



**ARTICLE CREATION FORM (ONE FILE PER REFERENCE)**

From : Marketing Dept

To : Replenishment Dept  
Warehouse

Description : fontaine Linicolor Fresh wirebound notebook - A4 format (21x29,7cm) - 90 sheets square

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	1.000
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 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	
											Info for special conditions VALUE QUANTITY	
AUD						Australia						
EUR						Benelux						
USD/CAD*						Canada						
EUR						Denmark						
EUR						Finland						
EUR						France						
EUR						Germany						
HKD						Hong Kong						
EUR						Ireland						
EUR	2,51	12,55	50,2	2510		Italy	328126C		3329683281269	8		5
KRW						Korea						
MYR						SIMA						
EUR						Norway						
EUR						Poland						
EUR						CASH						
EUR						Iberia						
EUR						Sweden						
EUR						Switzerland						
THB						Thailand						
GBP						UK						

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

**TECHNICAL INFORMATION \*\*COMPULSORY\*\***

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

--> Material: Translucent ribbed polypropylene cover - Clairefontaine Brushed Vellum 90g paper  
Packaging Material:  
Dimensions without packaging: 297x238x13  
Weight: 593  
Capacity: 90 sheets  
Environmental label: PEFC  
Consumable: paper

**SUGGESTED CATALOGUE TEXT \*\*COMPULSORY\*\***

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

--> Clairefontaine Lincolor Fresh wirebound notebook A4 format (21x29,7cm) 90 sheets squared 5x5 -  
Translucent ribbed polypropylene 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)

**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**  
 , Catalogue :   
 , Specific :   
 , Non-stock :   
 , Diaries :   
 , Direct delivery :

**Product hierarchy**  
 -----|-----|-----|-----|  
**Groups**

**Margin class**

**Discount family**

**Own brand :**  Lyreco  Lyreco Premium  Lyreco Budget

**Code Buying group :**  
 Group :   
 Local :

**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 :** 27/10/2017

**By :** Valentin PIERRAT

