



美國採購協會
American Purchasing Society



Application Form of CAP/ CPP/ CPPM Program
注册职业采购经理CAP/ CPP/ CPPM认证申请表

姓名中文 Chinese Name		性别 Sex		出生日期 Birth Date		一寸照片
姓名拼音 Name in Pinyin		身份证号码 ID Number				
毕业时间 Graduation Date		最高学历 Highest Degree				
申请等级 Certification Applied	<input type="checkbox"/> 注册采购助理(CAP) <input type="checkbox"/> 注册采购专员(CPP) <input type="checkbox"/> 注册采购经理(CPPM)					
手机 Cell Phone			邮箱 Email			
通讯地址 Mailing Address				邮编 Post Code		
工作单位 Employment				职位 Title		
证明人 Reference Person			证明人所在单位 Employment			
与证明人的关系 Relationship			证明人电话 Reference Tel			
工作经历 Work Experience						



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<p>教育背景 Education Background</p>	
<p>培训及所获证书 Training and Certification Received</p>	
<p>您在采购专业方面 是否有专长的领 域? 例如: 谈判、成 本分析等 Do you have any area of Purchasing specialty? For example negotiating, cost and price analysis</p>	
<p>培训经验 及所获证书 Training and Certification Received</p>	
<p>您为什么申请认 证? Why are you applying for certification?</p>	



职业标准

PROFESSIONAL STANDARDS

美国采购学会提倡以下原则和准则，这些原则和准则构成其职业道德及职业行为规范。遵守这些原则是取得认证资格的要求。此外，坚持这些原则有助于维护公众对专业采购人员廉正的信心。The American Purchasing Society advocates the following principles and standards that comprise its Code of Ethics and Professional Conduct. Adherence to these standards is required for certification and serves to assure public confidence in the integrity of purchasing professionals.

道德准则

Code of Ethics

1. 保持对他或她的雇主的忠诚。在不违反国家和地方法规的前提下，雇员应以与本道德准则相符的精神去完成所在单位的
目标
Maintain loyalty to your employer. Pursue your organization's objectives consistent with this code as long as no federal, state or local laws are violated.
2. 不带个人偏见，在考虑全部因素的基础上，从提供最佳价值的供应商处采购。
Buy without personal prejudice from suppliers who offer the optimum value when all factors are considered.
3. 坚持以诚信作为工作和行为的基础。谴责任何形式的不道德商业行为和做法。
Be honest and insist on honesty from others. Denounce all forms of unscrupulous business practices.
4. 规避一切可能危害商业交易的公平性的利益冲突。
Avoid all conflicts of interest which would jeopardize impartiality in your business transactions.
5. 诚实地对待供应商和潜在的供应商，以及其他与自己有生意来往的对象。
Be truthful with your suppliers, potential suppliers, and all others with whom you do business.
6. 保有高水准的个人操行。
Maintain high standards of personal conduct.
7. 拒绝接受供应商或潜在供应商的赠礼。
Refuse to accept gratuities offered by suppliers or potential suppliers.

行为准则

Code of Conduct

1. 不断努力提高自己在方式方法、材料、和影响采购工作的作业流程上的知识；
Strive constantly to improve your knowledge of methods, materials, and processes that affect purchasing performance.
2. 在交易中采用和坚持良好的商业准则；
Practice and insist on sound business principles in the conduct of all transactions.
3. 尊重同事的善意忠告和建议，表现出为采购职业尽一份力量的愿望。
Be receptive to competent counsel from colleagues and demonstrate a willingness to share in support of the purchasing profession.

在此，我作为一个完全合格及专业的采购从业者申请美国采购协会的资格认证，并声明在此申请中我所作的一切陈述均属确实无讹。我同意并允许美国采购协会认为必要的对我的背景所做的任何调查。我认识到在任何时候都必须遵守职业操守及实事求是地处理工作事宜，如果未能如上所述克尽职守或被发现在此申请中递交虚假信息或有欺骗行为，我所获取的认证证书将被撤销。以下我的签名证实了我同意遵守以上所述的美国采购协会的职业标准及道德准则。I hereby apply for certification from the American Purchasing Society as a fully qualified and professional purchasing practitioner and swear that all statements made by me in this



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application, to the best of my knowledge, are true and factual. I agree and permit any investigation into my background that the American Purchasing Society deems necessary. I understand that I must at all times conduct myself in a businesslike and ethical way and if I do not, or if it is later discovered that there are any false statements or deception in submitting this application, an awarded certification may be revoked. My signature below affirms that I agree to adhere to the American Purchasing Society's professional standards and Code of Ethics as stated above.

日期 Date: _____

申請者簽名 Applicant's Signature: _____