

# 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	<a href="#">Show class times</a>	Virtual, Korea Virtual Training	English	KRW Price excludes tax <a href="#">Book</a>
TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<a href="#">Show class times</a>	SAP Education Korea, Korea Classroom	Korean	KRW Price excludes tax <a href="#">Book</a>
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Figure 1-1

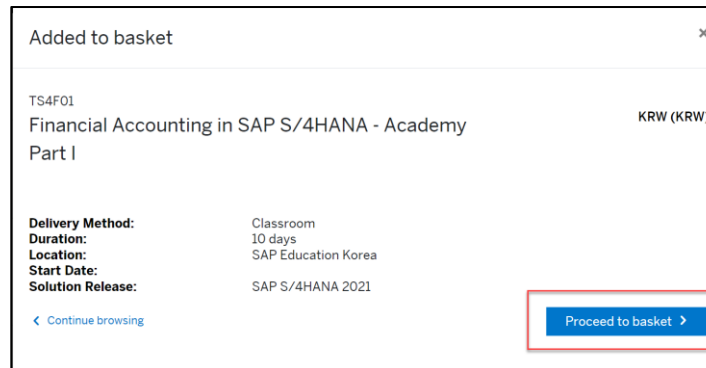


Figure 1-2

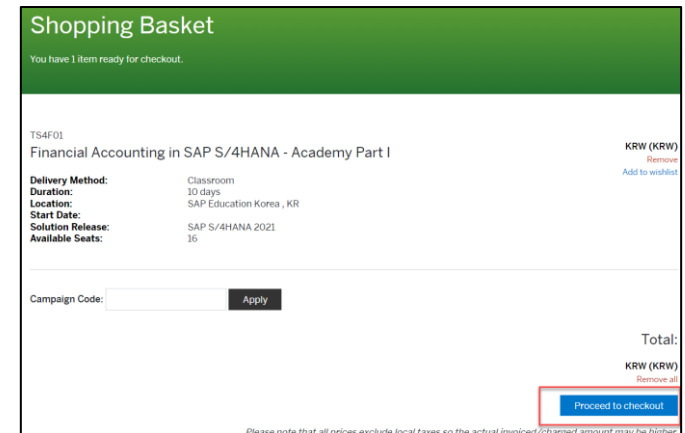


Figure 1-3

# 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

**Your billing address details:**

Street number \*

Street name \*

City \*

Post code \*

Country \*

Please select

☐ 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.

Figure 1-4

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)

Figure 1-5

결제 방법을 선택해주세요

상품명 SAP Training

결제 금액 원

간편결제

toss pay 토스페이

naver pay 네이버페이

신용·체크카드

ShinhanCard 신한

HyundaiCard 현대

Samsung Card 삼성

LOTTE CARD 롯데

bank 토스뱅크

하나Pay

KB국민(KB pay)

비씨(페이북)

농협(NH페이)

무이자 할부 안내

toss payments

# 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

TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I

Details >

Price:

KRW (KRW)

Estimated Tax :

KRW (KRW)

Price (incl Tax) :

KRW (KRW)

