

CIPS CBE EXAMINATION ENROLMENT FORM

September 2019 – OR Exams

IT'S QUICKER AND EASIER TO BOOK YOUR EXAM ENTRY ONLINE www.cips.org/MyCIPS



PART 1 – ABOUT YOU: PLEASE COMPLETE IN FULL

Name _____ Membership No: _____
 Address: _____ Tel / Mobile: _____
 Email: _____

Email address is mandatory to sit a CIPS CBE examination

Your membership must be current to enter for all assessments. If your membership is not current, you must renew or submit your new member registration form with payment **10 working days before the exam closure date**. After this date we cannot guarantee that you can be enrolled for the examination(s). All examination dates can be found on the CIPS website www.cips.org/learn/student-zone.

EXAM CENTRE INFORMATION

If you are registered with a study centre, please contact them directly to book your exam. All CIPS study centres and exam centres can be found using our centre finder tool on the CIPS website <http://study.cips.org/>

Learners choosing to sit at a CIPS Exam Centre will be charged a venue fee for each exam entry to subsidise the cost of supplying these facilities. If you are sitting at an alternative centre, there may be a venue fee charged by your centre for hosting your examination in addition to the exam fee. Please contact your centre to confirm.

PART 2 – YOUR EXAMINATION CHOICES

Please ensure you have read the CIPS Rules for examinations and enrolment carefully about how to complete this section of the form <https://www.cips.org/learn/student-zone/policies-and-procedures/>

Candidates are required to complete all parts of this form – to ensure enrolment is not delayed.

I wish to sit my examination(s) at the following centre: (please select two options in case option 1 is not available).

| | | | |
|----------|--|----------|--|
| Option 1 | | Option 2 | |
|----------|--|----------|--|

** Please note, if your chosen exam centre is full, we will endeavor to book your exam at the nearest available centre. If you do not wish this to be booked, please tick the box

Level 2 – Certificate in Procurement & Supply Operations

| | | |
|--------------------------|------|-------------------------------------|
| <input type="checkbox"/> | L2M1 | Introducing Procurement and Supply |
| <input type="checkbox"/> | L2M2 | Procurement and Supply Operations |
| <input type="checkbox"/> | L2M3 | Stakeholder Relationships |
| <input type="checkbox"/> | L2M4 | Systems Technology |
| <input type="checkbox"/> | L2M5 | Inventory, Logistics and Expediting |

Level 3 – Advanced Certificate in Procurement & Supply Operations

| | | |
|--------------------------|------|---|
| <input type="checkbox"/> | L3M1 | Procurement and Supply Environments |
| <input type="checkbox"/> | L3M2 | Ethical Procurement and Supply |
| <input type="checkbox"/> | L3M3 | Contract Administration |
| <input type="checkbox"/> | L3M4 | Team Dynamics and Change |
| <input type="checkbox"/> | L3M5 | Socially Responsible Procurement |
| <input type="checkbox"/> | L3M6 | Socially Responsible Warehousing and Distribution |

Level 4 – Diploma in procurement and supply

| | | |
|--------------------------|------|----------------------------------|
| <input type="checkbox"/> | L4M2 | Defining Business Need |
| <input type="checkbox"/> | L4M3 | Commercial Contracting |
| <input type="checkbox"/> | L4M4 | Ethical and Responsible Sourcing |
| <input type="checkbox"/> | L4M5 | Commercial Negotiation |
| <input type="checkbox"/> | L4M6 | Supplier Relationships |
| <input type="checkbox"/> | L4M7 | Whole Life Asset Management |

Level 5 – Advanced diploma in procurement & supply

| | | |
|--------------------------|-------|--|
| <input type="checkbox"/> | L5M2 | Managing Supply Chain Risk |
| <input type="checkbox"/> | L5M3 | Managing Contractual Risk |
| <input type="checkbox"/> | L5M5 | Managing Ethical Procurement and Supply |
| <input type="checkbox"/> | L5M6 | Category Management |
| <input type="checkbox"/> | L5M7 | Achieving Competitive Advantage through the Supply Chain |
| <input type="checkbox"/> | L5M8 | Project and Change Management |
| <input type="checkbox"/> | L5M9 | Operation Management |
| <input type="checkbox"/> | L5M10 | Logistics Management |
| <input type="checkbox"/> | L5M15 | Advanced Negotiation |

