

# SAP 교육 신청 및 결제 안내



# 교육 신청 및 결제 – 카드 결제

1. Training.sap.com 홈페이지 로그인 후 대한민국으로 국가 설정
2. 구매 희망하는 교육 과정 및 일자 선택 후 장바구니에 추가 Figure 1-1
3. 장바구니 이동 클릭 Figure 1-2
4. 결제 단계로 이동 클릭 Figure 1-3

Course	Date(s)	Location	Language	Price
TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	Virtual, Korea Virtual Training	English	KRW Price excludes tax
TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	SAP Education Korea, Korea Classroom	Korean	KRW Price excludes tax
TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	Virtual, Korea Virtual Training	English	KRW Price excludes tax
TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	SAP Education Korea, Korea Classroom	Korean	KRW Price excludes tax

Figure 1-1

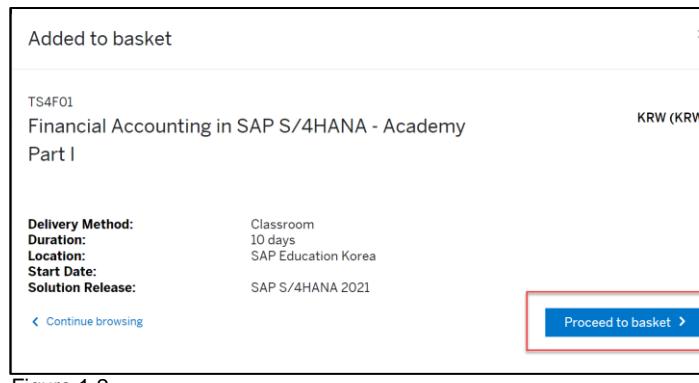


Figure 1-2

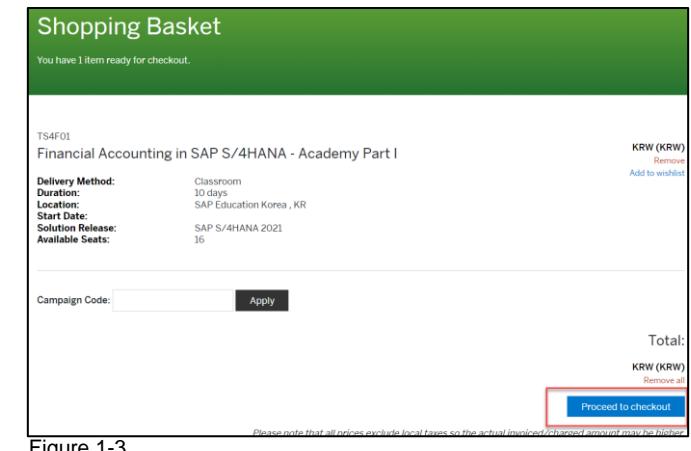


Figure 1-3

# 교육 신청 및 결제 – 카드 결제

## 5. 'Review your details' 작성 Figure 1-4

- 회사 소속으로 구매시: 'My company details' 클릭 후 작성
- 개인으로 구매시: 'I am self employed' 클릭 후 작성

## 6. 'Review your payment method'에서 'Credit Card' 클릭 후 파란 버튼 'Pay' 클릭 Figure 1-5

Review your details

Create address data Assign address data of your s-user

If your address has changed or you need to create a new address please add prior to submitting your order.

Your company details:

