



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

From : Marketing Dept

To : Replenishment Dept  
Warehouse

Description : Clairefontaine wirebound notebook - A4 format (21x29,7cm) - 90 sheets lined + margin

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 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	2,28	11,4	45,6	2736		Italy	8165C	France	3329680816501	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 wirebound notebook - A4 format (21x29,7cm) - 90 sheets lined + margin

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

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

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

Packaging Material:

Dimensions without packaging: 297x232x10

Weight: 571

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 lined + margin - 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**

-->

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**

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

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

