



ARTICLE CREATION FORM (ONE FILE PER REFERENCE)

From : Marketing Dept

To : Replenishment Dept
Warehouse

Description : Clairefontaine wirebound notebook - A4 format (21x29,7cm) - 90 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**
By : 1	5	20	1200
possible example: basic unit	box	carton	pallet

* PACK N°1 is always 1 which can represent a unit, a box or a pack (smallest selling unit)
** Fill in the number of Pack N°1 for each following packaging

To be filled in by LYRECO	
Supplier Name:	Code :
SAP item code :	

Prices by packaging

RRP					Price date validity	Product Origin	Vendor	Manufacturer	EAN code	Delivery time	Minimum order
					at Order / at Delivery please put a cross	(Explicit country)	Material N°	original part N°	Pack N° 1	in calendar days	Info for special conditions VALUE QUANTITY
AUD						Australia					
EUR						Benelux					
USD/CAD*						Canada					
*Please delete as appropriate											
EUR						Denmark					
EUR						Finland					
EUR						France					
EUR						Germany					
HKD						Hong Kong					
EUR						Ireland					
EUR	2,28	11,5	45,6	2736		Italy			France	68162C	3329680681628
KRW						Korea				8	5
MYR						SIMA					
EUR						Norway					
EUR						Poland					
EUR						CASH					
EUR						Iberia					
EUR						Sweden					
EUR						Switzerland					
THB						Thailand					
GBP						UK				10	5

PLEASE , TURN

To be filled in by Lyreco
Selling prices

CATALOGUE HEADING DESCRIPTION

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

--> Clairefontaine wirebound notebook - A4 format (21x29,7cm) - 90 sheets squared 5x5

TECHNICAL INFORMATION **COMPULSORY**

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

--> Material: Laminated cover - Clairefontaine Brushed Vellum 90g paper

Packaging Material:

Dimensions without packaging: 297240x10

Weight: 562

Capacity: 90 sheets

Environmental label: PEFC

Consumable: paper

SUGGESTED CATALOGUE TEXT **COMPULSORY**

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

--> Clairefontaine wirebound notebook - A4 format (21x29,7cm) - 90 sheets squared 5x5 - Laminated 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)	562	DIMENSIONS (in mm) (Length x Width x Height)	297x240x10
PACKAGING MATERIAL*		VOLUME (in CDM)	0,0007128
TYPE*	Item		


PACK N° 2			
WEIGHT (in g)	2.845	DIMENSIONS (in mm) (Length x Width x Height)	297x240x50
PACKAGING MATERIAL*	Plastic film	VOLUME (in CDM)	0.003564
TYPE*	Pack		

PACK N° 3			
WEIGHT (in g)	14.675	DIMENSIONS (in mm) (Length x Width x Height)	325x260x210
PACKAGING MATERIAL*	Box	VOLUME (in CDM)	0,017745
TYPE*	Box		

PACK N° 4			
WEIGHT (in g)	602.000	DIMENSIONS (in mm) (Length x Width x Height)	1200x800x1408
PACKAGING MATERIAL*		VOLUME (in CDM)	1,35168
TYPE*	Pallet		

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

PALLET		
TYPE/DIM. (L x W x H)	1200x800x1408	PALLETS (per truck)

The undersign guarantees that the product conforms to all current legislation especially for the security regulations as written in the BSA conditions.	
Date : 30/10/2017	Signature and stamp : (or Company logo)
By : Valentin PIERRAT	

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)

48202000	OK
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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	Product hierarchy
, Catalogue :	
, Specific :	
, Non-stock :	Groups
, Diaries :	01 02 03 04
, Direct delivery :	
Margin class	Code Buying group :
Discount family	Group :
Own brand :	Local :
	Lyreco Lyreco Premium 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 :	