

**INVOICE CODING AND CERTIFICATION SLIP
EU PURCHASES OF GOODS**

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Document No

ANALYSIS	Account Code LOCATION	PROJECT	Value in Foreign Currency	Type of Currency	Description (maximum 36 characters)
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			.		
			.		
FINANCE OFFICE USE ONLY STERLING VALUE: £		INVOICE TOTAL	.	PURCHASE ORDER NO.	

MUST be completed in respect of purchases of EU GOODS only		
ENCLOSE A COPY OF DELIVERY NOTE AND ANY IMPORT DOCUMENTATION	YES	NO
ENCLOSE A COPY OF ANY ZERO RATING CERTIFICATE (MEDICAL GOODS ONLY)	YES	NO
COMPLETE THE FOLLOWING (MANDATORY)		
NO. OF CONSIGNMENTS *		
NET MASS (KG) *		
MODE OF TRANSPORT *		
* FORMS WILL BE RETURNED WITHOUT THIS INFORMATION		

THERE IS A LIST OF ALL EU COUNTRIES ON THE REVERSE OF THIS FORM

**FOR NON-EU FOREIGN PURCHASES OF GOODS USE FORM FIN 103 FOG
FOR NON-EU FOREIGN PURCHASES OF SERVICES USE FORM FIN 103 FOS
FOR EU PURCHASES OF SERVICES USE FORM FIN 103 EUS**

Date Authorised	Contact Name in Budget Centre	Contact Telephone No.

Budget Centre to complete all boxes below					
Date for Discount	Not passed previously	Goods Received	Prices Checked	Calculations Checked	Authorised By

Finance to complete box below
Validated in Finance Office

THIS FORM TO BE USED FOR THE FOLLOWING EU COUNTRIES:

- 1. Austria**
- 2. Belgium**
- 3. Bulgaria**
- 4. Croatia**
- 5. Cyprus**
- 6. Czech Republic**
- 7. Denmark**
- 8. Estonia**
- 9. Finland**
- 10. France**
- 11. Germany**
- 12. Greece**
- 13. Hungary**
- 14. Ireland**
- 15. Italy**
- 16. Latvia**
- 17. Lithuania**
- 18. Luxembourg**
- 19. Malta**
- 20. Netherlands**
- 21. Poland**
- 22. Portugal**
- 23. Romania**
- 24. Slovakia**
- 25. Slovenia**
- 26. Spain**
- 27. Sweden**