Company booking

My company details

I am self employed

Company name \*

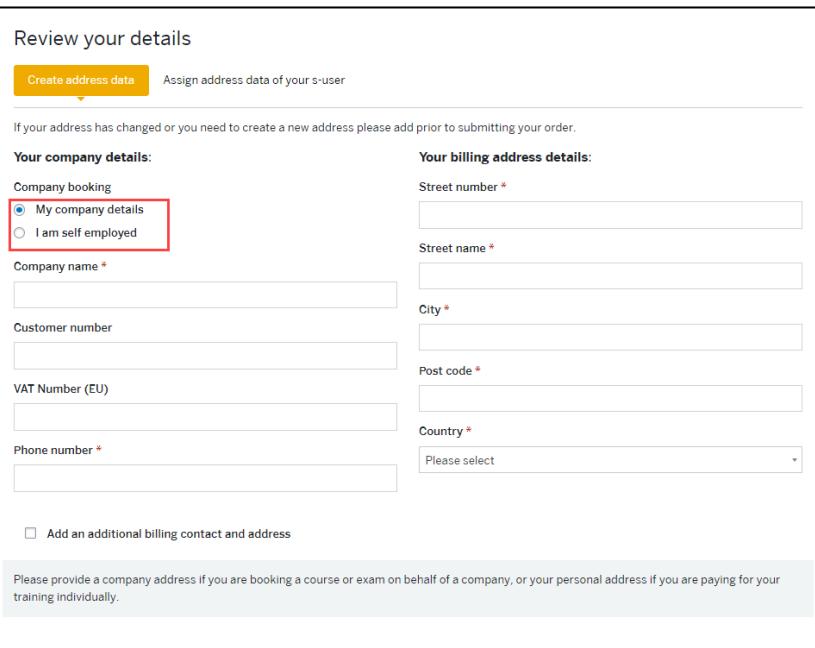
Customer number

VAT Number (EU)

Phone number \*

Add an additional billing contact and address

Please provide a company address if you are booking a course or exam on behalf of a company, or your personal address if you are paying for your training individually.



Review your payment method

Payment to SAP Korea

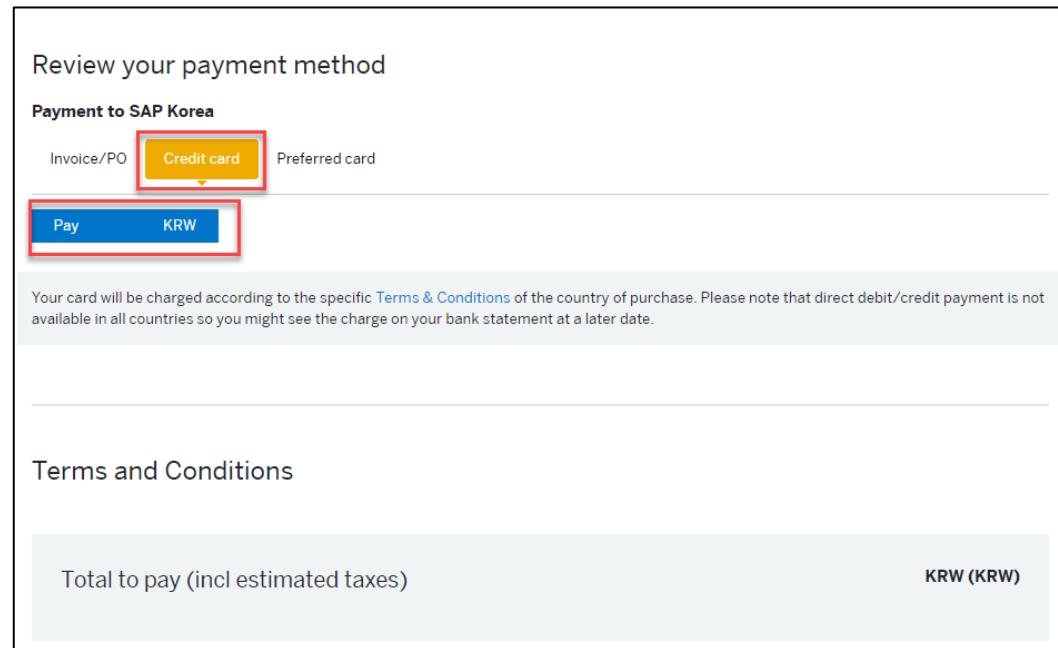
Invoice/PO Credit card Preferred card

Pay KRW

Your card will be charged according to the specific [Terms & Conditions](#) of the country of purchase. Please note that direct debit/credit payment is not available in all countries so you might see the charge on your bank statement at a later date.

