



Student Information Booklet

SAP Nigeria Education
February 2005

THE BEST-RUN BUSINESSES RUN SAP





Contents

Purpose	1
Scope	1
References	1
SAP Educational Service's Training Centre	1
Access to the Training Centre	2
Account Payments	2
Airline Reservations	2
Airlines Contact Numbers	2
Domestic Airlines	2
Baggage	3
Banking	3
Banking Hours	3
Confirmation Status of your Course Enrolment	3
Cellular Phones	3
Certification Examinations	4
Examination Times	4
Classrooms	4
Car Rental	4
Canteen	4
Directions	4
Dress Code	4
Electricity Supply	5
Emergency	5
Facsimile	5
Foreign Currency	5
Lost Property	5
Medical	5
Messages	6
Newspapers	6
Photocopying	6
Parking	7
Registration	7
SAP Shop	7
Smoking	7
Standard Time	7
Taxis	7
Telephone	7
Visa (Extensions)	7
Hotel Guide	8
Restaurants	9
Take - Away	10
References	10

Purpose

This Student Information Booklet defines Rules & Regulations for students attending Training at SAP Educational Service's Training Centres. The Booklet also contains valuable, relevant and user-friendly student information.

Scope

All students attending training at the SAP Educational Service's Training Centre in Abuja will use this Information Booklet.

References

No	Description	Link
1	SAP Educational Services Standard Terms & Conditions	http://www50.sap.com/southafrica/education/contract/contract.asp
2	SAP Educational Services Map & Directions	http://www50.sap.com/southafrica/nigeria/map.pdf
3	Contract of Enrolment forms	http://www50.sap.com/southafrica/nigeria/coe.doc

SAP Educational Service's Training Centre

SAP Nigeria
Ground Floor, Oakland Centre,
Plot 2940, Aguiyi Ironsi Street,
Maitama, Abuja.
Nigeria

Web Address www.sap.com/southafrica/nigeria

Telephone +234 (09) 6700725

+234 (09) 4133165

Facsimile +234 (09) 4133166

SAP Educational Services Customer Information Centre www.sap.com/southafrica

Access to the Training Centre

Monday – Friday

08h30 – 17h00

Please confirm times with the Customer Service's Facilitator, at the Training Centre.

Account Payments

Accounts are payable by Credit Cards (Visa/MasterCard), Cash or Bank Guaranteed Cheques. If your Organisation has an account with us, you will be permitted payment within 30 days. An official purchase order number is required on receipt of your course confirmation. Should you wish to transfer funds via the Internet or by Direct Bank Transfer, kindly contact the Customer Service Facilitator for a Proforma Invoice.

SAP Banking Details:

Account Holder:	SAP Nigeria Limited
Bank:	Nigeria International Bank (CITIGROUP)
Branch:	Abuja
Branch Code:	7830009 (Dollar Account)
Account Number:	7830017 (Naira Account)

Please notify Customer Services once the funds have been paid, proof of payment needs to be faxed to +234(09) 4133166. Please clearly indicate your name, course name or course code on the deposit slip. SAP Educational Services Financial Department will not accept Foreign Currency or Traveller's Cheques. All payments are required to be paid in full, prior to the commencement date of the course, unless prior arrangements have been agreed by SAP Educational Services.

Airline Reservations

Please remember to allow for sufficient check-in time, on your departure day.

International Departure Flights:	Check-in 3 hrs before flight
Domestic Departure Flights:	Check-in 1 hrs before flight

Airlines Contact Numbers

Air France	+234 (09) 2340920 - 1
KLM	+234 (09) 8100034 / 39
British Airlines	+234 (09) 4139608
Egypt Airlines	+234 (01) 2619233 / 2620087
Emirates	+234 (01) 2617738 / 2617752
SAA	+234 (01) 2620607 - 9

Domestic Airlines

ADC Airlines	+234 (09) 5230225 ext 8723, 6711536
AERO Contractors	+234 (09) 8100127, 4138710
Albarka Air PLC	+234 (09) 4130322
Bellview	+234 (09) 4131811 ext 6371; 5230225
Chanchangi	+234 (09) 4134301, 5230011, 5230225 8343

IRS Airlines	+234 (09) 4131811, 5230225, 08035960991
Overland Airways & Travel Centre	+234 (09) 8100223, 08035717017
Sosoliso Airlines	+234 (09) 4133573, 8100122, 08023021968
Space World Airline	+234 (09) 5230225 ext 8345

Baggage

On arrival, simply wait for your baggage from the conveyor belt.

