

Transforming lives through science, innovation and collaboration





Guide to sending samples to RSSL

2025



Introduction





- RSSL is a contract research organisation and is a wholly owned subsidiary of Mondelez International
- To help RSSL complete your projects in a timely manner, we need your help to ensure samples are sent to us appropriately.
- This document explains the process required to send samples through Fee-For-Service (FFS) projects and summarises the relevant paperwork for FFS and Accolade that is required to help this process run smoothly for both RSSL and customs.





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What's covered





Please find below a summary of the steps required to submit samples to us

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1.2 Fee-For-Service Projects

1.3 Key Contacts

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Ways of Working With Us

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Ways of working with RSSL



ACCOLADE

- For strategic R&D projects (pre-agreed amount of FTE)
- Accolade number needed to start work
- All analytical requests to be discussed first with the Global Analytical Coordinator before samples are sent

NOTE: Internal analytical testing capacity is finite and FTE allocation is defined

To identify your relevant Global Analytical
Coordinator, click on Meet the Team page on
this site: Pages - GA home

FEE-FOR-SERVICE (FFS)

- Available for other R&D projects as well as other category & non-R&D projects
- Cost centre details required for intercompany cross charge & owner approval (written)
- All requests to be discussed directly with Jane & Sonalika in order to scope project requirements, before samples are sent



or





Sonalika Jain

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Ways of working for fee-for-service projects



RSSL

- Each project scoped as needed with RSSL technical teams
- All requests to be discussed directly with your key contact (see slide 7) before samples are sent

Contact RSSL with testing requirements to scope project & receive a quotation



complete all the required documents, including a sample submission form (SSF) and send a physical copy with the samples to RSSL



Confirm Cost Centre & Cost Centre Owner's approval to proceed

Billing will happen via Inter-Company cross charge (no PO needed)



Register and then receive the results via MyRSSL once testing is complete

My RSSL | Login

RSSL key contacts





Please contact Jane or Sonalika to discuss and agree on the project scope before submitting samples



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Head of Innovation &
Research Collaboration



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Sonalika Jain Research Partner



+44 (0) 118 918 4154



sonalika.jain@rssl.com

Documents Checklist: A Summary





Here is a comprehensive list of documents that you may need for submitting samples to us. More details on requirements and how to fill these can be found in subsequent slides.

The documents can be accessed here.

Document Name	Use of Document	Countries where required	Required for:
Sample Submission Form (SSF)	So RSSL can identify your samples, and the analysis required	All countries	RSSL
Safety Data Sheet (SDS)	Required if your samples are hazardous	All countries	RSSL
<u>Commercial Invoice</u>	Helps get samples through customs without delays	All countries excluding UK	Courier
Shipper's Certification for Non – Hazardous Cargo	An extra document for Asia to let samples through customs without delay	Asian countries only	Courier
<u>Import Licence</u>	To get the following products through customs: Milk chocolate mass, milk powders, lactose and anhydrous milk fat.	Australia, India, Brazil, Canada and USA only	Courier
Letter to Shipping Company	To allow the shipment of dairy products to the UK	India only	Courier



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Form (SSF)

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Overview of Sample Submission Form (SSF)





- Please ensure all samples sent to RSSL are sent with a completed SSF. This is to help the team know who sent the samples and what testing the samples are for.
- Place ALL documentation together on top of the samples so it is immediately available when the package is opened. Providing complete and accurate information will avoid delays in reporting your results.
- Hints and tips for completing the SSF are shown on pages 10 to 13.