Back to basket

### 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

Edit

### Review your payment method

Invoice to SAP Korea

Edit

### 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)

Submit

Figure 1-6

4

## 교육 신청 및 결제- 카드 결제

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

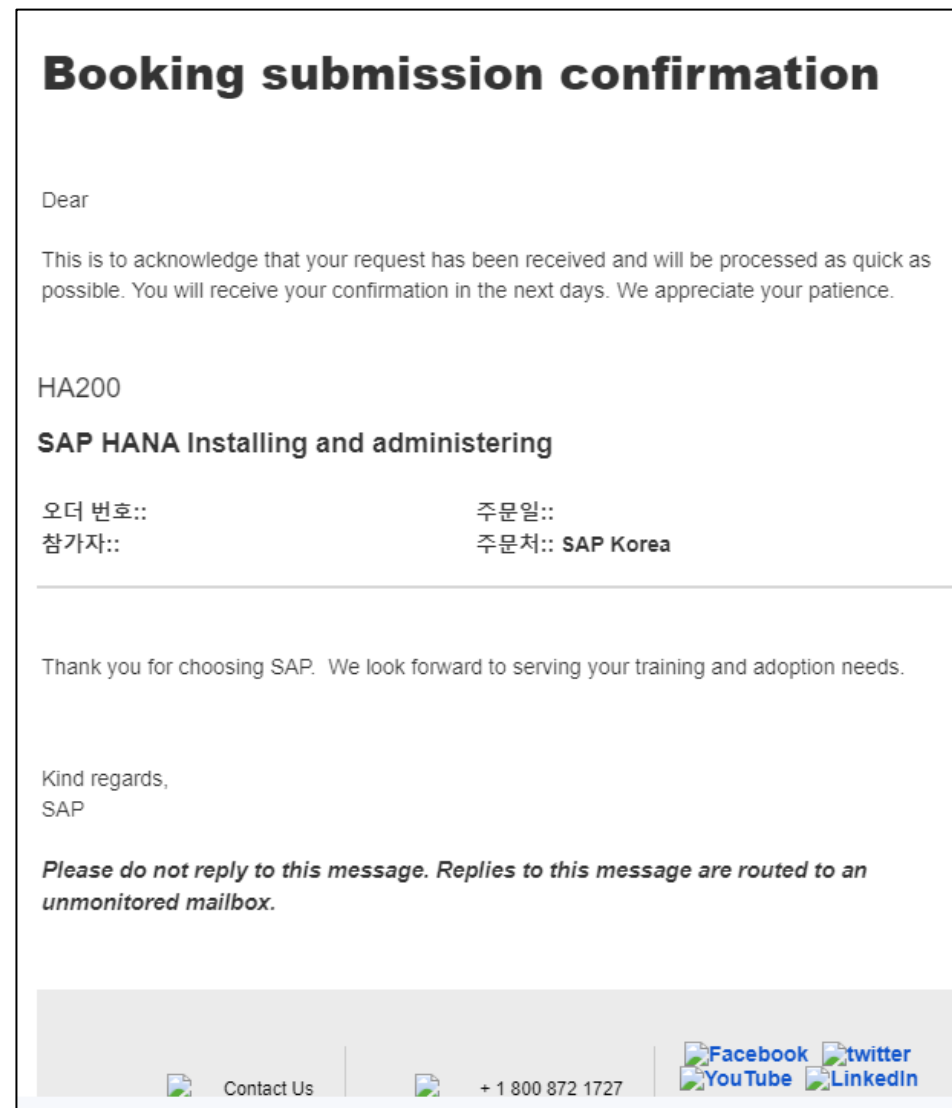


Figure 1-7

# 교육 신청 및 결제 - 세금계산서

1. Training.sap.com 홈페이지 로그인 후 대한민국으로 국가 설정
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Figure 2-1

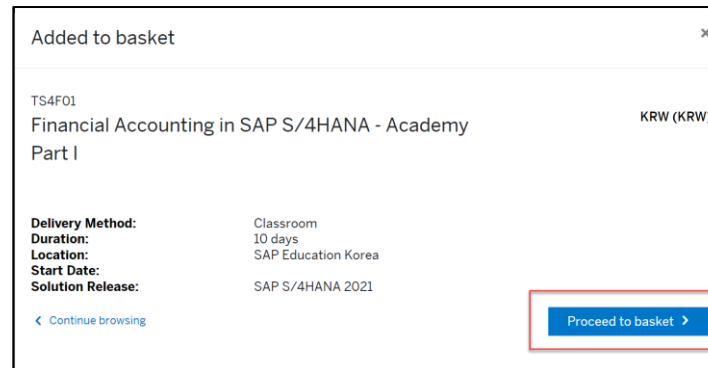


Figure 2-2

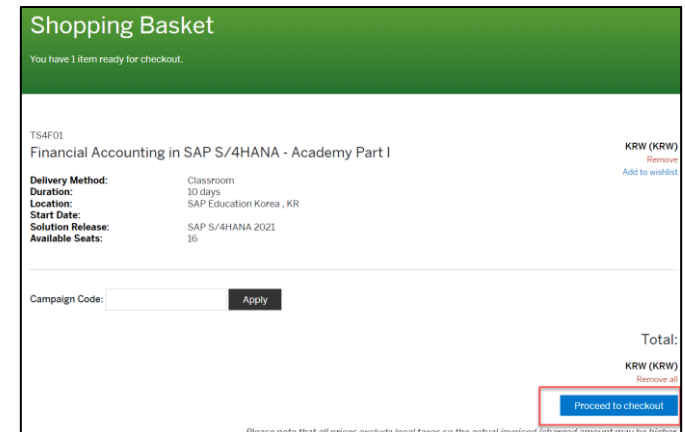


Figure 2-3

# 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 displays the SAP Korea payment interface. At the top, there are three tabs: 'Invoice/PO' (highlighted with a red box), 'Credit card', and 'Preferred card'. Below the tabs, a red box highlights the 'Select invoice recipient \*' dropdown menu, which is currently set to 'myself'. To the right of this is a text input field for 'Your purchase order number'. Below this field, there is 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.' A red box highlights the 'Upload purchase order document' section, which includes a text input field for 'Choose file...' with a 'Browse' button next to it, and an 'Upload' button below it. At the bottom right of the form, there 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 시작일날 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** [Back to basket](#)

TS4F01 - 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** [Edit](#)

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** [Edit](#)

Invoice to SAP Korea

---

**Terms and Conditions**

☒ I have read, understand and agree to the Terms and Conditions.  
Our 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 2-5



