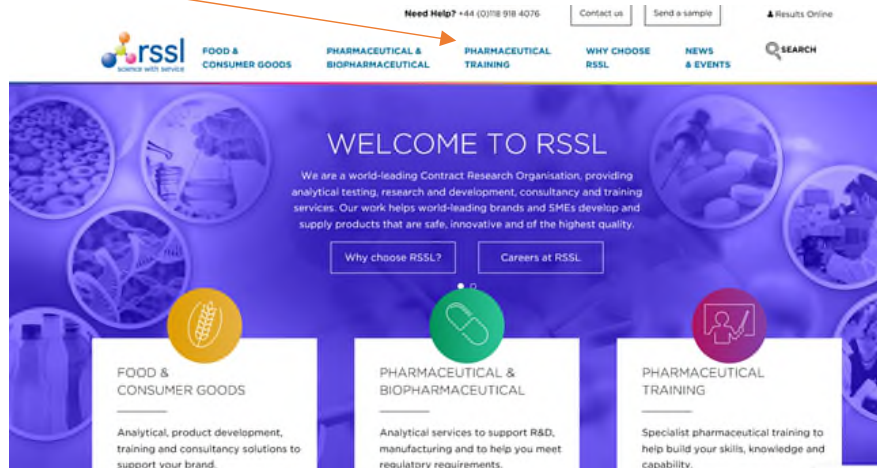


## How to book an RSSL Training course on behalf of another person

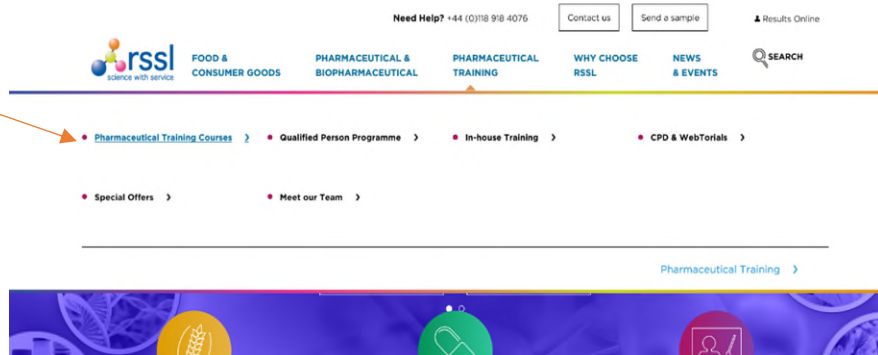
### Step 1

Within the RSSL Website - select *Pharmaceutical Training*



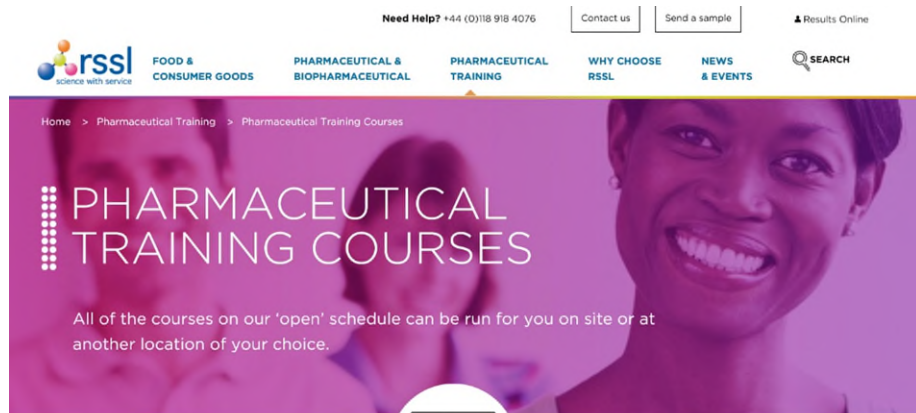
### Step 2

Select *Pharmaceutical Training Courses*



### Step 3

Scroll down to view all available courses



**Step 4**  
 Select the course & date that you want to book onto and click **'Book Online'**

Home > Pharmaceutical Training > Pharmaceutical Training Courses > Active Pharmaceutical Ingredients Auditing

## ACTIVE PHARMACEUTICAL INGREDIENTS AUDITING

When auditing Active Pharmaceutical Ingredient (API) manufacturers, there is a responsibility to ensure patient safety. This course provides the assurance required to meet both product safety and regulatory expectations.

