



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

From : Marketing Dept

To : Replenishment Dept  
Warehouse

Description : Clairefontaine wirebound notebook - A5 format (14,8x21cm) - 90 sheets lined

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	40	2.400	** 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		Product Origin (Explicit country)	Vendor Material N°	Manufacturer original part N°	EAN code Pack N° 1	Delivery time in calendar days	Minimum order	
	at Order / at Delivery please put a cross							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	1,67	8,35	Italy	8546C		3329680854602	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 - A5 format (14,8x21cm) - 90 sheets lined

**TECHNICAL INFORMATION \*\*COMPULSORY\*\***  
*(Material, Packaging Material, Environmental Labels...)*  
--> Material: Laminated cover - Clairefontaine Brushed Vellum 90g paper  
Packaging Material:  
Dimensions without packaging: 212x170x11  
Weight: 283  
Capacity: 90 sheets  
Environmental label: PEFC  
Consumable: paper

**SUGGESTED CATALOGUE TEXT \*\*COMPULSORY\*\***  
*(Product features, functions and user benefits : commercial text)*  
--> Clairefontaine wirebound notebook - A5 format (14,8x21cm) - 90 sheets lined - Laminated cover - Assorted colors - Clairefontaine Brushed Vellum 90g paper for an unique experience and certified PEFC for sustainable forest management - Made in France



**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)

**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**

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

**Product hierarchy**

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**Groups**

**Margin class**

**Code Buying group :**

Group :   
 Local :

**Discount family**

**Own brand :**

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 :**

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