SAMPLE SUBMISSION FORM Please fully complete this form and place ALL documentation together on top of the samples for immediate availability upon opening the package THE FOLLOWING INFORMATION MUST BE PROVIDED TO AVOID ANY DELAY REPORTING YOUR RESULTS										
CONTACT DETAILS										
RSSL PROPOSAL NUMBER: See quotation if provided	Q-		EMAIL A	ADDRESS:						
CONTACT NAME: This will be the person who is sending the samples and results should be sent to				REQUIRE RESULTS TO BE WITH ANOTHER RECIPIE		Yes S	hare with:			
PAYMENT DETAILS PLEASE EITHER ENTER AN ACCOLADE NUMBER OR A NON-ACCOLADE REQUEST										
				LADE REQUESTS pany cross charging)						
ENTITY CODE (Mondelez Country Code):										
BUDGET OWNER'S NAME:		LEGAL ENTITY & ADDRESS: Please advise if invoice address in different								
HAS THIS REQUEST BEEN APPROVED BY THE BUDGET OWNER?	Yes No No									
HAS THE BUDGET OWNERS APPROVAL BEEN PROVIDED BY EMAIL?	Yes No No		PURCHASE ORDER NUMBER: Only required for where intercompany charge is not possible							
				DE REQUESTS gic R&D projects)						
ACCOLADE NUMBER:			HAVE YOU DISCUSSED THE AMALYSIS			Yes 🔲 🛚 🗈	Discussed with:			
YOUR SAMPLE REQUIREMENTS										
STORAGE CONDITIONS				bient			ed +5°C	Frozen -18°C		
TURNAROUND TIME Anything faster than a standard turnaround MUST be agr	eed by the lab PRIOR to sending samples			Standard (10 Working Days)		5 Working Days 2 Working Days		Priority Response Services (PRS)		
DO YOU REQUIRE YOUR SAMPLES TO BE RETURED? Yes No ARE SAMPLES / RESULTS TO BE USED IN LEGAL PROCEEDINGS? Yes No No										

	PROJECT TITLE:											
	OBJECTIVE OF ANALYSIS (What questions are we trying to answer?):											
PROJECT BAC	PROJECT BACKGROUND (include details of the expected business benefit (cost savings/volume growth) to Mondelēz) – Additional sample information if relevant:											
		SAM	IPLE & ANALYSIS DETAILS									
Sample Number Number your samples 1,2,3 etc. and on all corresponding sample(s) containers	Sample Description / Type e.g., Cocoa Powder, Choc Filling, Biscults, Chocolate Bars	References / Batches / Dates Include all information that is to appear on the Certificate of Analysis	For Matilda (12 digit) or Cocoa Journey ID (6 or 7 digit) – code only *The data mining code must be detailed here to ensure that results can be exported from LIMS to the database	Analysis Required / Method Reference Make it clear what analysis is required for which sample(s) & include a method reference if known	No. of Containers Provided Per Sample	Amount of sample provided per container (g) (If applicable)						

Contact Details





How To Complete the Form

- 1 Look for your proposal / quotation number, if you have one. It will look something like this: Q-19896-S9G8. If you don't have one, see section 1.2
- 2 Enter the name of the stakeholder requesting the work. This is who the results will be sent to.
- 3 Enter the email address where you want to receive the results of the analysis.
- If you want the results sent to someone in addition to the main contact, tick the "Yes" box. Write the email address of the additional recipient in the "Share with:" space

	SAMPLE SUBMISSION FORM Please fully complete this form and place ALL documentation together on top of the samples for immediate availability upon opening the package THE FOLLOWING INFORMATION MUST BE PROVIDED TO AVOID ANY DELAY REPORTING YOUR RESULTS							
	CONTACT DETAILS							
	RSSL PROPOSAL NUMBER: See quotation if provided	Q-	EMAIL ADDRESS:					
2	CONTACT NAME: This will be the person who is sending the samples and results should be sent to		DO YOU REQUIRE RESULTS TO BE SHARED WITH ANOTHER RECIPIENT?	Yes Share with:				

Payment Details





How To Complete the Form

Important: There are 2 payment options for working with RSSL:

- 1. Non-Accolade requests, often referred to as Fee for Service
- 2. Accolade requests, for strategic R&D projects where the need and associated spend have been pre-agreed. RSSL must confirm if a project can be done under Accolade.

