

# EXTERNAL EXAMINATION ENROLMENT FORM

FOUNDATION DIPLOMA IN PURCHASING AND SUPPLY

UK/REST OF WORLD / LEVEL 4 – MAY 2008

CLOSING DATE FOR ENTRIES: 17 MARCH 2008

THE  
CHARTERED INSTITUTE OF  
PURCHASING & SUPPLY®



Name:

Membership No:

Address:

Tel:

Fax:

Email:

PLEASE READ THE GUIDANCE NOTES ON THE REVERSE BEFORE YOU COMPLETE THIS FORM

## CHOICE OF EXAMINATION CENTRE

I am currently studying at: (Record self study if you are not registered with a centre) .....

I wish to sit my examination at the following centre: .....

All candidates are required to record their study centre and choice of examination centre. Failure to do so may delay the processing of your application. Please choose an examination centre from the list printed in the CIPS External Examination Enrolment Guidance booklet. To prevent incorrect data entry, please write the name of the centre you wish to sit as indicated in the list. Please do not use abbreviated names as this may result in you being allocated to the incorrect centre.

## EXAMINATION SUBJECTS: Please put a cross in the box(es) to indicate the examinations that you wish to be entered for.

- |   |   |
|---|---|
| <input type="checkbox"/> L4-01 Effective Negotiation in Purchasing and Supply | <input type="checkbox"/> L4-04 Managing Purchasing and Supply Relationships |
| <input type="checkbox"/> L4-02 Developing Contracts in Purchasing and Supply  | <input type="checkbox"/> L4-05 Purchasing Contexts                          |
| <input type="checkbox"/> L4-03 Measuring Purchasing Performance               |   |

## EXAMINATION FEES: Please note that your form will not be processed if your payment is not received with this form.

PER EXAM  
Early Bird fees for entries and payments received at CIPS before **17 February 2008** £55

Entries and payments received at CIPS after **17 February 2008** but before **17 March 2008** £61

### Late entries

Entries received at CIPS after **17 March 2008** but up to and including **4 April 2008** £122

I have enclosed a cheque (made payable to CIPS)   
Money on CIPS account  Paid by BACS   
Payment by MasterCard / Visa / Amex / Maestro

Name of Cardholder

Please debit my card

Issue Number

Start date  Expiry date

Total number of subjects @ £55 / £61 / £122 = £

## IMPORTANT NOTE:

The provision of examination service by CIPS contained in this examination enrolment form is subject to the conditions of entry provided in the CIPS External Examination Enrolment Guidance booklet, by returning this form you acknowledge that you have read, understood and accept those conditions, and which include exclusions and limitations of liability on the part of CIPS.

**Please note we will not process your form if this box is not signed.**

I agree to the conditions of entry into the CIPS examination(s).

Signed ..... Date.....

Please complete this form in full and return to:  
CIPS Examinations, PO Box 9186, Adamsway, Mansfield, Nottinghamshire NG18 9DX  
Tel: +44 (0) 845 880 1188 Fax No: +44 (0) 845 880 1187

# Guidance notes

## Use these notes to help you enrol for CIPS examinations

- Please read the CIPS External Examination Enrolment Form May 2008 Guidance Notes for Students.
- Please complete all sections then return to CIPS together with payment to reach CIPS by the deadline dates.
- Ensure that your CIPS membership is current. This enrolment form will only be accepted if your membership subscription is current.

## Further copies of the examination form

- Copies of all examination enrolment forms are available on the CIPS website [www.cips.org](http://www.cips.org) or on request from CIPS.

## Examination centres

- CIPS is able to provide examination facilities world-wide. We are able to confirm the centres listed in the guidance booklet at the time of printing but if you are not able to locate an examination centre local to you please contact CIPS for further advice.

## Examination Fees

- Please see guidance booklet for full details. You can pay by:  
Cheque, credit/debit card, BACS, money on CIPS account or local payment in Africa.

## Confirmation of entry – customer service levels

On receipt of a completed enrolment form we will send to you:

- A letter confirming that your form has been received. We aim to send this to you within 10 days of receiving your form.
- An official receipt for your payment. We aim to send this to you within 10 days of your payment being processed.
- Confirmation of your enrolment which will include the papers that you have been entered for and will confirm your examination centre. We aim to send this to you within 4 working weeks of your form and payment being received.
- A final confirmation letter will be sent to you at least 4 weeks before the examination.

CIPS Examinations  
PO Box 9186  
Adamsway  
Mansfield  
Nottinghamshire  
NG18 9DX

**Return Address** - Please fold this paper in half  
and put into a C5 windowed envelope

Office use only

- 01
- 02
- 03
- 04
- 05

|       |
|-------|
| Notes |
|       |

Operator