|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A picture containing text, clipart  Description automatically generated**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:** | | | |  | | | | |
| **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**  PLEASE **EITHER** ENTER AN ACCOLADE NUMBER **OR** A NON-ACCOLADE REQUEST | | | | | | | | | | | | | | |
| **NON-ACCOLADE REQUESTS**  (For intercompany cross charging) | | | | | | | | | | | | | | |
| **ENTITY CODE (Mondelez Country Code):** | |  | | | | **LEGAL ENTITY & ADDRESS:** *Please advise if invoice address is different* | | | |  | | | | |
| **BUDGET OWNER’S NAME:** | |  | | | |
| **HAS THIS REQUEST BEEN APPROVED BY THE BUDGET OWNER?** | | **Yes ​☐​ No ☐** | | | |
| **HAS THE BUDGET OWNERS APPROVAL BEEN PROVIDED BY EMAIL?** | | **Yes ​☐​ No ☐** | | | | **PURCHASE ORDER NUMBER:**  *Only required for where intercompany charge is not possible* | | | |  | | | | |
| **ACCOLADE REQUESTS**  (For strategic R&D projects) | | | | | | | | | | | | | | |
| **ACCOLADE NUMBER:** | |  | | | | **HAVE YOU DISCUSSED THE ANALYSIS WITH GLOBAL ANALYTICAL CO-ORDINATOR?** | | | | **Yes ​☐​       Discussed with:** | | | | |
| **YOUR SAMPLE REQUIREMENTS** | | | | | | | | | | | | | | |
| **STORAGE CONDITIONS** | | | | **Ambient**  **​​☐​** | | | | | **Chilled +5˚C**  **​​​☐​​** | | | | **Frozen -18˚C**  **​​​☐​​** | |
| **TURNAROUND TIME** Anything faster than a standard turnaround **MUST** be agreed 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 ☐** | | | | | | | |
| **PROJECT TITLE:** | | | | | | | | | | | | | | | |
| **OBJECTIVE OF ANALYSIS (What questions are we trying to answer?):** | | | | | | | | | | | | | | | |
| **PROJECT BACKGROUND (include details of the expected business benefit (cost savings/volume growth) to Mondelēz) – Additional sample information if relevant:** | | | | | | | | | | | | | | | |
| **SAMPLE & 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, Biscuits, 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)** |
|  | |  | |  | |  | | |  | | | |  | |  |
|  | |  | |  | |  | | |  | | | |  | |  |
|  | |  | |  | |  | | |  | | | |  | |  |
|  | |  | |  | |  | | |  | | | |  | |  |

***If required, please continue sample details on further copies of this form.***

If the Storage field is not completed, RSSL reserve the right to decide on the appropriate storage condition. Where possible, this will be derived from existing documented knowledge or on a scientific rationale as defined in RSSL SOP-66 otherwise the project will be held at ambient until resolved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***If required, please continue sample details on further copies of this form.***

If the Storage field is not completed, RSSL reserve the right to decide on the appropriate storage condition. Where possible, this will be derived from existing documented knowledge or on a scientific rationale as defined in RSSL SOP-66 otherwise the project will be held at ambient until resolved.