



Dassault Systèmes Certification Program



Voucher Information

Dassault Systèmes Voucher Information

Dassault Systemes is proud to announce a voucher program for its CATIA Certification program. The voucher program will allow individuals or companies to purchase a block of prepaid exams. This document is to assist you in understanding the Dassault Systemes voucher program.

A voucher is a unique number, which represents a prepaid credit or authorization for payment. The voucher number may be sent to you in an electronic or paper form. For the credit to be claimed, the voucher number must be given when registering for an exam whether through a Pearson VUE™ Authorized Center, online at www.pearsonvue.com, or by calling the Pearson VUE call center.

Below is some key information about vouchers

General information

- A Minimum purchase of 10 is required per order.
- Various discounts are available depending upon the quantity being purchased and other special promotions or partner agreements
- All vouchers are Pre-Paid.
- Vouchers have a life of 12 months from issue date.
- VISA, Mastercard, American Express, check and money transfers are accepted for payment. Vouchers will not be issued until payment is processed.
- The Voucher Order form must be completed and faxed or emailed to the address listed on the top left of the form for your region. A complete list of the regions containing the telephone numbers and voucher forms is available at the end of this document or at <http://www.vue.com/vouchers/>
- Vouchers are non-refundable and voucher numbers can only be used once.
- Certain voucher programs require a validation of an authoring requestor to ensure participation in the program. Please be sure to complete the voucher order form with your company's authorized requestor name and signature.
- Vouchers may be used by anyone who knows the voucher number, therefore it is essential that all voucher numbers be kept strictly private and confidential.
- Typical voucher processing time is 2 business days. This does not include shipping time if requesting hard copy (paper) vouchers.

Education Partner Discount program:

The volume discount will apply to all exams, all countries and all currencies and is available to our Education Partners which are in good standing. To successfully request vouchers under this program VUE personnel will validate the Requestor. The vouchers will be full price and will be valid for 12 months from date of issue. The following discounts will apply:

- **Certified Education Partners discount:** 16%
- **Gold Certified Education Partner Discount:** 20%

To successfully process an order please complete the following fields:

ORDER DATE – Complete with the current date

BILL TO – Please complete this section with the company name, person, email, address, and phone numbers of the company or person who is to be billed the cost of the vouchers.

SHIP TO – Complete this section if the location where the vouchers are to be sent to is different than the BILL TO section. For example, if your company's purchasing department is located in a different place than the location where the vouchers are to be sent.

VAT ID Number – Only applicable in certain EMEA countries. VAT ID Number of the company.

Requestors NAME – Please complete with the name of your company's authorized requester, which has been sent to Dassault Systemes. This is the name the VUE voucher agent will check to validate the authorization of the purchase of vouchers.

DATE REQUIRED – This is the date, which you want the voucher to be issued on. Remember vouchers are valid for 12 months from the date they are issued.

SHIPPING VIA – Please designate the method of shipment for the voucher numbers. The choices are Soft Copy (electronic) or Hard Copy (Paper).

QTY – Enter the quantity of vouchers to purchase. A minimum of 10 is required per voucher order.

VOUCHER CLIENT – Enter "Dassault Systemes" as the voucher client.

DESCRIPTION – Enter the Voucher Program name of the client exams you wish to purchase (example: "Volume discount"). Note: the total purchase must be 10 vouchers to be successfully processed.

UNIT PRICE – Enter the unit price of the exams.

DISC %, - Enter the discount percentage of the Voucher Program you are using to purchase the vouchers.

NET PRICE – Calculate and enter the price of each unit by subtracting the discount percentage from the Unit price. For example, if the exam unit price is 200, then take 16% of 200 (32) and subtract it from the unit price (200 – 32 =168) to place 168 in the NET PRICE field.

TOTAL – Calculate the total price by using the new NET PRICE and multiply it with the QTY.

METHOD OF PAYMENT – Please complete this section for the method of payment. Circle the desired payment type; enter the Card Number and Expiration date. Have the card holder sign and print their name and address.

AUTHORIZED PURCHASER – Have the authorized purchaser (Same as Requestor Name) as defined to Dassault Systemes sign the document to complete the order. Not applicable to the 'Volume discount' program.

With the form completed, please fax or email it to the location as defined in the upper left corner of the form for your region. Below are some other facts about the voucher program available from VUE.