## 교육 신청 및 결제 - 세금계산서

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

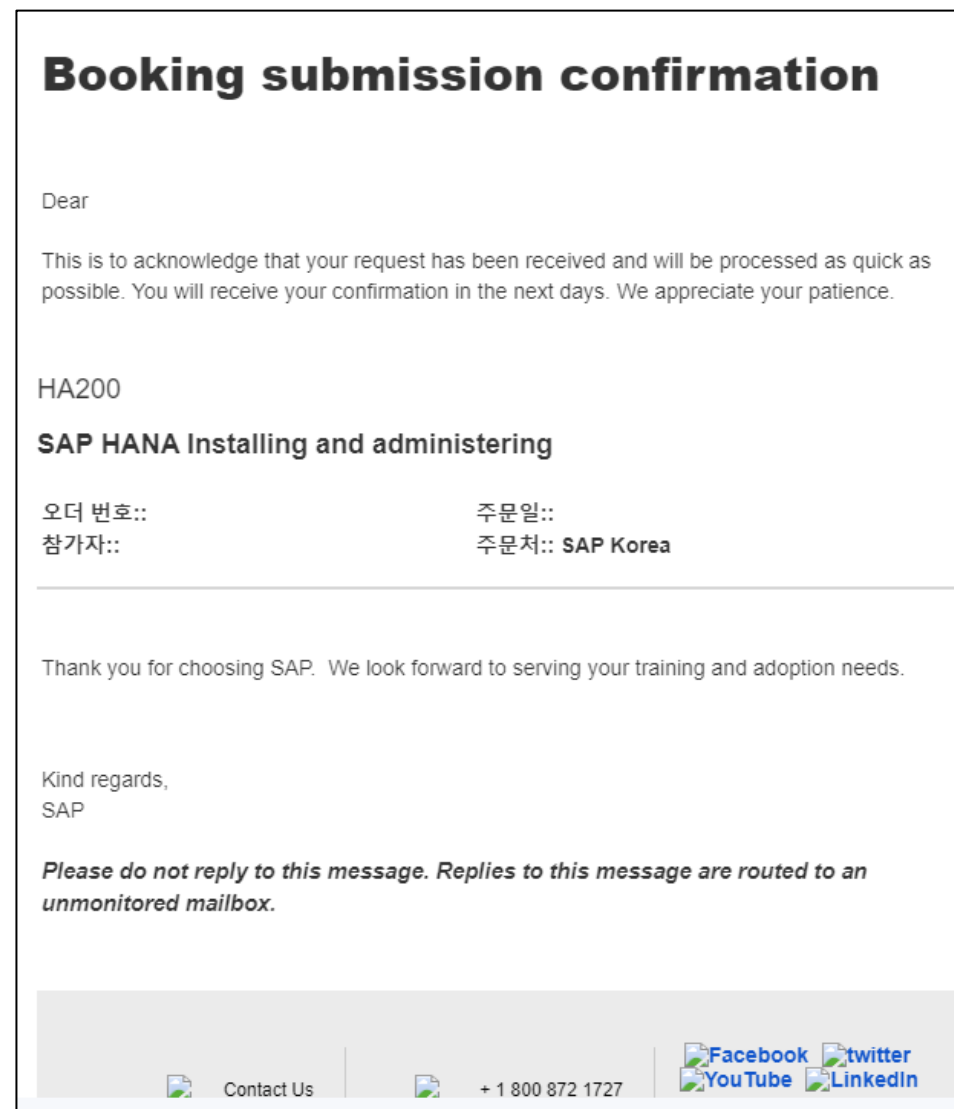


Figure 2-6

# 교육 신청 및 결제 – P-card

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TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I SAP S/4HANA 2021	<a href="#">Show class times</a>	SAP Education Korea, Korea Classroom	Korean	KRW Price excludes tax <a href="#">Book</a>

Figure 3-1

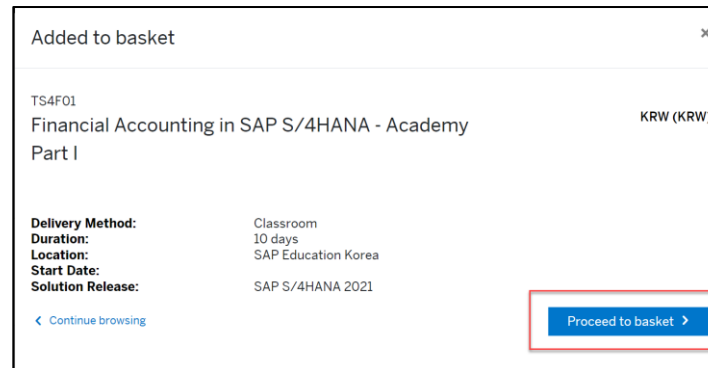


Figure 3-2

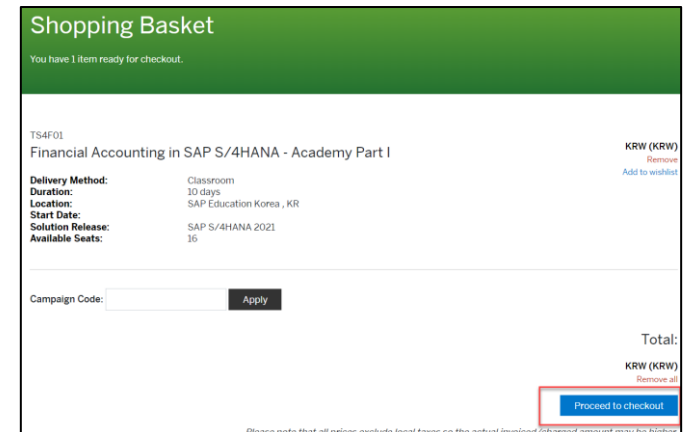


Figure 3-3

# 교육 신청 및 결제 – P-card

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

6. Blank 에 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

TS4F01 - Financial Accounting in SAP S/4HANA - Academy Part I

[Details >](#)