Terms and Conditions

Total to pay (incl estimated taxes) KRW (KRW)



결제 방법을 선택해주세요

상품명 SAP Training 결제 금액 원

Samsung Card 삼성 2,3개월 무이자 할부 일부업종 제외

하나Pay 2,3개월 무이자 할부 일부업종 제외

간편결제

toss pay 토크페이 네이비페이

신용·체크카드

ShinhanCard 신한 현대 삼성

LOTTE CARD 롯데 Tbank 토스뱅크 하나Pay

KB국민(KB pay) 비씨페이 롯데 KB国民(KB pay)

농협(NH페이) 농협(NH페이)

무이자 할부 안내

toss payments

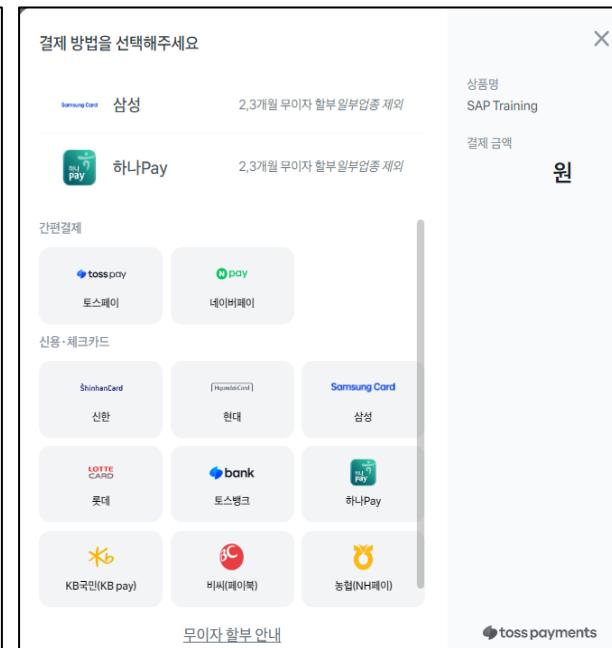


Figure 1-4

Figure 1-5

# 교육 신청 및 결제- 카드 결제

7. *Terms and Condition* 확인 후 체크 Figure 1-6

8. 'Submit' 버튼 클릭하여 진행

Booking request

Please complete the below to submit your order

Review your order

TS4FO1 - Financial Accounting in SAP S/4HANA - Academy Part I

Details >

Price: KRW (KRW)  
Estimated Tax: KRW (KRW)  
Price (incl Tax): KRW (KRW)

Review your details

SAP Training and Adoption will process your order and send correspondence based on the details below. Please review your contact details are correct prior to submitting your order.

Your contact details

First name  
Last name  
Email address  
Phone number

Your address details

Street number  
Street name  
City  
Post code  
Country

Company details

Company name  
Customer Number

Review your payment method

Invoice to SAP Korea

Terms and Conditions

I have read, understand and agree to the Terms and Conditions.  
These prices exclude local taxes; tax amount will be calculated when order is processed by SAP Training and Adoption.

Comments (Optional)

(0/255)

Total to pay (incl estimated taxes)

KRW (KRW)