Non-Accolade Requests

- 1 Enter you Cost Centre number for intercompany cross charging.
- 2 Enter the Mondelez legal entity country code for your entity.
- 3 Enter the name of the person who owns the budget for this analysis.
- 4 A PO is only required where intercompany cross charge is not possible.

Accolade Requests

- If your project has been approved for using an Accolade number, enter it here.
- Tick "Yes" if you have discussed the analysis. Fill in the name of the Global Analytical Coordinator you spoke with.

	PAYMENT DETAILS PLEASE EITHER ENTER AN ACCOLADE NUMBER OR A NON-ACCOLADE REQUEST									
NON-ACCOLADE REQUESTS (For intercompany cross charging)										
COST CENTRE NUMBER:										
2	ENTITY CODE (Mondelez Country Code):		LEGAL ENTITY & ADDRESS: Please advise if invoice address is different							
3	BUDGET OWNER'S NAME:									
	HAS THIS REQUEST BEEN APPROVED BY THE BUDGET OWNER?	Yes No No	PURCHASE ORDER NUMBER: Only required for where intercompany charge is not possible							
			ACCOLADE REQUESTS or strategic R&D projects)							
	ACCOLADE NUMBER:		HAVE YOU DISCUSSED THE ANALYSIS WITH GLOBAL ANALYTICAL CO-ORDINATOR? Pes Discussed with:							

Sample Requirements





How To Complete the Form

- 1 Tick the appropriate box to indicate how the samples should be stored. If no storage condition is ticked, RSSL will store the samples at ambient temperature.
- 2 Turnaround times faster than the standard must be pre-agreed.
- Tick "Yes" if you want your samples returned after analysis. Note that samples being returned will incur an additional cost of £26.
- Tick "Yes" if you know samples are likely to be used in legal proceedings, we will do our best to reduce the number of colleagues involved in handling the samples.

- 5 Clearly state the purpose of the analysis.
 - What are you hoping to find out?
 - What questions are you trying to answer?
 - Is this part of a larger project?
- Provide context for the analysis. Explain the background of the project and any additional relevant information about the samples.

	YOUR SAMPLE REQUIREMENTS											
(1)		An	nbient	Chille	d +5°C	Frozen -18°C						
	STORAGE CONDITIONS			[]							
2	TURNAROUND TIME		Standard (10 Working Days)	5 Working Days	2 Working Days	Priority Response Services (PRS)						
_	Anything faster than a standard turnaround MUST be agreed by the lab PRIOR to sending samples											
DO YOU REQUIRE YOUR SAMPLES TO BE RETURED? Yes No ARE SAMPLES / RESULTS TO BE USED IN LEGAL PROCEEDINGS? Yes												
	PROJECT TITLE:											
5	OBJECTIVE OF ANALYSIS (What questions are we trying to answer?):											
6	PROJECT BACKGROUND (include details of the expected business ben	efit (cost savings/vol	ume growth) to Monde	elēz) — Additional samp	le information if relev	ant:						

Sample Details





How To Complete the Form

- 1 Number each of your samples (1, 2, 3, etc.). Use these same numbers to label the corresponding sample containers.
- Describe each sample clearly. For example, "Cocoa Powder," "Chocolate Filling," "Biscuits," or "Cream Cheese."
- Include any relevant information that needs to appear on the Certificate of Analysis. This could include batch numbers, production dates, or other identifying information.
- If applicable, provide the Matilda or Cocoa Journey ID code. These are for modelling purposes.

- Be specific about the analysis required for each sample. If you know the method reference, include it.
- 6 How many containers are you sending for each sample number?
- 7 How much sample is in each container (approximate in grams)?