Banking

All major Banking Institutions are located within Abuja City.

Banking Hours

Monday – Friday	Opens: 08h00	Closes: 16h00
Saturday	Opens: 08h30	Closes: 11h00

Foreign Currency can only be exchanged at the Airport, Foreign Exchange Offices, Hotels and Banks. Please note that SAP is unfortunately not able to Exchange Foreign Currency or Traveller's Cheques.

Confirmation Status of your Course Enrolment

Planned Course

This course is still in the planned phase and is therefore not guaranteed to commence. SAP Educational Services will notify you 10 days prior to the commencement date, as to the status of the planned course. SAP does not advise you to commence with any travel arrangements at this stage.

Firmly Booked / Scheduled Course

This Course has now been scheduled and will commence on the planned date. You can now start making all your Travel arrangements.

Waitlisted

You have been placed on the waitlist, pending another candidate's cancellation. SAP Educational Services will update you regarding the status of the course.

Cancellations

Prior to cancelling a booking, please refer to <http://www.sap.com/southafrica/nigeria>. SAP Educational Service's Standard Terms & Conditions. Please note that SAP Educational Service's does not accept telephonic cancellations. We will only accept a cancellation if it is in writing.

Cellular Phones

SAP Educational Service's insists that all students' cellular phones are switched off or are muted during training sessions.

Certification Examinations

Public Certification Examination

Public Examinations dates are advertised on the SAP Education Services website <http://www.sap.com/southafrica/nigeria>. Any Examination can be written on a Public Examination date.

Academy Certification

The Examination is written on the last day of the Academy, should a student not wish to write at this time, the student would be issued with a voucher. This voucher is valid for 3 months and is only valid in Nigeria and South Africa. Any student wanting to write an examination is requested to bring along with him/her a valid identity document. Should the student be using a voucher, the original voucher must be handed to the Examination Facilitator prior to the commencement of the examination.

Examination Times

Morning Session	Start: 09h00	Finishes: 12h00
Afternoon Session	Start: 13h00	Finishes: 16h00

Classrooms

2 Students will be allocated 1 PC; this encourages discussions and enhances the learning process. No drinking or eating is permitted in the Classrooms.

Car Rental

Avis (Rent – a – car	Tel : +234 (09) 5230225, Ext. 8307
Hertz	Tel : +234 (09) 4137614
Citi – car Association	Tel : +234 (09) 41318811, 4134720, Ext. 6233
Oasis Car Rental	Tel : +234 (09) 5230225, Ext. 8216
De-Criss Car Hire	Tel : +234 (0) 803-5927211

Canteen

Lunch is included in the course fees. Lunch is served between 12h00 – 13h00. Should you have any special dietary requirements, the Canteen Supervisor is to be advised so that the necessary arrangements can be made.

Tea, Coffee & Biscuits are served daily at 10h00 and at 15h30.

Directions

Please refer to your confirmation letter for detailed directions and a copy of the map to the SAP Training Centre.

Dress Code

Dress Code is Smart/Casual. Gentlemen are to please ensure that no shorts, flip-flops or vests are worn. Ladies are to please ensure that no mini skirts or tank tops are worn.

Electricity Supply

Our Electricity Supply is 220v Single Phase.

Emergency

Should the alarm sound in the Training Centre, please leave your classroom immediately and proceed to the nearest emergency exit. Once you have vacated the building, you will be directed to an assembly point.