Submit

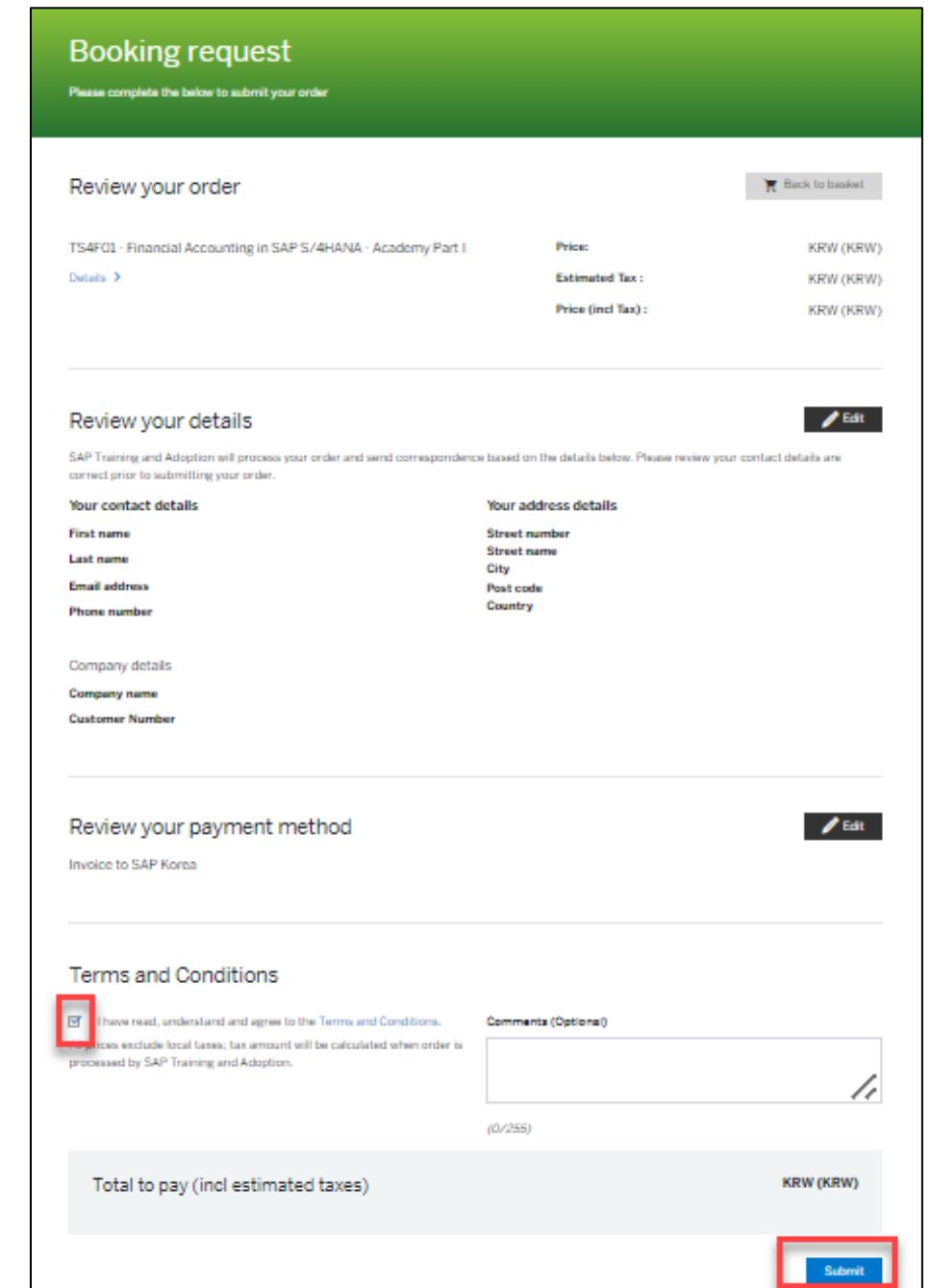


Figure 1-6

# 교육 신청 및 결제- 카드 결제

9. 구매가 완료되면 *Booking Submission Confirmation* 메일 수신 Figure 1-7

## Booking submission confirmation

Dear

This is to acknowledge that your request has been received and will be processed as quick as possible. You will receive your confirmation in the next days. We appreciate your patience.

HA200

**SAP HANA Installing and administering**

오더 번호::

참가자::

주문일::

주문처:: SAP Korea

Thank you for choosing SAP. We look forward to serving your training and adoption needs.