✓ CPD HOURS: 7    ⌚ DURATION: 1 day    £ 695 (+VAT)

📅 DATES: 08 Jun 21    📍 LOCATIONS: Online

**INTERESTED IN THIS COURSE?**

08 Jun 21 (£695 +VAT) ▼

[Book online](#)

**Step 5 – Add the number of delegates you wish to book and select 'Next Step'**

Your basket

Basket

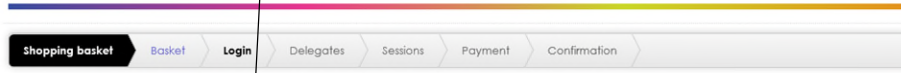
Use this section to edit or remove courses from your basket.

Title	Location	Date	Delegates	Cost (plus VAT)	
Active Pharmaceutical Ingredients Auditing <a href="#">Details</a>	RSSL Training Centre, Reading, Reading	08/06/2021 09:00 - 17:00	<input type="text" value="1"/>	GBP 695.00	<a href="#">Remove</a>
<b>Total</b>				GBP 695.00	

[Clear Basket](#) [Next Step](#)

[Continue Shopping](#)

**Step 6** - If you have an existing account, then chose 'Select Myself'.



## Login

The booker has an existing account

Please select the account for which this booking is being made.

Booker:

Select Another Account

Select Myself

Continue

Continue Shopping

Alternatively, if you are a new customer- select 'Register and Continue' & then complete your details.

The booker is a new customer

Register a new account and continue.

Register And Continue

**Step 7** - Your name will now automatically be assigned as a delegate - if you are not attending the course, remove your name & replace it with a colleague by selecting '**Remove**' - please do **not** select Edit details as this will override your account.



## Delegates

### Delegates

Title	Location	Date	Delegates	Cost (plus VAT)
Active Pharmaceutical Ingredients Auditing <a href="#">Details</a> Assign delegates to your booking Delegate 1: <b>Jo Preston</b> <a href="#">[Edit Details]</a> <a href="#">[Remove]</a>	RSSL Training Centre, Reading, Reading	08/06/2021 09:00 - 17:00	1 <input type="checkbox"/>	GBP 695.00
Total				GBP 695.00

Clear Basket

Next Step

Continue Shopping

### Step 8 –Select 'Assign Delegate'

Shopping basket Basket Login Delegates Sessions Payment Confirmation

#### Delegates

Title	Location	Date	Delegates	Cost (plus VAT)
Active Pharmaceutical Ingredients Auditing <a href="#">Details</a>	RSSL Training Centre, Reading, Reading	08/06/2021 09:00 - 17:00	1	GBP 695.00
Assign delegates to your booking Delegate 1:				
<a href="#">Assign Delegate</a> <a href="#">Assign Myself</a>				
				<b>Total</b> GBP 695.00

[Clear Basket](#) [Next Step](#)  
[Continue Shopping](#)

### Step 9 - Search for the individual's name that you wish to book onto the course.

#### Search

First Name	Last Name	Account	Search
Example			

[Create New](#) [Cancel](#)

If you are unable to locate the individual, then select 'Create new' and register their details.

Please note that their email address must be **unique to them**.

As the 'booker' on their behalf, you will also automatically receive a copy of their Booking confirmation.

**If booking on multiple people, please repeat step 9 until all delegates have been added.**

### Step 10 – Final steps

Please enter your billing/invoicing address details, ensuring that **all** mandatory fields marked with an asterix\* are completed.

