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|  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) |
| **COST CENTRE NUMBER:** |  | **LEGAL ENTITY & ADDRESS:***Please advise if invoice address is different* |  |
| **ENTITY CODE (Mondelez Country Code):** |  |
| **BUDGET OWNER’S NAME:** |  |
| **HAS THIS REQUEST BEEN APPROVED BY THE BUDGET OWNER?** | **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 RETURNED? 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)** |
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***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.

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