Facsimile

Incoming Facsimiles can be sent to +234 (09) 4133166 clearly marked for the relevant student's attention. These will be kept at our Customer Service's Desk for collection.

Foreign Currency

Foreign Currency can only be exchanged at a Foreign Exchange Office, Airport or Banking Institution. Please ensure that you remember to take your valid passport along with you.

Lost Property

Lost Property will be kept at the Customer Service's Desk. SAP Educational Service's will not accept responsibility for loss, damage or theft of any student's belongings.

Medical

SAP Educational Service's staff members are not allowed to administer medication of any nature to students.

King Newland Pharmacy
Nicon Hilton Hotel
Aguiyi Ironsi Street
Maitama
Tel: +234 (09) 5231811

Lawcass Pharmacy
Adetokumbo Ademola Crescent
Before Amigo Supermarket
Wuse II
Tel: +234 (09) 5238990

Rhosaq Pharmacy
Zone 4 Shopping Complex
Opposite Sheraton Hotel
Tel: +234 (09) 5232262; 5232268

Tonia Pharmacy
Landmark Plaza
Plot 3124 IBB Way
(Under Great Wall of China)
Maitama.
Tel: +234 (09) 4136248

Zagbayi Pharmacy Ltd
Shop No 2 Addis Ababa Crescent
Wuse Zone 4
Tel: +234 (09) 5235708

Zankli Medical Centre
Plot 1021 B5 Shehu Yar'Adua Way
Opposite Federal Min. of Works,
Utako District
Tel: +234 (09) 6707273 – 5; 5236854; 5239570

St. Francois Medical Centre
Plot 501, Bangui Street
Wuse II
Tel: +234 (09) 5236282

Nisa Premier Hospital
618 Alex Ekwueme Way
Jabi
Tel: +234 (09) 4133684; 5212322 – 4; 521 0247

Fereprod Medical Centre
Uke Crescent
Off Ahmadu Bello Way
Garki 2,
Tel: 3142559

Messages

Message can be left and retrieved from the SAP Customer Service's Desk, +234 (09) 4133165 / 6700725
Telephonic Messages and Facsimile Messages can be retrieved during breaks.
Please note that classrooms in session will not be interrupted to deliver messages, unless marked urgent.

Newspapers

Complimentary copies of Newspapers can be read in our Canteen, Monday – Friday. Please ensure that the newspapers are not removed from the Canteen Area.

Photocopying

A Photocopying Service is available, through our Customer Service's Desk. A Fee of 10 Naira per copy will be charged to the students.

Parking

Students are welcome to make use of the allocated SAP Parking Bays. Parking is both free and secure.

Registration

Registration on the commencement date of the scheduled course starts at 09h00 up until 10h00. At registration you will be given your training material and you will be required to sign an attendance register. The first day of the course commences at 10h00. The duration and start time of the courses are specified in your confirmation letter, but the exact timing on each day of your course will be managed by the instructor to best meet the needs of the students.

SAP Shop

All students are more than welcome to visit our SAP Shop on the Internet, simply log onto the following address: <http://www.sap.com/sapshop>

Smoking

Please note that SAP follows a smoke free indoor environment. Smoking is allowed in the designated Smoking Areas.

Standard Time

Nigeria is 1 hour in advance of GMT. 6 hours behind Eastern Standard Winter time (United States of America) throughout the year.

Taxis

These may be reserved through our Customer Services Desk. We would suggest that you use the Companies recommended by SAP Nigeria Educational Services.

Avis (Rent – a – car)	Tel: +234 (09) 5230225, Ext. 8307
Hertz	Tel: +234 (09) 4137614
Citi – car Association	Tel: +234 (09) 41318811, 4134720, Ext. 6233
Oasis Car Rental	Tel: +234 (09) 5230225, Ext. 8216
De - Criss Car Hire	Tel: +234 (0) 803-5927211

Telephone

SAP Nigeria Educational Services have made a Courtesy Phone available for our students; this can be found in our Reception Area. This phone may be used for local calls only.