Kind regards,  
SAP

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Figure 1-7

# 교육 신청 및 결제 – 세금계산서

1. Training.sap.com 홈페이지 로그인 후 대한민국으로 국가 설정
2. 구매 희망하는 교육 과정 및 일자 선택 후 장바구니에 추가 Figure 2-1
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TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	SAP Education Korea, Korea Classroom	Korean	KRW Price excludes tax
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TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	SAP Education Korea, Korea Classroom	Korean	KRW Price excludes tax

Figure 2-1

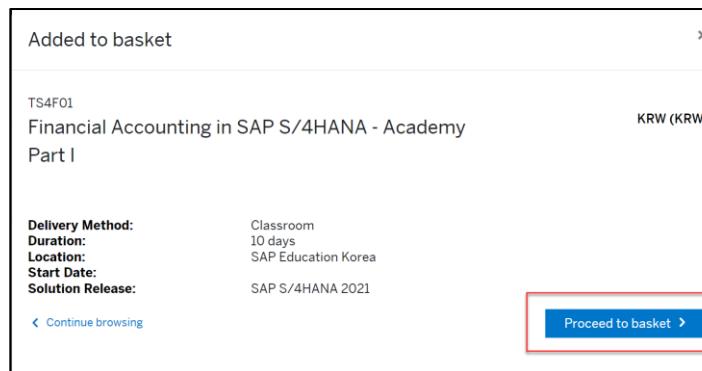


Figure 2-2

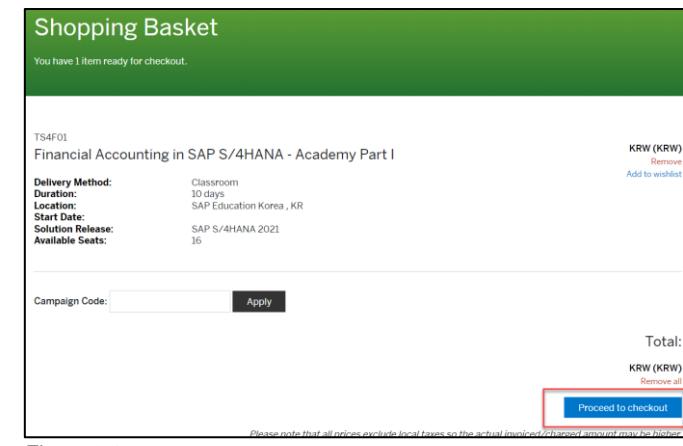


Figure 2-3

# 교육 신청 및 결제 – 세금계산서

5. *Payment to SAP Korea*에서 'Invoice/PO' 클릭 Figure 2-4

6. *Select invoice recipient: 'myself'* 클릭

7. *Upload purchase order document*에 사업자 등록증 업로드 후 'Continue' 클릭

The screenshot shows a web-based payment interface for SAP Korea. At the top, there are three buttons: 'Invoice/PO' (highlighted with a red box), 'Credit card', and 'Preferred card'. Below these buttons, a note says '\* Mandatory field'. The 'Select invoice recipient' field is highlighted with a red box and contains the value 'myself'. To the right, there is a field for 'Your purchase order number' with a note: 'If you do not have a PO number and cannot proceed, you can enter "N/A". You may be required to upload your purchasing document below to proceed.' Below this note, there is a red-bordered box containing the 'Upload purchase order document' section. This section includes a note: 'Please note that only one file can be uploaded (maximum 5MB)', a 'Choose file...' button, a 'Browse' button, and an 'Upload' button. At the bottom right of the form is a blue 'Continue' button.

Figure 2-4

# 교육 신청 및 결제 – 세금계산서

7. *Terms and Condition* 확인 후 체크 Figure 2-5

8. *Comments* 란에 아래 세금계산서 정보 입력

- 세금계산서 발행 형태
- 세금계산서 수신인 이름/메일주소

\*세금계산서는 라이선스 시작일 날 발행됩니다.

\*세금계산서 수신일자 변경을 희망하시는 경우, 희망 수신 일자도 작성해 주시기 바랍니다.

