your favorite [SAP training](#) online or with our [standard registration form](#) (an invoice will be sent to you)
2. Request your grant via www.KMO-portefeuille.be
3. SAP receives a notification from KMO-portefeuille, then checks and approves your request
4. KMO-portefeuille informs you of the next steps to follow with regards to the payment

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Combining your government grant with SAP discounts



- Benefit from greater purchasing power with your [SAP Preferred Card](#).
- Get discounts through regular [SAP Actions](#). Our website is updated regularly and actions are announced in our [SAP BeLux Education newsletter](#).
- Special all-in prices for [Certification Tracks](#).

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Questions and answers



For more information on government grants or to consult the complete and updated procedure, please refer to the following website: www.KMO-portefeuille.be, or contact the Flemish government hotline on the **toll-free number 1700**.

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Thank you!