Title	Location	Date	Cost (plus VAT)
Active Pharmaceutical Ingredients Auditing <a href="#">Details</a>	RSSL Training Centre, Reading, Reading	08/06/2021 09:00 - 17:00	GBP 695.00
<b>Subtotal</b>			GBP 695.00
<b>Discount</b>			
Discount code <input type="text"/> <input type="button" value="Apply"/>			
<b>VAT</b>			GBP 139.00
<b>Total</b>			<a href="#">GBP 834.00</a>

**Agent details**

If you are booking on behalf of an agent, please enter their Agent ID below.

Agent ID

**Billing details**

Please enter your billing details below.

☐ This is a private booking billed to my personal account.

Account

**Payment details**

Please select how you would like to pay.

Method of payment \*

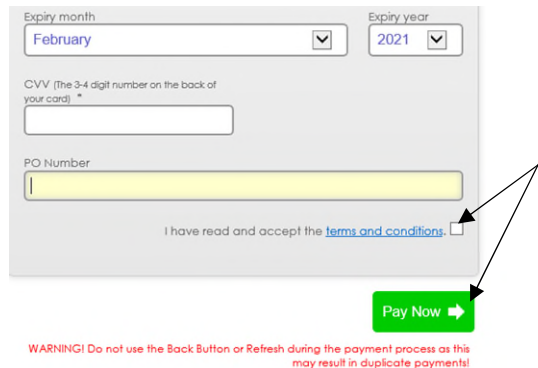
Card holders name \*

Card / debit card number \*

Card type \*

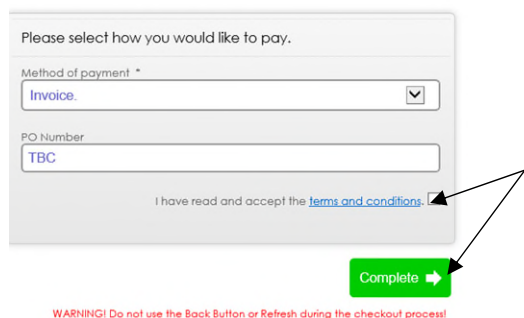
The payment method will default to online payment for immediate card payment; For alternative methods of payment, *i.e Bank transfer, offline card payment, Purchase Order etc.* Use the drop-down & select 'Invoice'.

For **Online payments**, enter your card details, tick to agree to the T's & C's and press **Pay Now** & then Complete.



The screenshot shows a payment form with the following fields: 'Expiry month' (dropdown menu showing 'February'), 'Expiry year' (dropdown menu showing '2021'), 'CVV (The 3-4 digit number on the back of your card) \*' (text input field), and 'PO Number' (text input field). Below these fields is a checkbox labeled 'I have read and accept the [terms and conditions](#)'. A green button labeled 'Pay Now' with a right-pointing arrow is positioned below the checkbox. Two arrows point from the 'Pay Now' button to the 'terms and conditions' link and the checkbox. Below the form, a red warning message reads: 'WARNING! Do not use the Back Button or Refresh during the payment process as this may result in duplicate payments!'.

For all other payment methods, enter your Purchase Order number (if applicable) then tick to agree to the T's & C's & press **Complete**.



The screenshot shows a payment form with the following fields: 'Method of payment \*' (dropdown menu showing 'Invoice'), 'PO Number' (text input field containing 'TBC'), and a checkbox labeled 'I have read and accept the [terms and conditions](#)'. A green button labeled 'Complete' with a right-pointing arrow is positioned below the checkbox. Two arrows point from the 'Complete' button to the 'terms and conditions' link and the checkbox. Below the form, a red warning message reads: 'WARNING! Do not use the Back Button or Refresh during the checkout process!'.

**Done!** -Both yourself and the Delegate(s) will receive a Booking Confirmation email notification within around 20 minutes of completing the above.