	SAMPLE & ANALYSIS DETAILS											
Number Number your samples 1,2,3 etc. and on all corresponding sample(s) containers	Sample Description / Type e.g., Cocoa Powder, Choc Filling, Biscuits, Chocolate Bars	References / Batches / Dates Include all information that is to appear on the Certificate of Analysis	4 Matilda (12 digit) or Cocoa Journey ID (6 or 7 digit) – code only *The data mining code must be detailed here to ensure that results can be exported from LIMS to the database	Analysis Required / Method Reference Make it clear what analysis is required for which sample(s) & include a method reference if known	6 No. of Containers Provided Per Sample	7 Amount of sample provided per container (g) (If applicable)						



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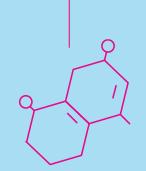


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If you are shipping samples from outside the UK, please send a draft copy of your customs documents to RSSL before sending samples to ensure they have all the required information to prevent holdups at customs.

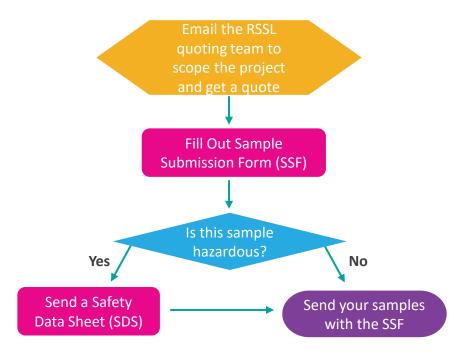




Sending samples from the UK







Document Checklist:

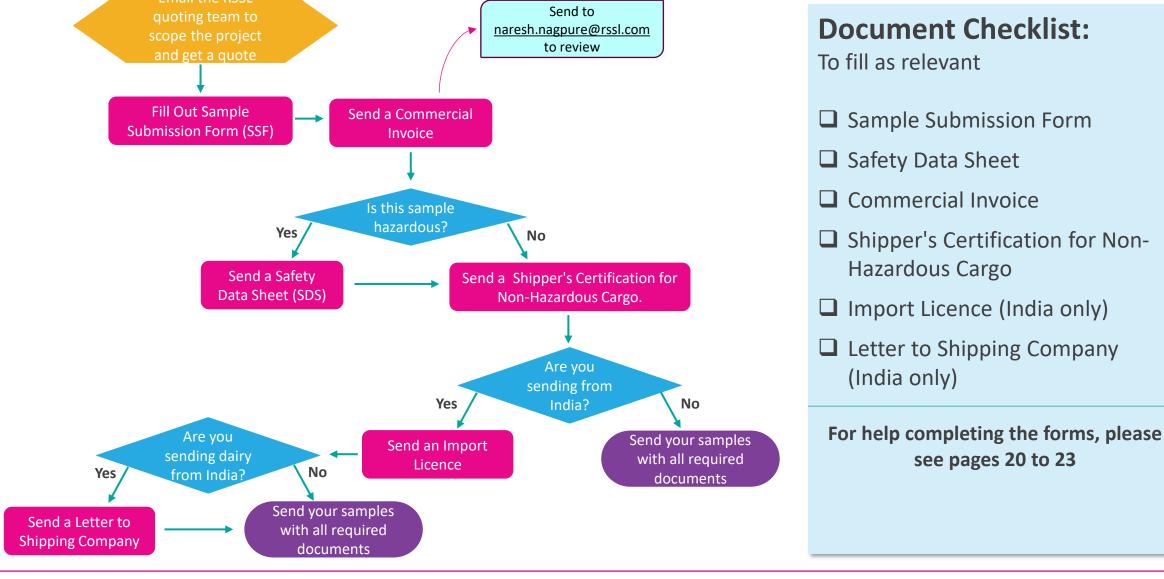
To fill as relevant

- ☐ Sample Submission Form
- ☐ Safety Data Sheet

Sending samples from Asia



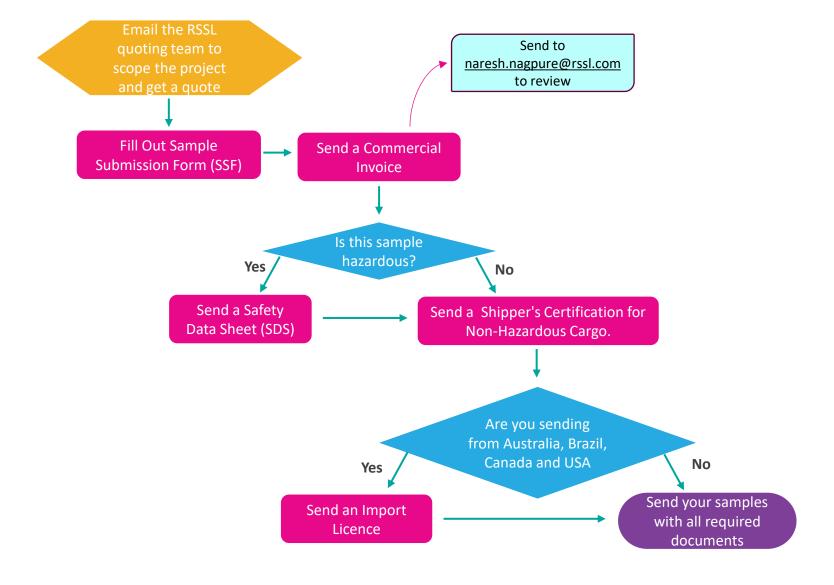




Sending samples from Rest of World







Document Checklist:

To fill as relevant

- ☐ Sample Submission Form
- ☐ Safety Data Sheet
- ☐ Commercial Invoice
- ☐ Shipper's Certification for Non-Hazardous Cargo
- ☐ Import Licence

For help completing the forms, please see pages 20 to 23

Paperwork For Couriers





Shipping Documents

- Commercial Invoice
- Shipper's Certification for Non Hazardous Cargo
- Letter to shipping company
- Import Licence



Choosing a Courier

- Pick the relevant courier for shipping to the UK
- Please pick a global company who can then help get products through customs

Commercial Invoice



Use of Document

A commercial invoice is a document that provides details on a package and its content for customs.

The document allows customs officials to:

- Know what's inside the package
- Apply the correct customs fees and taxes
- Make sure the package meets all legal requirements
- Make sure the package doesn't contain anything dangerous or banned

Important

This document must be sent with all international shippments

How to Fill

- 1 Please fill the sender details with your company's FULL address, phone number, and contact person
- You can find the shipping number from your courier.
- 3 Please ask your finance department to find your VAT Number
- Use a general description of the product, e.g., 'Biscuits, Chocolate, Cheese, etc.'
- This is the nominal value per unit. E.g. £2
- 6 A Harmonized System (HS) code is a six-digit code that identifies the type of goods being shipped. This can be found at a HS Code Finder such as: https://apps.parcelforce.com/tariffcode
- This is the total value of all units e.g. 4 units $x \pm 2 = \pm 8$ total nominal value.
- 8 For large quantities, estimate the nominal value for e.g., if 25kg then estimate £10/kg
- 9 It is mandatory that you provide the Total Shipping Value.

Once filled in, we recommend sending this document to naresh.nagpure@rssl.com and customshelpdesk@rssl.com to review prior to shipping samples