9. 'Submit' 버튼 클릭하여 진행

Booking request

Please complete the below to submit your order

Review your order

TS4FO1 - Financial Accounting in SAP S/4HANA - Academy Part I

Details >

Price: KRW (KRW)  
Estimated Tax: KRW (KRW)  
Price (incl Tax): KRW (KRW)

Review your details

SAP Training and Adoption will process your order and send correspondence based on the details below. Please review your contact details are correct prior to submitting your order.

Your contact details

First name  
Last name  
Email address  
Phone number

Your address details

Street number  
Street name  
City  
Post code  
Country

Company details

Company name  
Customer Number

Review your payment method

Invoice to SAP Korea

Terms and Conditions

I have read, understand and agree to the Terms and Conditions.  
Prices exclude local taxes; tax amount will be calculated when order is processed by SAP Training and Adoption.

Comments (Optional)

(0/255)

Total to pay (incl estimated taxes)

KRW (KRW)

Figure 2-5

# 교육 신청 및 결제 – 세금계산서

10. 구매가 완료되면 *Booking Submission Confirmation* 메일 수신 Figure 2-6

## Booking submission confirmation

Dear

This is to acknowledge that your request has been received and will be processed as quick as possible. You will receive your confirmation in the next days. We appreciate your patience.

HA200

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오더 번호::

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Kind regards,  
SAP

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Figure 2-6

# 교육 신청 및 결제 – P-card

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TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	SAP Education Korea, Korea Classroom	Korean	KRW Price excludes tax
TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	Virtual, Korea Virtual Training	English	KRW Price excludes tax
TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<input type="button" value="Show class times"/>	SAP Education Korea, Korea Classroom	Korean	KRW Price excludes tax

Figure 3-1

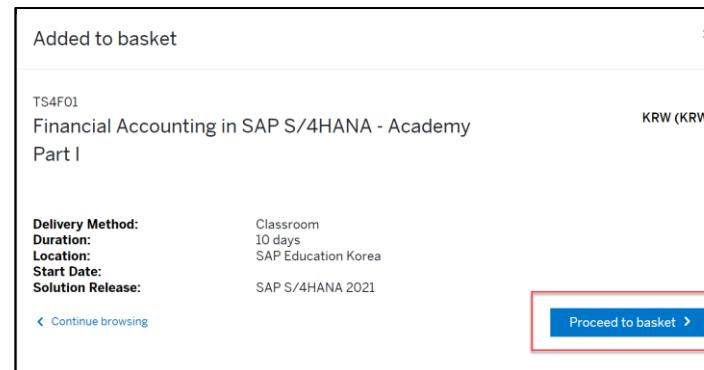


Figure 3-2

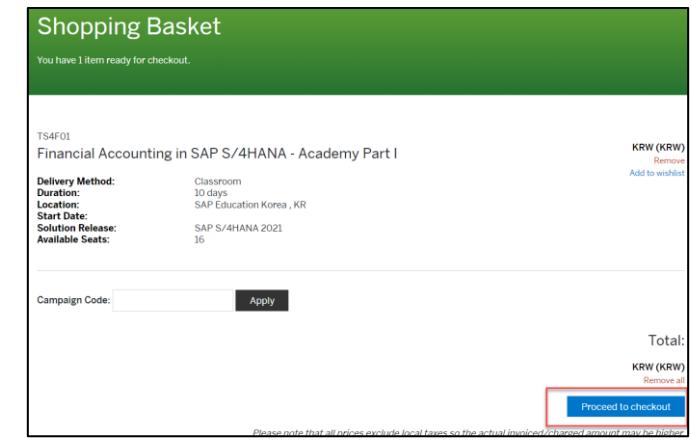


Figure 3-3

# 교육 신청 및 결제 – P-card

5. *Payment to SAP Korea*에서 'Preferred card' 클릭 Figure 3-4

6. Blank에 P-card 번호 입력 후 'Continue' 클릭

Review your payment method

Payment to SAP Korea

Invoice/PO Credit card **Preferred card**

Enter your SAP Preferred card number you would like to use to pay for this booking. [?](#)