Price:

KRW (KRW)

Estimated Tax :

KRW (KRW)

Price (incl Tax) :

KRW (KRW)

[Back to basket](#)

### 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

[Edit](#)

### Review your payment method

Invoice to SAP Korea

[Edit](#)

### 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)

Submit

Figure 3-5

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## 교육 신청 및 결제 - P-card

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

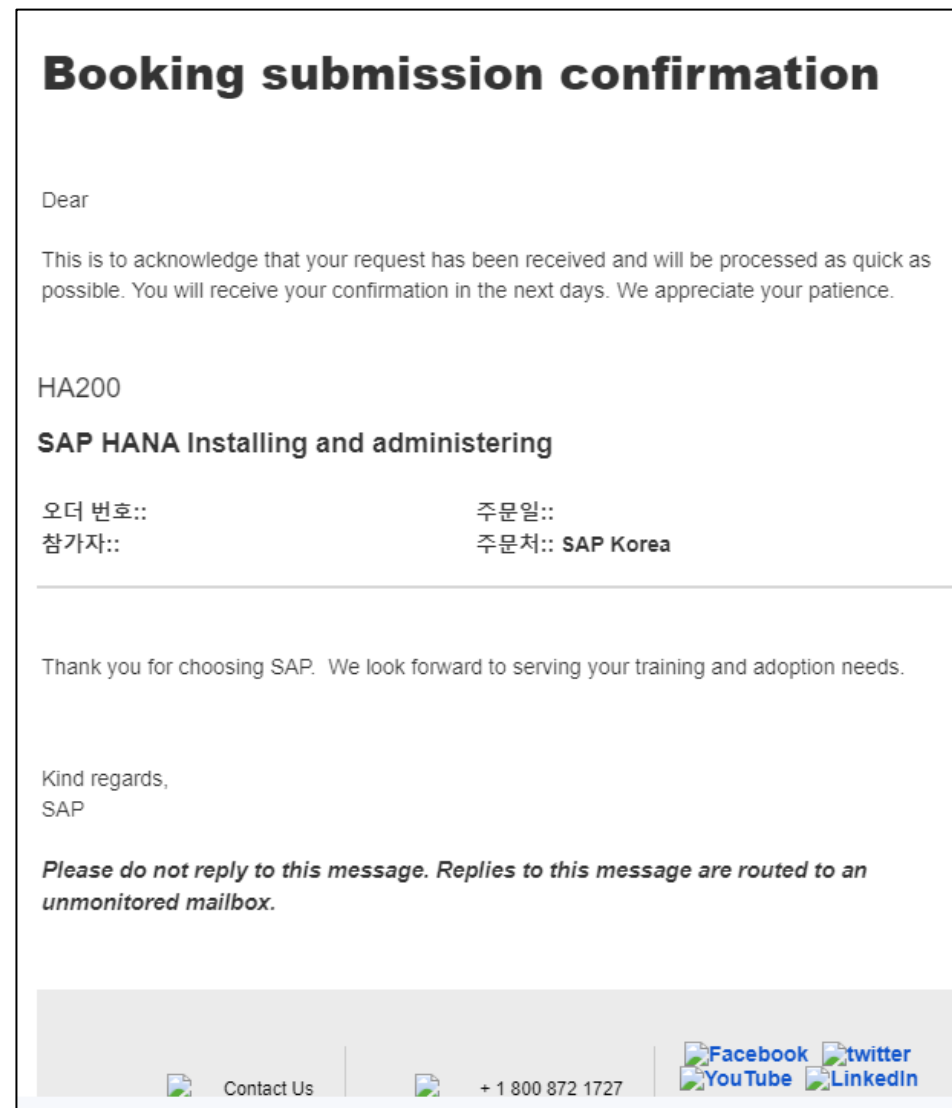


Figure 3-6

Contact information:

카카오톡 문의 : [@sap 교육사업본부](#)

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