Commercial Invoice

	_												
Sender detail:	s (1												
Company:						Receiver EO	RI numbe	er: GB36	6262738036				
Address line 1:						Shipping dat	te:						
Address line 2:						Shipment nu	umber:						
Postcode / City:						Currency:		GBP	Pound Sterling	3			
Country:	Pleases	select				Reason for e	export:	Samp	ole				
Sender name:						Sender VAT	number:	(3)					
Telephone:						Receiver VA	Tnumber	r: GB 3	66 2627 38				
Email:						Terms of sal	e (Incote		(Delivered Dut	v Paid)			
									(201110100000	, ,			
Receiver deta	ails					Delivery	details	(if differ	ent from red	ceiver)			
Company:	Reading	Scientific S	Services Limite	d		Company:	R	teading Sci	entific Service:	s Limited			
Address line 1:	Reading	g Science C	entre			Address line	1: R	teading Sci	ence Centre				
Address line 2:	Whitekn	nights Camp	us, Pepper La	ne		Address line	2: 7	Vhiteknights	Campus, Per	oper Lane			
Postcode / City:	RG6 6L	A Rea	ading			Postcode /	City: R	G6 6LA	Reading				
Location:	United h	Kingdom				Location:	Location: United King			ingdom			
Receiver name:	Naresh	Naresh Nagpure				Delivery contact: Naresh Nag			pure				
Telephone:	+44118	+441189184198 / +44118919400				Telephone:	+	+441189184198 / +44118919400					
Email:	naresh.n	agpure@rssl.	.com / customshe	elpdesk@rssl.d	com	Email:	n	aresh.nagpu	re@rssl.com / cu	ustomshelpdesk	@rssl.com		
Description of g	oods		Unit weight	Unit value						Total	Total nomin		
General descriptio biscuits/ choc/ ch		Quantity	(kg)	(£)	HS	code	L	ocation o	forigin	weight (kg)	value eg. £1		
-4				-6		7					2		
									▼				
									~				
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									~				
									~				
Number of packa	nes in sl	hinment:							Total ship	oment value:	9		
Talliago or passio	geo								Discount	:			
									Subtotal:				
									Shipping				
									Insurance				
									Other co	sts: :lared value:			
									Total dec	lared value.			
Declaration I declare that th	e conte	ent of this	invoice is tru	e and corr	ect.								
		ıd Signatı				pany and Jo	ob title			Date			
- 140		_ org.late			23111								

Shipper's Certification for Non – Hazardous Cargo



Use of Document

The certification for non-hazardous cargo certifies that the substances of this shipment are properly described by name, that they are not listed in the current edition of IATA/ Dangerous Goods Regulation (DGR), and that they are known not to be dangerous, i.e not restricted.

How to Fill

- Please fill with your address.
- 2 Fill with the RSSL address, you can find this on your quote along with the name.
- 3 The air waybill (AWB) number is a unique 11-digit code that identifies a shipment. You can find this on your shipping label.
- This information can be found from the courier company you are using.
- A UN number is a four-digit code used to identify dangerous goods. If your sample is classified as hazardous, you MUST include the correct UN number.
- 6 Provide a brief description of the goods e.g., Chocolate, Biscuits, Cream cheese, etc.
- The gross weight is the total weight, including packaging.
- 8 The net weight is the weight of the contents only, so does not include packaging.

Shipper's Certification for Non - Hazardous Cargo

Sender/Consignor (Name & Address):	AWB Number:			Date of Shipping:			
		Airport o	f De	parture:		Airpor 4	t of Destination	n:
Receiver/Consigned Address):	Declaration This is to certify that the articles / substances of this shipment are properly described by name. They are not listed in the forbidden list in current edition of IATA Dangerous Good Regulation (DGR) OR Alphabetical list of Dangerous Good OR they do not correspond to any hazard classes appearing in the DGR, section 3, classification of Dangerous goods. They are not known to be dangerous i.e. no restricted. Furthermore, the shipper confirms that the goods are in proper condition for transportation on a passenger carrying aircraft. (DGR, 8.1.23.) of international Air Transport Association (IATA).						nt edition of ngerous Goods DGR, section ngerous i.e. not proper , 8.1.23.) of	
UN / ID Number	Description of G	oods	_	uantity per Package		lumber kages	Gross Weight (Kg)	Net Weight (Kg)
5	6			i dokage	011 00	Kagos	7	8
	nas read and understood and certify the goods tende							
Place of Issue:				Sender Na	me:			
Date of Issue:				Signature 8	& Comp	any Sta	mp:	

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Letter to shipping company (India Only)



Use of Document

The letter to shipping company must be given to your courier to allow for the shipment of dairy products from India.

How to Fill

- Update with relevant courier name.
- Enter your FedEx or other Courier's tracking number here.
- Please fill all this information with your relevant details.
- Adjust the treatment as relevant.