Level 6 – Professional diploma in procurement and supply

| | | |
|--------------------------|-------|--------------------------------------|
| <input type="checkbox"/> | L6M5 | Strategic Programme Leadership |
| <input type="checkbox"/> | L6M7 | Commercial Data Management |
| <input type="checkbox"/> | L6M8 | Innovation in Procurement and Supply |
| <input type="checkbox"/> | L6M9 | Supply Network Design |
| <input type="checkbox"/> | L6M10 | Global Logistics Strategy |

Please note booking using an enrolment form can take up to 5 days to process you will be allocated a time and date for your exam subject to centre availability. This will then be included on your exam confirmation on your MyCIPS account.

PART 3 – HOW TO PAY

Please note that your entry will not be processed if the correct payment is not received with your form. Fees are available on the CIPS website www.cips.org/learn/student-zone and can be found [here](#).

| | | | |
|--------------------------|---|--------------------------|--------------|
| <input type="checkbox"/> | UK sterling cheque enclosed (payable to CIPS) | <input type="checkbox"/> | UK |
| <input type="checkbox"/> | Money on CIPS account | <input type="checkbox"/> | South Africa |
| <input type="checkbox"/> | Paid by BACS (remittance must be enclosed) | <input type="checkbox"/> | Australia |

PART 4 – SIGNATURE AND DATE

The provision of examination service by CIPS contained in this examination enrolment form is subject to the conditions of entry provided in the CIPS Examination Enrolment Terms and Conditions <https://www.cips.org/learn/student-zone/policies-and-procedures>.

By returning this form you acknowledge that you have read, understood and accept those conditions, which include exclusions and limitations of liability on the part of CIPS.

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

Signed

Date

Please send completed enrolment forms to computerbasedexams@cips.org

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CIPS Bank details are as follows:

| | |
|------------------------|---|
| United Kingdom | |
| Bank: | Barclays Bank PLC |
| Sort code: | 20-81-53 |
| Account No: | 00511935 |
| Account Name: | The Chartered Institute of Procurement & Supply |
| VAT No: | GB 342 6489 42 |
| IBAN No: | GB48 BARC 2081 5300 5119 35 |
| SWIFT Code: | BARCGB22 |
| Australia | |
| Bank: | ANZ 388 Collins St |
| Account Name: | CIPS Australia Pty Ltd |
| BSB: | 013-006 |
| Account No: | 4982 47384 |
| Swift Code: | ANZBAU3M |
| New Zealand | |
| Bank: | ANZ Westgate, Shop B1, Westgate Shopping Centre Westgate Drive, Massey Auckland 0614, New Zealand |
| Account Name: | CIPS Australia Pty Ltd |
| Branch Code: | 1839 |
| Account No: | 01-1839-0231036-00 |
| Swift Code: | ANZBNZ22 |
| South Africa | Please use this account if you are a student/ study centre outside of the South African borders. |
| Bank: | Centurion |
| Account Name: | CIPS SA |
| Account No: | 6230 8072 066 |
| Swift Code: | FIRNZAJ926 |
| Branch Code: | 261550 |
| South Africa | Please use this account if you reside within South African borders. |
| Bank Name: | First National Bank |
| Account Name: | CIPS PB South Africa (PTY) LTD |
| Branch Name: | COMM Account Services Cust |
| Branch Code: | 210554 |
| Account Number: | 62774444170 |
| Swift Code: | FIRNZAJJ |

If you are making payment and submitting an enrolment form to the British Council please use the below accounts:

| | |
|---|-------------------------|
| Johannesburg & Cape Town British Council | |
| Bank: | Standard Chartered Bank |
| Account Name: | British Council – Main |
| Account Number: | 80191330531 |
| Sort Code: | 730020 |
| Swift Code: | SCBLZAJJ |
| Gaborone British Council | |
| Bank: | Standard Chartered Bank |
| Account Name: | British Council |
| Account Number: | 0100176604300 |
| Branch Name: | Hemamo |
| Branch Code: | 662767 |

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