
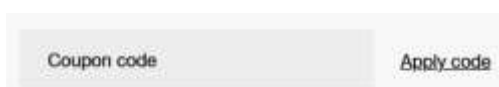


## GIZ Registration steps

GIZ and Renewables Academy (RENAC) AG signed a Memorandum of Understanding that allows GIZ employees and participants from GIZ projects in GIZ partner countries to get a discount of 18% on RENAC's open courses.

To ensure a smooth registration process, kindly follow the detailed steps below:

1. [Find your next training at RENAC: Shop - RENAC](#) or 
2. Select your preferred training option and click "More".
3. On the course page, click "**add to cart**"
4. Once in your **Basket**, check the Quantity of trainings and edit it if necessary.
5. Add the voucher code **GIZ18\_Y26** to the "**Coupon code**" field and click "**Apply code**" to see the discount in the Cart totals.



6. Click "Proceed to checkout".
7. Complete the billing address:
  - a) If your GIZ-financed project/cost center is paying for the training use the following address:

Deutsche Gesellschaft für Internationale Zusammenarbeit  
Friedrich-Ebert-Alle 32 + 36  
53113 Bonn
  - b) If the payment shall be made by another billing agent, please add the address of the billing agent.
8. Please complete the form according to the guidelines below.  
The billing and participant information are **different**, so be sure to include the OE (organizational unit) after your name.
9. Payments are possible via Credit/Debit Card, Invoice, or PayPal.  
Please select "invoice" if GIZ is the recipient, or according to the billing agent's preferred payment method. After selection, click "**Place order.**"
10. Our Web Shop will send you **two separate emails**: one order confirmation, and another email with your invoice ready to download. This downloaded invoice is only for the records. No action is required.
11. Our Finance team will send the invoice to GIZ or to your named billing agent. You may use the field: "Notes about your order, e.g. special notes for delivery" to specify.
12. Next steps:
  - If you registered to a **Long Intake Programme**, that starts in April or October, the Online Academy team will reach out with next steps after the payment has been received.
  - If you registered to a **short online course**, access to the course will be granted once the payment has arrived to our system. Use the Web Shop to login to the learning platform.

Should you have any queries or require further assistance, please feel free to reach out to:  
[onlineacademy@renac.de](mailto:onlineacademy@renac.de)

Thank you for choosing RENAC for your education, and we look forward to welcoming you soon!

How to fill in the form – example for: GIZ-financed project/cost center is paying for the training

Billing details	
Type of registration*	Select: Company
Name of company/organisation	Deutsche Gesellschaft für Internationale Zusammenarbeit
VAT ID	DE 113891176
Salutation*	
Title	
First name*	Participant's name
Last name*	Participant's last name / OE
Country*	Germany
Street and number*	Friedrich-Ebert-Alle 32 + 36
City*	Bonn
Post code*	53113
Telephone*	
E-Mail*	Participant's user account email
Your position at work	
Account username *	
Username	Participant's username (Your name is recommended)
Create account password *	
Password	
Notes about your order, e.g. special notes for delivery.	e.g. the email address for sending the invoice