**Completion of Declaration Forms**

It is a legal requirement to submit a completed declaration form when ordering controlled substances.

It is the responsibility of the end-user to complete the supplier’s declaration forms when placing an order to assist with the ordering process. Each supplier has unique forms and submitting methods.

A guide has been created to help you with this process:

**Fisher**

Templates can be located on Knowledge Base under Procurement/Declaration Forms. Individual templates have been set up which detail your Fisher account number and delivery address and are saved as the individual Research Council and postcode.

This form will need to be populated with the following:

* PO number
* Item Number
* HMRC number
* Items purpose
* Signature, date etc...

A signature is required and cannot be processed without, so please scan the form into a pdf once signed and email to Dawn.kaynak@thermofisher.com who will link this form to the order.

**Sigma**

Sigma currently provide a link on their website for all forms that require completion

The weblink for all the forms is:-
<http://www.sigmaaldrich.com/united-kingdom/form/customer-declaration-forms.html>

The fax number to send Customer Declaration forms to is 01747 833569. Alternatively, you can sign the form, scan it to a pdf, and email it to UKOrderManagement@sial.com

**VWR**

Templates can be located on Knowledge Base under Procurement/Declaration Forms.

These forms will need to be populated in full (please include the Purchase Order number to allow VWR to match form to order), signed, scanned into a pdf and emailed to: amy.zehnder@uk.vwr.com

The subject header must read: “**Research Council *Drug precursor*\* form**" (\*or notifiable/poisons = whatever type of declaration you have just completed).

Any queries or you need further information, please contact Allyson.Hughes@ssc.rcuk.ac.uk or Lucy.Wick@ssc.rcuk.ac.uk