



ARTICLE CREATION FORM (ONE FILE PER REFERENCE)

From : Marketing Dept

To : Replenishment Dept
Warehouse

Description : Bind' O Block wirebound notebook - A4+ format (22,5x29,7cm) - 80 sheets squared 5x5

Units by packaging: unit, carton and pallet (please specify for all different packagings, if existing) :

Pack N° 1*	Pack N°2**	Pack N°3**	Pack N°4**	* PACK N°1 is always 1 which can represent a unit, a box or a pack (smallest selling unit)
By : 1	5	20	800	** Fill in the number of Pack N°1 for each following packaging
possible example: basic unit	box	carton	pallet	

To be filled in by LYRECO

Supplier Name: Code :

SAP item code :

Prices by packaging

	RRP				Price date validity at Order / at Delivery please put a cross	Product Origin (Explicit country)	Vendor Material N°	Manufacturer original part N°	EAN code Pack N° 1	Delivery time in calendar days	Minimum order	
											VALUE	QUANTITY
AUD						Australia						
EUR						Benelux						
USD/CAD*						Canada						
EUR						Denmark						
EUR						Finland						
EUR						France						
EUR						Germany						
HKD						Hong Kong						
EUR						Ireland						
EUR	3,33	16,65	66,6	2664		Italy	8212C	France	3329680821208	8		5
KRW						Korea						
MYR						SIMA						
EUR						Norway						
EUR						Poland						
EUR						CASH						
EUR						Iberia						
EUR						Sweden						
EUR						Switzerland						
THB						Thailand						
GBP						UK				10		5

To be filled in by Lyreco

Selling prices

PLEASE, TURN

CATALOGUE HEADING DESCRIPTION

The title of the product that will indicated in the Lyreco catalogue

--> Clairefontaine Bind'O Block wirebound notebook - A4+ format (22,5x29,7cm) - 80 sheets squared 5x5 + frame on top

TECHNICAL INFORMATION **COMPULSORY**

(Material, Packaging Material, Environmental Labels...)

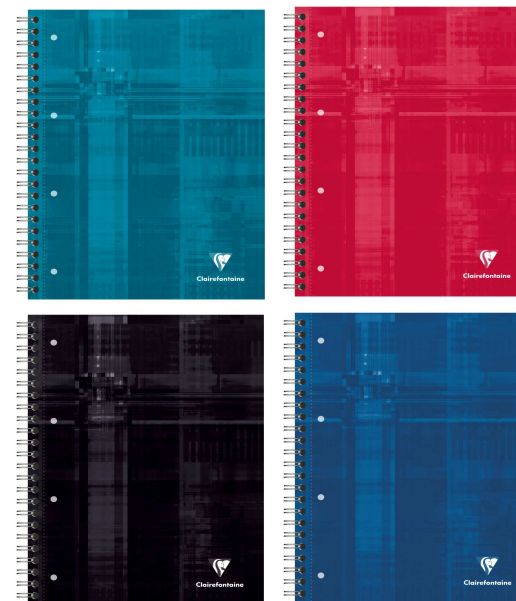
--> Material: Laminated and hard cover - Clairefontaine Brushed Vellum 90g paper
Packaging Material:
Dimensions without packaging: 296x260x14
Weight: 673
Capacity: 80 sheets
Environmental label: PEFC
Consumable: paper

SUGGESTED CATALOGUE TEXT **COMPULSORY**

(Product features, functions and user benefits : commercial text)

--> Clairefontaine Bind'O Block wirebound notebook A4+ format (22,5x29,7cm) 80 sheets squared 5x5 + frame on top - Detachable micro-perforated sheets punched with 4 holes and 4 coloured edges - Laminated and hard cover - Assorted colors - Clairefontaine Brushed Vellum 90g paper for an unique experience and certified PEFC for sustainable forest management - Made in France

PICTURE (JPG format)



ADDITIONAL INFORMATION

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PLEASE , TURN

options YES/NO to be filled in by colouring the field

MEASUREMENTS (Please complete all different packaging available)

Note that measurements concerns product + packaging

PACK N° 1
WEIGHT (in g) **DIMENSIONS (in mm)**
(Length x Width x Height)
PACKAGING MATERIAL* **VOLUME (in CDM)**
TYPE*

PACK N° 2
WEIGHT (in g) **DIMENSIONS (in mm)**
(Length x Width x Height)
PACKAGING MATERIAL* **VOLUME (in CDM)**
TYPE*

PACK N° 3
WEIGHT (in g) **DIMENSIONS (in mm)**
(Length x Width x Height)
PACKAGING MATERIAL* **VOLUME (in CDM)**
TYPE*

PACK N° 4
WEIGHT (in g) **DIMENSIONS (in mm)**
(Length x Width x Height)
PACKAGING MATERIAL* **VOLUME (in CDM)**
TYPE*

* Material: please indicate if it is cardboard, paper, PVC *Type: carton, master carton, pallet

PALLET
TYPE/DIM. **PALLETS**
(L x W x H) (per truck)

EXPIRY DATE

To be used before
 Production date
 NON
Average life time after receiving in our warehouse :

GUARANTEE

NON
For a period of :

SPECIFIC STOCK CONDITIONS

(Food, chemical products,...)
 NON
Recommendations:

INTRASTAT/EXTRASTAT CODE

(Custom Commodity 8-digit Code)
 OK

SPECIFIC TRANSPORT INFORMATION

UN number: _____
Class: _____

SAFETY DATA SHEETS (mandatory information)

Is there a legal requirement (in any of the countries where Lyreco operates) to provide a Safety Data Sheet for the product? (*)

(*) In accordance with the BSA, this is the responsibility of the supplier to determine whether an SDS is required by law. Note that a compliancy issue with this clause will impact the sourcing of the product.

NON
If yes, please send us a Safety Data Sheet (SDS) in PDF format saved as product SAP code

To be filled in by LYRECO

Product status	<input type="text"/>	Product hierarchy	<input type="text"/>
, Catalogue :	<input type="text"/>		
, Specific :	<input type="text"/>		
, Non-stock :	<input type="text"/>	Groups	<input type="text" value="01"/> <input type="text" value="02"/> <input type="text" value="03"/> <input type="text" value="04"/>
, Diaries :	<input type="text"/>		
, Direct delivery :	<input type="text"/>		
Margin class	<input type="text"/>	Code Buying group :	
Discount family	<input type="text"/>	Group :	<input type="text"/>
Own brand :	<input type="text"/> Lyreco	Local :	<input type="text"/>
			<input type="text"/> Lyreco Premium <input type="text"/> Lyreco Budget
Quantity stipulations		Minimum order qty :	
		Minimum delivery qty :	
		Delivery unit :	
Compulsory packaging :			
Advised packaging :			
Catalogue page :			
Contact name :			
Email :			
Tel :			
Fax (for order) :			
V A T code :			-----

The undersign guarantees that the product conforms to all current legislation especially for the security regulations as written in the BSA conditions.

Signature and stamp : (or Company logo)

Date : 30/10/2017

By : Valentin PIERRAT