Visa (Extensions)

Any Foreign Students needing to extend their existing study visas are required to personally go to our local Department of Home Affairs to arrange this.

Hotel Guide

The De Peak Hotels

Plot 3366, Euphrates Street,
Zone A6, Maitama, Abuja.
Tel: +234 -9 -4136578
Fax: +234 -9 -4136577

The Rockview Hotels

Cadastral Zone A8,
Adetokumbo Ademola Crescent,
Wuse II, Abuja.
Tel: +234 9 4136722 – 38
9 4130041 – 50
9 4130093 – 102
9 4130168 – 75
Fax: +234 9 4136768, 4136720, 4130176, 4130177.

The Dilic Hotels Ltd

Plot 1123, Adetokumbo Ademola Crescent,
Wuse II, Abuja.
Tel: +234 9 4134850, 4134851, 4134852.
Fax: +234 9 4134853
E-mail: dilichotel@yahoo.com

The VILLA – U Hotels Ltd

Plot 733, Alexandra Crescent,
Wuse II, Abuja.
Tel: 234 – 9 – 4137698, 4137693
Fax: 234 – 9 – 4137672
GSM: 234 – 802 -3025231
E-mail: villa-u@lincon.com

The New Bannex Plaza Hotel

Plot 750, Aminu Kano Crescent,
Zone A7 Wuse II, Abuja.
Tel: 234 – 9 -4136420 – 5
Fax: 234 – 9 -4136423.

Valencia Hotels

Plot 799, Blantyre Street
Off Adetokunbo Ademola Crescent,
Wuse II Abuja
Tel : 234 (9) 5240669, 5240671, 5241582 / 3
Fax : 234 (9) 5239986

Please feel free to contact SAP Nigeria In-house Travel Agency, should you require assistance with your Travel Arrangements:

Silhouette Travels & Tours

Plot 859 Bishop Aboyade Cole Street
Victoria Island
Lagos
Tel: 234 – 1 – 2611059 / 2618956
E-mail: info@silhouettetravels.com

Suite 42 Yasuha Plaza
Behind AP Plaza
Adetokumbo Ademola Street
Wuse II, Abuja.
Tel: +234 (09) 6706188, 0804 4100677

Restaurants

AI – Basha Restaurant

Tel: +234 (09) 4138038; 4138039
+234 (0) 803 3940142

The atmosphere is soothing and delicate with a strong romantic touch. This is dining at one of the most sought-after restaurants in Abuja and comes highly recommended. Serves Lebanese and continental food. Alcohol available.

Bolingo Restaurant

Situated in the Bolingo Hotel, serves both Nigerian and international dishes, all food is cooked to order and both the highly creative menu and refreshing original Wine List are changed quarterly. Here the ultimate is sought and found. Reservations are however essential.

Caesar

Serves Italian Cuisine. Take out menu

Mama Cass Rescaurant
336 Aminu Kano Crescent
Wuse II
Tel : 234 (803) 7000397

Galaxy
Corner Shop
Ladi Kwali Street
Wuse Zone 4
Tel : 234 (9) 5239282, (803) 7003019

Take - Away

Big Daddy
Shop No 4
Addis Ababa Crescent
Wuse Zone 4
Tel : 234 (802) 3119845, (803) 7040231

Mr Bigg's
On Five Locations
Tel : 234 (9) 6713308, 234 (803) 7040231, 234 (802) 3119845

Big Bites
411 Plaza
Adetokumbo Ademola Crescent
Wuse II
Tel : 234 (9) 4131987, 234 (803) 3175154, (803)3497066

Amigo's Take – Away
Amigo Plaza
Ademola Adetokumbo Crescent
Wuse II
Tel : 234 (9) 5234067, ext.16

AJ's
739 Aminu Kano Crescent
Park"n"Shop Super Market
Tel : 234 (804) 4104567, (803)3140469

References

- SAP Educational Services Standard Terms & Conditions
- SAP Training Centre Map & Directions