|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Name and Number:** |  | **Order No.** |  |
| **Full Address:** |  | **Quotation No** |  |
| **Date** |  |
| **Email:** |  | **Comments**  *Until further notice please enter old cost centre & job code here* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRODUCT** | **CATALOGUE NUMBER** | **PACK SIZE** | **QUANTITY** | **PRICE/PACK** | **RECIPIENT** |
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**Coding to charge the order**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Coding to a Research Grant/Project/former R code – POETA ledger** | | | | | |
| **Detail of expenditure** | **% Split** | **Project** | **Organisation** | **Expenditure Type** | **Task** |
|  | Leave blank if no split is required | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** |
| EXAMPLE |  | 12237411\_12237413 | Centre for Cardiovascular Science | Research Consumables 2411 | Centre for Cardiovascular Science |
| **Costing Split 1** |  |  |  |  |  |
| **Costing Split 2** |  |  |  |  |  |

You must complete one of the below tables with the coding for where your order is to be charged. The first table is for charging to a research project (old R code), the second is for General Ledger coding (old G, D, E codes). If you need to split the charge across both ledgers (eg. Across an R code and G code, complete BOTH tables with the relevant coding and % split entered)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Coding to the General Ledger (former G, D or E codes)** | | | | | | | | | |
| **Split of cost allocation** | **% Split** | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | **Cost Centre**  **(8 digits)** | **Portfolio**  **(8 digits)** | **Account**  **(4 digits)** | **Analysis**  **(6 digits)** | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
| **Use multiple lines if need to split the cost over more than one account** | Leave blank if no split is required | **Always 110** | **MANDATORY**  **​** | **MANDATORY** | Please make sure this is included if analysis code is listed in CVS Chart of Accounts | **MANDATORY** | Please make sure this is included if analysis code is listed in CVS Chart of Accounts | **Likely to always be zero but cross check against the mapping tool** |  |
| EXAMPLE |  | 110 | 110002 | 20165006 | 30001246 | 2411 | 100568 | 00000000 | 000 |
| **Costing Split 1** |  |  |  |  |  |  |  |  |  |
| **Costing Split 2** |  |  |  |  |  |  |  |  |  |