

Procurement Training & Certification Registration Form

Follow these four easy steps for training with the Next Level Purchasing Association

Step 1. Tell us who you're signing up (choose ONE)

- **Yourself:** Complete the top section of Page 2
- **A Co-worker/Friend:** Complete both sections of Page 2
- **Your Team:** Complete a separate copy of Page 2 for each team member or complete the Multiple Student Enrollment form found at:
<http://www.nextlevelpurchasing.com/multiplestudentenrollment.xls>

Step 2. Tell us what you're signing up for (complete/send only those pages that apply)

- **Certification Programs:** Complete Page 3
- **All-Access Program:** Complete Page 4
- **Online Full-length Courses:** Complete Page 5
- **Online Express Courses:** Complete Page 6

Step 3. Tell us how you're paying (choose ONE)

- **Credit/debit card:** Complete Page 7
- **By other method:** Follow instruction on Page 8

Step 4. Send us the completed pages (choose ONE)

- **By email:** support@nextlevelpurchasing.com
- **By fax:** +1 (412) 927-0128
- **By postal mail:** Next Level Purchasing Association
1005 Slater Road
Suite 101 Durham, NC 27703
United States of America



Next Level Purchasing Association
 1005 Slater Road
 Suite 101 Durham, NC 27703
 United States of America
 Phone: +1 (412) 294-1990

Section 1 - Participant Information:

	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.
First Name/Given Name:				
Last Name/ Family Name:				
E-Mail Address:				
Phone Number:		<input type="checkbox"/> Work	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Cell
Company: <i>(if applicable)</i>				
Postal Address:				
City:				
State: <i>(if applicable)</i>				
Zip/ Postal Code: <i>(if applicable)</i>				
Country:				
Job Title:				

Section 2 - Complete ONLY If You Are NOT The Participant:

First Name/Given Name:				
Last Name/ Family Name:				
E-Mail Address:				
Phone Number:		<input type="checkbox"/> Work	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Cell

I hereby submit this registration form subject to the Registration Policy found on Pages 7 & 8

Signature: _____

Date: _____

This page must be submitted with your course/program selections.

Certification Programs

Check off the box indicating the certification program(s) being signed up for.

Line #	Program Name	Cost*
<input type="checkbox"/> SPSM1	SPSM Certification Program <i>(Includes access to 6 required online courses, one attempt at the SPSM Exam, and application fee)</i>	\$1,159
<input type="checkbox"/> SPSM2	SPSM2 Certification Program** <i>(Includes access to 4 required online courses, one attempt at the SPSM2 Exam, and application fee)</i>	\$1,159
<input type="checkbox"/> SPSM3	SPSM3 Certification Program*** <i>(Includes access to 4 required online courses, one attempt at the SPSM3 Exam, and application fee)</i>	\$1,159

Total Amount For Selections On This Page: _____



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**All prices in USD. Prices valid through December 31, 2019*

*** Only currently certified SPSM's in good standing are eligible to sign up for the SPSM2 Certification, unless signing up for both SPSM and SPSM2 Certifications at the same time*

**** Only currently certified SPSM2's in good standing are eligible to sign up for the SPSM3 Certification, unless signing up for all certification levels at the same time*

All-Access Plan

Check off the box indicating the certification program(s) being signed up for.

Line #	Program Name	Cost*
<input type="checkbox"/> AAP	All-Access Plan <i>(Includes access to all NLPA training content [16 Full-length courses, 20 Express Courses and the NLPA Premium Membership] One attempt at each level certification exam, included.)</i>	\$3,057

Access is for a period of 3 year total.

Total Amount For Selections On This Page: _____

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*** Only currently certified SPSM's in good standing are eligible to sign up for the SPSM2 Certification, unless signing up for both SPSM and SPSM2 Certifications at the same time*

**** Only currently certified SPSM2's in good standing are eligible to sign up for the SPSM3 Certification, unless signing up for all certification levels at the same time*

Online Full-length Courses

Check off the box indicating the online courses being signed up for.