**Continue**

Terms and Conditions

Total to pay (incl estimated taxes) KRW (KRW)

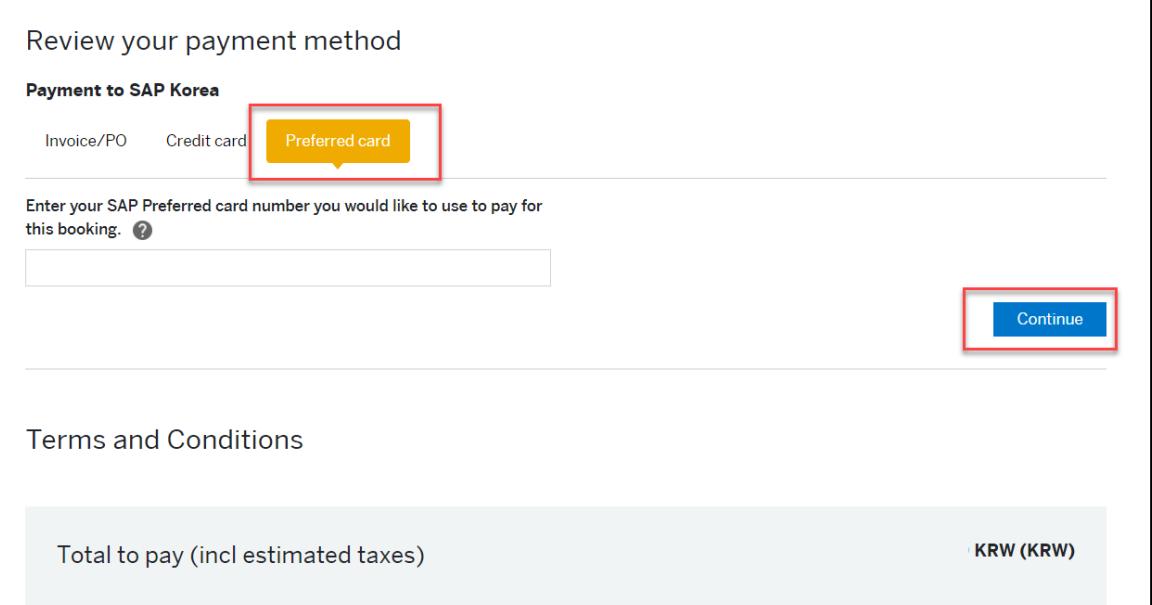


Figure 3-4

# 교육 신청 및 결제 – P-card

7. *Terms and Condition* 확인 후 체크 Figure 3-5

8. 'Submit' 버튼 클릭하여 진행

Booking request

Please complete the below to submit your order

Review your order

TS4FO1 - Financial Accounting in SAP S/4HANA - Academy Part I

Details >

Price: KRW (KRW)  
Estimated Tax: KRW (KRW)  
Price (incl Tax): KRW (KRW)

Review your details

SAP Training and Adoption will process your order and send correspondence based on the details below. Please review your contact details are correct prior to submitting your order.

Your contact details

First name  
Last name  
Email address  
Phone number

Your address details

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Company details

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Customer Number

Review your payment method

Invoice to SAP Korea

Terms and Conditions

I have read, understand and agree to the Terms and Conditions.  
These prices exclude local taxes; tax amount will be calculated when order is processed by SAP Training and Adoption.

Comments (Optional)

(0/255)

Total to pay (incl estimated taxes)

KRW (KRW)

Submit

Figure 3-5

# 교육 신청 및 결제 – P-card

9. 구매가 완료되면 *Booking Submission Confirmation* 메일 수신 Figure 3-6

## Booking submission confirmation

Dear

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Figure 3-6

Contact information:

카카오톡 문의 : [@sap 교육사업본부](#)

User Support Center : [SAP User Support Center](#)

