

Quick guide to NCOI Learning

First things first

Follow us here:



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ncoi.be



fiscaal.informatief.be



mdseminars.be



blog.ncoi.be

Our team:

who can you contact?



Product Managers

Product Managers draw up our range of training courses.

They follow trends and current affairs closely, listening to the needs of customers and making use of the insights of specialists with practical experience.

For all your questions about:

- ✓ our range of courses
- ✓ current affairs and trends
- ✓ ideas for new themes

Learning Consultants

Learning consultants focus on companies' specific learning needs. Together with our instructors, they work out a customised learning process.

For all your questions about:

- ✓ companies' needs
- ✓ customised learning processes
- ✓ innovative teaching forms and methods

CONTACT

1st letter of first name + surname @ ncoi.be
E.g. : Jan Vermeulen - JVermeulen@ncoi.be

Your regular contact person can still be reached via the same mobile phone number and the old telephone number is redirected to a new number.

Project Assistants

The team of project assistants takes care of the practical organisation of your conventional or digital training course.

For all your questions about:

- ✓ participants
- ✓ course material
- ✓ course location or teaching technology

Customer service

Do participants have questions about our courses - whether it is an open or in-company course, a webinar or a virtual classroom? If so, refer them to our customer service.

CONTACT

team@ncoi.be
+32 15 79 16 40

CONTACT

contact@ncoi.be
+32 15 79 16 40

**Setting up a professional virtual classroom?
Putting your course material in tip-top order?
Download our handy toolkit for hassle-free preparation.**

*Toolkit with templates, logos,
practical manuals and more.*



[GO TO THE TOOLKIT](https://ncoi.be/toolbox)

<https://ncoi.be/toolbox>

Questions about your fee or making out your invoice?



1

WHAT SHOULD YOUR INVOICE INCLUDE?

Our details

1. Our address

NCOI NV
Motstraat 30
Ragheno Business Park
2800 Mechelen

2. Our VAT number:

BE 0456.675.010

3. PO number

Your details

1. Name and address of your company

2. Your VAT number

3. Name and date of the course

4. Your invoice number

2

THE PO NUMBER

- You receive a PO number by e-mail via purchase@ncoi.be, after your course day.
- Do you have questions about this, or didn't you receive the PO number?



[SEND US AN E-MAIL](mailto:purchase@ncoi.be)

purchase@ncoi.be

3

SUBMITTING INVOICE

- Send your invoice as a PDF file to invoice@ncoi.be
- **N.B. :** One invoice per assignment fulfilled and per PO number!
- Questions about your invoice or the payment?



[SEND US AN E-MAIL](mailto:payment@ncoi.be)

payment@ncoi.be

**Still looking for other information
about us and our cooperation?**

*Find the answer here
<https://ncoi.be/trainersguide>*