Line #	Course Name	SPSM-BOK™ Level	Cost*
<input type="checkbox"/> A	Mastering Purchasing Fundamentals	1	\$229
<input type="checkbox"/> B	Microsoft Excel for Purchasing Professionals	1	\$229
<input type="checkbox"/> C	Supply Management Contract Writing	1	\$229
<input type="checkbox"/> D	Powerful Negotiation for Successful Buying	1	\$229
<input type="checkbox"/> E	14 Purchasing Best Practices	1	\$229
<input type="checkbox"/> F	Savings Strategy Development	1	\$229
<input type="checkbox"/> G	Expert Purchasing Management	2	\$229
<input type="checkbox"/> H	Professional Purchasing Project Management	2	\$229
<input type="checkbox"/> I	Basics of Smart International Procurement	2	\$229
<input type="checkbox"/> J	Executing a Global Sourcing Strategy	2	\$229
<input type="checkbox"/> K	Finance for Strategic Procurement, Part I	3	\$229
<input type="checkbox"/> L	Finance for Strategic Procurement, Part II	3	\$229
<input type="checkbox"/> M	Profitable Inventory Management and Control	3	\$229
<input type="checkbox"/> N	Improving Quality in the Supply Chain	3	\$229
<input type="checkbox"/> O	Exemplary Supply Chain Social Responsibility	4	\$229
<input type="checkbox"/> P	Strategic Supplier Diversity Best Practices	4	\$229

Total Amount For Selections On This Page: _____

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Online Express Courses

Check off the box indicating the Express Courses being signed up for.

Line #	Course Name	Cost*
<input type="checkbox"/> EC1	Managing Supplier Performance	\$19
<input type="checkbox"/> EC2	Negotiation No-No's	\$19
<input type="checkbox"/> EC3	15 Rules for Ethical Supplier Interaction	\$19
<input type="checkbox"/> EC4	How To Present A Case For Better Procurement	\$19
<input type="checkbox"/> EC5	Making The Right Negotiation First Impression	\$19
<input type="checkbox"/> EC6	Preventing And Managing Backdoor Selling	\$19
<input type="checkbox"/> EC7	Next Generation Procurement Talent Management	\$19
<input type="checkbox"/> EC8	7 Critical Steps of Effective Supplier Selection	\$19
<input type="checkbox"/> EC9	Procurement KPI's & Business Acumen Series (4-parts)	\$76
<input type="checkbox"/> EC10	Tips for Regret-Free Supplier Interaction	\$19
<input type="checkbox"/> EC11	How To Take Charge Of Your Procurement Career	\$19
<input type="checkbox"/> EC12	Supplier Development Program Basics Series (2-parts)	\$38
<input type="checkbox"/> EC13	Excel Basics for Buyers	\$19
<input type="checkbox"/> EC14	Adding Procurement Value to Marketing Spend	\$19
<input type="checkbox"/> EC15	Championship-Caliber Negotiation Preparation	\$19
<input type="checkbox"/> EC16	Creative Negotiation for Buyers	\$19

Total Amount For Selections On This Page: _____

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Credit Card Information Form

Only complete if using this method of payment

	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Cardholder Name: <i>(As it appears on the card)</i>	
Credit Card Number:	
Expiration Date: <i>(MM/YY)</i>	
Card Security Code: <i>(3 or 4 digits on back of card)</i>	
Company: <i>(If applicable)</i>	
Billing Postal Address:	
City:	
State: <i>(if applicable)</i>	
Zip/ Postal Code:	
Country:	
Cardholder Phone #:	

Confirm amount to be charged: _____

Signature: _____

Date: _____

Alternate Payment Methods

- **Check / International Money Order / Bank Draft / Cheque:** Mail completed registration form to address at the top of this page with check/money order/bank draft/cheque made payable to Next Level Purchasing, Inc. Checks must be made payable in US dollars. Personal checks from non-US banks will not be accepted.
- **Corporate Purchase Order:** Terms are Net 15. Fax the completed registration form and PO to +1 (412) 927-0128 or send by postal mail to address at the top of this page and attach purchase order to registration form.
- **PayPal:** Please contact the NLPA for additional payment instructions prior to sending money.
- **ACH / Wire Transfer / TT:** Individuals are responsible for any fees required by their banking institution to initiate ACH, Wire Transfers/ TT. Charges for these services should NOT be deducted from the amount transferred. Please contact the NLPA for additional payment information prior to sending money.

