

**INVOICE CODING AND CERTIFICATION SLIP
FOREIGN PURCHASES (NON-EU)
OF GOODS**

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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 FOREIGN GOODS only (not EU Goods)		
ENCLOSE A COPY OF DELIVERY NOTE AND ANY IMPORT DOCUMENTATION INCLUDING THE SAD FORM C88	(MANDATORY)	YES
ENCLOSE A COPY OF ANY ZERO RATING CERTIFICATE (MEDICAL GOODS ONLY)		NO
COMPLETE THE FOLLOWING (MANDATORY)		
		<small>FROM SAD BOX NO.</small>
CUSTOMS ENTRY NUMBER *		1
AGENTS' REFERENCE NUMBER AND NAME *	REF: NAME:	7/ 14
DATE OF ENTRY *		1
CUSTOMS PROCEDURE CODE *		37
<small>* OBTAINED FROM IMPORT DOCUMENTATION OR SAD FORM C88. FORMS WILL BE RETURNED WITHOUT THIS INFORMATION</small>		

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

Date Authorised	Contact Name in Budget Centre	Contact Telephone No.

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

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 ALL COUNTRIES CUSTOMS PROCEDURE CODES
APART FROM THE FOLLOWING EU COUNTRIES**

<p>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</p>	<p>400000 Home Use Duty and VAT Paid 400009 Samples of Negligible Value 400012 Scientific Instruments 400013 Donated Instruments 400014 Disabled Persons 400017 Non-Commercial Goods 400022 Biological/Clinical Substances 400029 Works of Art 400048 Goods for Test 400063 Returned Goods Relief 400068 Consignments of Value under £18 490013 Donated Instruments 510001 Inward Processing Relief 510004 Inward Processing Relief (VAT only) 530019 Temporary Imports for Education Materials/Scientific Equipment 530023 Goods for Test 530049 Temporary Imports from Goods for show in Museums 612102 Outward Processing Relief 612301 Returned Goods Relief</p> <p>If Duty or VAT relief is claimed, then the conditions attached to that relief MUST be complied with</p> <p>HM Customs and Excise may ask for evidence up to 3 years after the date of entry</p>
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