Dear Sir/Madam,



This is in relation to Fedex shipment reference

I can confirm the following information in relation to this shipment:

Name of sender:

Address of sender:

Description of material:

Animal species of origin:

Category of the material as defined in Regulation (EC) No 1069/2009: Category 3

Quantity in Kg:

Place of Origin:

Name of receiver: Reading Scientific Services Limited

Address of receiver: Reading Science Centre, Pepper Lane, Reading, RG6 6LA

The product is not derived from animal known or suspected to be infected with a pathogen which causes a notifiable disease to which the animals from which the products are derived are susceptible according to European Regulations or the Animal Health Regulations of the exporting country.

The product does not originate from animals in a premises or region or zone of a country that is subject to official restrictions due to a notifiable disease to which the animals are susceptible according to European or other National Animal Health Regulations.

Pasteurisation treatment (HTST) at 72°C for 15 seconds applied twice to the milk 4



Yours sincerely

Important

You must add your Letterhead to this document template

> 22 ©RSSL 2025

Import licence

Use of Document

The import licence is a document issued by a national government authorizing the importation of certain goods into its territory.

We are working to get more products and countries added to our import licence.

Important

Include a copy of this document in your courier pack



Authorisation No: ITIMP23.0538 Plant Health

The Trade in Animals and Related Products Regulations 2011 (as amended)

Animal By-products (Enforcement) (England) Regulations 2013, Animal By-products (Enforcement) (Scotland) Regulations 2013, Animal By-products (Enforcement) (Wales) Regulations 2014.

AUTHORISATION FOR THE IMPORTATION FROM THIRD COUNTRIES OF RESEARCH AND DIAGNOSTIC SAMPLES

The Secretary of State for Environment, Food and Rural Affairs, by this authorisation issued under the terms of Paragraph 4 of Schedule 3 of The Trade in Animal and Related Products Regulations 2011 authorises:

Naresh Nagpure Reading Science Centre Whitenights Campus Pepper Lane Reading RG6 6LA

Animal &

Agency

Name and full address of importer responsible for consignment

Full address of destination premises (if different from importer)

to land in England, in accordance with the conditions set out below,

Milk chocolate mass, milk powders, lactose and anhydrous milk fat, intended for particular studies or analyses only. (Not for resale).

Product

Australia, India, Brazil, Canada and USA

Countries of origin

All ports and airports in England

Ports of entry

This licence expires on 2 years less one day from the date of signature. After this date the licence should have either been renewed if required and deleted or cancelled and archived.

Dated: 15 May 2023

Officer of the Animal and Plant Health Agency authorised by the Secretary of State.

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MyRSSL



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My RSSL is an online portal designed to streamline project management, and accessing results. It offers a seamless and transparent experience, ensuring you stay informed and in control.



Why Use MyRSSL





Project Management

 Once a project has been created, you will be able to monitor its progress, view details, and manage other projects, all in one place.



Real Time Results

Have instant access to your analytical reports as soon as they are ready.

Collaboration Tools

 Share your project and results with colleagues and manage user permissions effortlessly.

Communities



Communities are collaborative groups on MyRSSL that allow users within the same organization or team to share access to project data and results.

Enhanced Collaboration

Facilitates seamless information sharing among team members.





Customizable Access Controls

Allows administrators to define user roles and permissions, ensuring appropriate access levels.

Centralized Data Access

Provides a unified platform for accessing project data, reducing duplication and ensuring consistency.



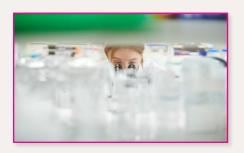


Improved Project Visibility

Enables users to view and track projects shared within their community, enhancing transparency.

Secure Data Management

Ensures that sensitive information is shared only with authorized individuals, maintaining data integrity.



How To Sign Up





- 1. Access MyRSSL <u>here</u> or search https://my.rssl.com/
- 2. If you don't already have an account, click 'Register' and complete the registration form.
- 3. Once done you will be able to login with your email and password.

