

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

Document No

--

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

MUST be completed in respect of purchase of SERVICES only	Tick Box
Downloading of Books, Publications, Journals, Information and Software	
Downloading of Data processing & computer services	
Downloading of Web-hosting, web design & similar services	
Downloading of Scientific & Cultural services	
Agents Commission Charges	
Page Charges	
Consultancy Services	
Research Services (where not exempt)	
Processing of Analytical Information	
Supply of Staff	
Other (PLEASE DESCRIBE)	

**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 GOODS USE FORM FIN 103 EUG**

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

<ol style="list-style-type: none"> <li>1. AUSTRIA</li> <li>2. BELGIUM</li> <li>3. BULGARIA</li> <li>4. CROATIA</li> <li>5. CYPRUS</li> <li>6. CZECH REPUBLIC</li> <li>7. DENMARK</li> <li>8. ESTONIA</li> <li>9. FINLAND</li> <li>10. FRANCE</li> <li>11. GERMANY</li> <li>12. GREECE</li> <li>13. HUNGARY</li> <li>14. IRELAND</li> <li>15. ITALY</li> <li>16. LATVIA</li> <li>17. LITHUANIA</li> <li>18. LUXEMBOURG</li> <li>19. MALTA</li> <li>20. NETHERLANDS</li> <li>21. POLAND</li> <li>22. PORTUGAL</li> <li>23. ROMANIA</li> <li>24. SLOVAKIA</li> <li>25. SLOVENIA</li> <li>26. SPAIN</li> <li>27. SWEDEN</li> </ol>	<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>
--	---