NLPA Contact Information

Please note that our office hours are Monday - Friday, 8AM to 5PM Eastern US Time

- **Phone:** +1 (412) 294-1990 (*Recommended for immediate assistance*)
- **eMail:** support@nextlevelpurchasing.com
- **Postal Mail:** Next Level Purchasing Association, 1005 Slater Road, Suite 101 Durham, NC 27703, United States of America
- **Fax:** +1 (412) 927-0128

NLPA Registration Policy

1. Try any Next Level Purchasing Association online course or program for seven (7) days. If you're not satisfied for any reason, we'll refund your money in accordance with the terms of this policy.
2. To request a refund, send an email with the subject line "Refund Request" to support@nextlevelpurchasing.com; fax a letter to 1 (412) 927-0128; mail a letter to Next Level Purchasing Association, Attn.: Refunds, Next Level Purchasing Association, 1005 Slater Road, Suite 101, Durham, NC 27703 , USA; or call us at +1 (412) 294-1990.
3. When you enroll in a Next Level Purchasing Association online course or program, you will be given a User Name and Password. These will enable you to access the lessons and other course content. You may not disclose your User Name or Password to any other individual or group. The Next Level Purchasing Association reserves the right to cancel your registration without refund if you are determined to have shared your User Name and Password or charge you registration fees for each individual that has accessed restricted content using your User Name and Password.
4. A seat is considered one person enrolled in one of the Next Level Purchasing Association's online courses. In the event that an organization enrolls more than one employee in the Next Level Purchasing Association's courses and one of those employees completes fewer than two (2) of the eight (8) lessons of a full-length course, that organization will have the right to transfer that seat to another of its employees at no additional cost to the organization by making such a request to the Next Level Purchasing Association. Notwithstanding the foregoing, a seat will be deemed consumed and non-transferrable thirty-six (36) months after purchase, regardless of the number of lessons not completed.
5. Students must answer 28 out of 40 quiz questions correctly in each full-length course for successful completion. If they are unsuccessful, they are encouraged to review the material, free of charge, until they can successfully complete the course. If a member is unsuccessful in passing the SPSM[®] Exam, the SPSM2[®] Exam, or the SPSM3[™] Exam, that member may retake the exam for a \$75 fee.
6. The Next Level Purchasing Association's educational content may be printed or otherwise reproduced for the registered member's use only. The distribution to other individuals or groups of printed or otherwise reproduced online course content is strictly prohibited. In the event of such distribution, the Next Level Purchasing Association will be entitled to all remedies under copyright or other applicable law.
7. The Next Level Purchasing Association's liability to any particular member and/or the organization who had paid for the registration of any members is limited to the amount paid for the registration(s).
8. The Next Level Purchasing Association will have the right to use members' and their organizations' names on its web page which lists customers. The inclusion of these names will not be presented in a manner so as to indicate any endorsement of the Next Level Purchasing Association's services unless otherwise agreed in writing.
9. Any member who requests a refund as part of the Next Level Purchasing Association's money back guarantee will forfeit his or her right to any incentives that were offered for registering for the course, courses or programs. The member will be required to return any incentives to the Next Level Purchasing Association with postage paid by the Next Level Purchasing Association. If the member received a printer-friendly version of course materials, the member must delete all electronic copies of those materials and destroy all printed reproductions of the materials that the member made.
10. All refunds will be paid to members within thirty (30) days of the member's refund request if made in accordance with this registration policy.
11. If the Next Level Purchasing Association has provided a gift certificate or gift code as a bonus for enrollment, the Next Level Purchasing Association reserves the right to reclaim that gift certificate or gift code if it was not used within one (1) year of enrollment.
12. Individuals utilizing ACH / Wire Transfer / TT services as a means of remitting registration fees to the Next Level Purchasing Association are responsible for all fees assessed by their banking institution for the service used. Individuals should NOT elect for the fees to be withdrawn from the amount transferred so



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that the amount received by the Next Level Purchasing Association is equal in whole to the amount required for enrollment in the courses and/or programs in which the individual is registering.

13. No partial refunds will be made for services that automatically renew on a periodic basis. Individuals must contact the Next Level Purchasing Association prior to the processing of the next automatically recurring payment to cancel.