

1 Registration by an Employee

This form will be used by a HP employee when they want to request training on behalf of their customer. It is expected that this form will be used primarily for trainings associated with machine deals.

1.1 Pre-Requisites

While HPES recognizes that in the case of prospective customers, not all information may be available, it is important that some minimum information is provided for HPES to process the request. Some of the information that is mandatory:

- Course Type (based on Machine Type)
- Company Information
- Participant Information
- Customer Status (Existing/New)
- Required Dates for training

1.2 Employee Login

HP Employees only will be allowed to use this registration form. To have access for the form, the employee will need to be listed in the Enterprise Directory and have a valid hp email address/NT Account.

1.3 Machine Installation Information

Machine Installation Information:	
*Employee Number:	<input type="text"/>
*Employee Name:	<input type="text"/>
*Employee Country:	<input type="text"/>
*Employee Phone Number:	<input type="text"/>
*Employee Email address:	<input type="text"/>
*Serial number of the press installed: <small>-if not available, please enter 'New Deal'</small>	<input type="text"/>
*Customer company name:	<input type="text"/>
*Customer company street address:	<input type="text"/>
*City and state:	<input type="text"/>
*Zip/Postal code:	<input type="text"/>
Country:	<input type="text"/>
*Customer number:	<input type="text"/>
Is the company information for machine installation as same as the above?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of the company where the machine is installed:	<input type="text"/>
Street address of the company for machine install:	<input type="text"/>
City and state:	<input type="text"/>
Zip/Postal code:	<input type="text"/>
Country:	<input type="text"/>
Person to contact: <small>-if different from the operator</small>	<input type="text"/>
Contact phone number:	<input type="text"/>
Contact email:	<input type="text"/>

Please put in your employee details so that HPES can contact you to confirm the request

Please put in the Serial No information of the Machine. If this request is for a prospective customer, please enter 'NEWDEAL'. Please note that HPES will do verification of the request if 'NEWDEAL' is entered. For information not available with HPES, we will need an approval from the Country Manager before we can confirm the booking

Please enter the details of company signing contract

Please enter customer number

Please fill in this information if the machine is installed at a different location from the company signing the contract. If you would like to retain the same address information, please choose 'Yes'.

Please let us know if you wish HPES to contact another person rather than the operator for confirming the trainings

1.4 Operator Information

At least one operator information is required for HP Education Services to process a training request.

*Operator 1: -required		
*First name:	<input type="text"/>	First Name
MI:	<input type="text"/>	Middle Initial
*Last name:	<input type="text"/>	Last Name
*Citizenship:	<input type="text"/>	
*Country of permanent residence:	<input type="text"/>	
*Is this person's company information as same as your company?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If you would like to use the company address for all communication, please choose 'Yes' here
*Company name:	<input type="text"/>	
*Company street address:	<input type="text"/>	
*City and state:	<input type="text"/>	
*Zip/Postal code:	<input type="text"/>	
Country:	<input type="text"/>	
*Daytime phone:	<input type="text"/>	Please fill in the operator phone number and email address as HPES may need to communicate late changes to the training request
Fax number:	<input type="text"/>	
*E-mail address:	<input type="text"/>	

1.5 Terms & Conditions

Special Instructions:

Additional comments:

Please use this space to let HPES know of any special requirements

Submit Registration

Terms and conditions:

Cancellations made less than five days prior to the beginning of class will be assessed a cancellation fee of 25 percent of the standard HP Indigo tuition rate for training.

Please read carefully the terms of cancellation before you submit the form

*Please read the terms and conditions:

- I accept the terms and conditions.
 I do NOT accept the terms and conditions.

Thank you for completing this form.

Send Form

Reset Form

1.6 Workflow

Submission of this form will generate an email to the HPES Admin who will create an order based on the request fulfilling the requirements and availability of seats. If required, the HPES Admin will get back to the HP Employee to confirm details of the participant and the funding of the training. This will also generate a confirmation email back to the HP employee which can then be forwarded to the customer by them to acknowledge receipt of training request.