



Are you familiar with ...

Education providing a 575% return?

"Every hour of needed IT professional training is worth an average of 5.75 hours to the enterprise ."

(Gartner Research Note)

For enrollment :Please fill the enrolment form below and fax to (+86 10)65898097 or (+86 21)63346257

For enquires :Please email to education.china@sap.com or call Ms. Kathy Lv at (+86 10)65898399

Ms. Zhou Qin at (+86 21)33024898*3058

TRAINING ENROLMENT FORM (please complete form in English & Chinese)

FULL Company Name:

Company Address: Street/Bldg

City _____ Postal code _____ Country _____

Telephone _____ Facsimile _____

Contact person: Mr / Mrs _____ Email Address: _____

Address invoices to: Mr / Mrs _____ Tel & Fax _____

Company Address: (If different from above) Street/Bldg _____ Department _____

City _____ Postal code _____ Country _____

Method of Payment:	Banking Transfer <input type="checkbox"/>	Cash <input type="checkbox"/>	Pref Card <input type="checkbox"/>
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(Type: E = Enrolment / C = Cancellation)

Training Enrolment/Cancellation

Course Code	Start Date & Location	Name of Participant	Dept. & Job title	Telephone No.	Email Address	Course Fee

Date: _____ Signature & Company Stamp _____

Remarks:

Please print clearly to avoid any miscommunication. Enrolments **will NOT** be processed if it is illegible or incomplete. Payment must accompany your enrolment. Training enrolments and cancellations must be in writing and received via facsimile or post. Two participants are required to share one PC.

Enrolments and cancellations will be acknowledged. No telephone registration is accepted. Enrolment is accepted on *first-come-first-served basis*. Please note our **cancellation policy**. If you haven't receive a letter confirming your enrollment Before three days of the course starting, please contact our training center.

Cancellation is free-of-charge up to 5 working days before the start of the course.

If cancellation is made less than 5 working days before the start of the course (inclusive of the 5th working day), cancellation charges are invoiced at 100%.

Course Administration

(1) Registration and dates

Enrollment for us should be sent to ensure arrival at SAP Beijing / SAP Shanghai/SAP Guangzhou at least one week before the start of the course.

(2) Enrollment

To ensure the quality of SAP training courses, we reserve the right to control the number of course participants in accordance with the course requirements and seating capacity.

Please send your application by post or fax to

SAP Beijing, attention to Ms Kathy Lv at facsimile number (+86 10) 6589 8097.

SAP Shanghai, attention to Ms Zhou Qin at facsimile number (+86 21) 6334 5758.

For administrative reasons, we cannot accept registration for a course by telephone. Registration forms are processed in the order in which they are received.

An example of a SAP Enrollment Form is enclosed, however, registrations on company letterhead are accepted. It is vital for you to include your fax number on your application.

SAP will accept substitution of one student for another without penalty up to the first day of the course. SAP will not accept substitution of students at any point during the class.

(3) Confirmations of enrollment

- Registration will only be confirmed upon receipt of payment. (Please kindly fax us your banking voucher as reference).
- You will receive full details of course venue and timing in your letter confirmation.

(4) Payment Detail

Method of Payment

- **By Check**- Check should be crossed, made payable and sent to SAP (Beijing) Software System Co., Ltd. Bank transfers should be made to Bank of China Beijing Branch.(Payment should bear bank Charges.)

SAP (Beijing) Software System Co., Ltd.

RMB: 800101296008092001

USD: 800101296008092014

Bank of China Beijing Branch

Or

SAP (Beijing) Software System Co., Ltd. Shanghai Branch

RMB:076457-4135605811

Shanghai Pudong Development Bank, JinAn Subbranch

When making payment, please quote our invoice number.

思爱普(北京)软件系统有限公司

人民币帐号: 800101296008092001

美元帐号: 800101296008092014

中国银行北京分行

思爱普(北京)软件系统有限公司上海分公司

人民币帐号: 076457-4135605811

上海浦东发展银行静安支行

- **By Cash**-Cash payment should be made on the first day of your training course.

(5) Hotel reservations

Course participants must make their own accommodation arrangements.

(6) Cancellation

Cancellation is free-of-charge up to 5 working days before the start of the course.

If cancellation is made less than 5 working days before the start of the course (inclusive of the 5th working day), charges are invoiced at 100%.

Return the Training Enrolment Form to:

Beijing(BE) Training Center

Fax: (86 10) 65898097

Shanghai(SHA) Training Center

Fax:(86 21)63345758

❖ **By Cheque**-Cheques should be crossed, made payable and sent to SAP (Beijing) Software System Co., Ltd. Bank transfers should be made to Shanghai Pudong Development Bank, JingAn Subbranch.(Payment should bear bank Charges.)

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