How to purchase vouchers?

To receive the voucher order form and discount information, contact the Pearson VUE Voucher Store in your region. For contact details please refer to: <http://pearsonvue.com/vouchers>

Payment Options:

For faster service, payment by credit card is suggested

- **Credit Card:** please complete all of the fields on the voucher request form pertaining to credit card purchasing including credit card type, number, expiration date, cardholder's name and address.

Please note: In Asia Pacific a copy of the credit card and card holders photo id must be sent with voucher order form when ordering

- **Check or money orders:** required to be made payable to Pearson VUE Testing. When mailing check/money order you must include a copy of the invoice or purchase order. A receipt can be mailed upon request. An additional fee will be charged for returned checks.
- **Pre-Paid Purchase Order:** an invoice will be created and sent to you upon request. Please specify if you would like the invoice faxed or mailed. Vouchers will not be issued until the invoice has been paid.

NOTE: This payment method can take up to two weeks.

- **Bank Transfer:** you may transfer funds from your bank to VUE's designated bank. Please contact the Voucher store for information.

Voucher Options

- **Soft Copy:** you may elect to receive your vouchers via e-mail in an Excel spreadsheet. Please specify on the voucher order form what email address it should be sent to. Voucher numbers sent via e-mail will be created within 24 business hours from the time payment is processed, Monday-Friday 7 a.m - 7 p.m. CST.
- **Hard Copy:** paper vouchers will be created within 24 hours from the time payment is processed and sent via U.S. First-class mail and may take 2-5 days to reach destination. Express delivery is available for an additional charge.

Important: Vouchers will be issued when payment is processed.

Facts on Vouchers

- Vouchers have a variable expiration date and are non-refundable. Please ensure to enquire about the expiration date BEFORE purchase.
- Candidates can register for their exams in one of three ways using a Pearson VUE voucher:
 - at a Pearson VUE™ Authorized Center
 - online at www.pearsonvue.com
 - or by calling the Pearson VUE call center
- Vouchers are client specific and sometimes test specific.
- Minimum purchase of 10 vouchers per program is required.
- Once received vouchers should be kept in a safe and secure location. Vouchers may be used by anyone who knows the voucher number, therefore it is essential that all voucher numbers be kept strictly private and confidential until sold.

PLEASE NOTE: any loss resulting from inadequate voucher storage and security will not be reimbursed by Pearson VUE.

Voucher Forms and Telephone Numbers

To order exam discount vouchers contact the Pearson VUE Voucher Store in your region or download the PDF Voucher Order Form on the vue.com website

Americas Region

Office Hours: Monday–Friday, 7:00 a.m.–7:00 p.m. CT; closed on local holidays.

Email: PearsonVUEVoucherStore@pearson.com

Telephone Numbers

United States / Canada 800-869-4101 - Americas Region (Toll) +1-952-681-3868

Asia-Pacific Region

Office Hours: Monday-Friday, 9:00 a.m.-6:00 p.m. local time for each country; closed on local holidays.

We pride ourselves in our exceptional customer service. If for some reason you are not happy with the level of service provided, please contact our [Regional Operations Head APAC](#).

Email: PVAPVouchers@pearson.com

Telephone Numbers

Australia	1800023095	Malaysia	1800880401
China (Mainland)	4008805123	New Zealand	0800451260
Hong Kong	30714601	Philippines	180014410321
Japan	00531440174	Singapore	8004481552
Korea, South	0807600880	Taiwan	0800666022

Asia-Pacific Region (Toll) 6038319 1085 (8:30 a.m.-6:00 p.m. AEST)

Europe, Middle East, Africa (EMEA) Region

Office Hours: Monday-Friday, 9:00 a.m.-6:00 p.m. CET; closed on local holidays.

Email: PearsonVUEVoucherStore@pearson.com

Telephone Numbers

Austria	0800-292150
Belgium - Dutch	0800-74174
Belgium - French	0800-74175
France	0800-904757
Germany	0800-0826499
Ireland	1-800-552131
Israel	1-80-9453797
Italy	800-790521
Netherlands	0800-0235323
Portugal	800-831428
South Africa	0800-995044
Spain	900-993190
Sweden	020-798690
Switzerland	0800-837550
Turkey	00800448822063
United Kingdom	0800-7319905
EMEA Region (Toll)	+44-161-855-7455