Instructions for filling in the Excel file.

The first eight columns are always required to be filled in.

The line will turn green at the W (stands for Edit). The comment is compulsory. Only fill in the "subsequent cell(s) that need(s) to be changed. The comment will turn green at the C of Credit. That is a compulsory field. The lines behind it are grayed out. These should not be filled in. The comment will turn green at the B (stands for Special). This is a compulsory field. The lines behind it are grayed out. These should not be filled in.

See the examples below:

W = EditThe first 8 columns are always compulsory. After the comment, fill in only the column at that which needs to be changed.

be changed.																
Admin. no. Submitter (Customer or supplier number)	Type Corr: W=Edit B=Special C=Credit	of 6 positions. (Without serial letter).	Serial letter	Delivery date of delivery form. (DD-MM-YYYY (will be switched automatically)	Adm. no. supplier	Contact person	Comment/ explanation	Customer number (deb.no.) Only fill in when	code Only fill in when	Packagin g code Only fill in when	units Only fill in when	Unit number of items Only fill in when	Unit price Only fill in when	Load carrier Model Code Only fill in	Number of load carriers Only fill in	Number of shelves Only fill in
Always			Always fill	Always	Always	Always	Required	change is	change is	change is		change is	change is	when change is		
fill in.	Always fill in.	fill in.	in.	fill in.	fill in.	fill in.	fill in.	needed	needed	needed	needed	needed	needed	needed	needed	needed
your own number	W	DFGHJK	А	dd-mm-yyyy	12345	your own name	customer number from 78945 to 45678	45678								
your own number	w	DFGHJK	А	dd-mm-yyyy	12345	your own name	Product code from 9698 to 1702		1702							
your own number	w	DFGHJK	А	dd-mm-yyyy	12345	your own name	Packaging from 999 to 212			212						
your own number	w	DFGHJK	А	dd-mm-yyyy	12345	your own name	Amount from 15x10 to 10x10				10					
your own number	w	DFGHJK	А	dd-mm-yyyy	12345	your own name	Content from 15x10 to 15x12					12				
your own number	w	DFGHJK	А	dd-mm-yyyy	12345	your own name	Price from 0.95 to 0.90						0.90			
your own number	w	DFGHJK	А	dd-mm-yyyy	12345	your own name	From Auction trolley to Danish 1-1							2	1	1
your own number	w	DFGHJK	А	dd-mm-yyyy	12345	your own name	Danish from 1-1 to 2-3								2	3
your own number	w	DFGHJK	А	dd-mm-yyyy	12345	your own name	from Danish to Auction trolley							1		

your own number	w	DFGHJK	A	dd-mm-yyyy	12345	your own name	Packaging and Price. Packaging from 999 to 212 and Price from 4 to 3.50			212			3.50				
--------------------	---	--------	---	------------	-------	------------------	---	--	--	-----	--	--	------	--	--	--	--

B= Special details.

Special details: Please leave a comment on

what needs to be done.

The first 8 columns are always compulsory. After that, leave

all columns empty

Admin. no. Submitter (Customer or supplier number) Always fill in.	Type Corr: W=Edit B=Special C=Credit Always fill in.	of 6 positions. (Without serial letter). Always		delivery form. (DD-MM-YYYY (will be switched automatically)	Adm. no. supplier Always fill in.	Contact person Always fill in.	Comment/ explanation Required to fill in.	Customer number (deb.no.) Only fill in when change is needed	Product- code Only fill in when change is needed	Packagin g code Only fill in when change is needed	Number of units Only fill in when change is needed	Only fill in when change is	Load carrier Model Code Only fill in when change is needed	Number of load carriers Only fill in when change is needed	Number of shelves Only fill in when change is needed
your own number	В	DFGHJK	А	dd-mm-yyyy	12345	your own name	Credit without Danish								
your own number	В	DFGHJK	А	dd-mm-yyyy	12345	your own name	Credit without Packaging								
your own number	В	DFGHJK	А	dd-mm-yyyy	12345	your own name	Credit from 25x12 100x1								
your own number	В	DFGHJK	А	dd-mm-yyyy	12345	your own name	Split line It is: 10x10x €1.00 Becomes 5x10 x€ 0.90 and 5x10 x €1.05								

your own number	В	DFGHJK	А	dd-mm-yyyy	12345	your own name	Split line 30x1. Becomes 10x1 to customer 45678 and 20x1 to customer 14785					
your own number	В	DFGHJK	А	dd-mm-yyyy	12345	your own name	Letter is charged to DE but should be charged for NL					

C = Credit

How to credit: in one line. The first 8 columns are always compulsory. Leave all columns empty after the comment. Please note: at an A line, the DC and shelves will be credited as well!!

(if that is not the intention, see B = Special Details above)

Admin. no. Submitter (Customer or supplier	W=Edit	of 6 positions.	Serial letter	delivery form. (DD-MM-YYYY (will be switched		Contact person	Comment/ explanation	Customer number (deb.no.)	code		units	number of items	Unit price	Load carrier	Number of load carriers	Number of shelves
number)	B=Special C=Credit	(Without serial letter).		automatically)				Only fill in when	Only fill in when	Only fill in when	Only fill in when	Only fill in when	Only fill in when	Model Code Only fill in	Only fill in	Only fill in
Always	C-Credit	•	Always fill	Always	Always	Always	Required	change is		change is		change is		when change is	•	•
fill in.	Always fill in.		*	fill in.	-	fill in.	fill in.	needed			needed	_	needed	needed	needed	needed
your own number	С	DFGHJK	Α	dd-mm-yyyy	12345	Your own name	Credit line due to return (incl. Danish and shelves)									

Multiple lines: Create a new line for each letter. The first 8 columns are always compulsory. Leave all columns empty after the comment

Admin. no. submitter (Buyer or supply no.) Always fill in	Type of Correction: W=Edit C=Credit B=Special Always fill in	Always	Serial letter	Date delivery letter DD-MM-YYYY (will be switched automatically) Always fill in	Adm. no. supplier <u>Always</u> <u>fill in</u>	Contact person for submitter Always fill in	Comment/ explanation R equired to fill in	Customer number (deb.no.) Only fill in if change is needed	code Only fill in if change is		Number of units Only fill in if change is needed		Unit price	Load carrier Model Code 0=None 1=STW 2=DC Only fill in if change is needed	Number of load carriers Only fill in if change is needed	Number of shelves Only fill in if change is needed
	11111111	<u> </u>	<u></u>	Always III III	1111 1111			<u>neeueu</u>	<u>iieeueu</u>	<u>needed</u>	needed	<u>iieeueu</u>	needed	<u>needed</u>	<u>needed</u>	<u>needed</u>
your own number	С	DFGHJK	В	dd-mm-yyyy	12345	Your own name	Credit line due to quality									
your own number	С	DFGHJK	С	dd-mm-yyyy	12345		Credit line due to return									

And credit the entire letter: Create a new line for each letter. The first 8 columns are always compulsory. Leave all columns empty after the comment.

Please note! Danish and shelves are credited as well! (if that's not the intention, see B = Special Details above)

			Dallinan				Contont	6			Da alua atu						
			Delivery				Contact	Comment/			Packagin						
Α	dmin. no.	Type Corr:	form number		Delivery date of	Adm.	person	explanation	Customer	Product-	g code	Number of	Unit	Unit price			
S	ıbmitter		a maximum	Serial letter	delivery form.	no.			number	code		units	number				Number of
(0	ustomer or		of 6		(DD-MM-YYYY (will	supplier			(deb.no.)				of items			Number of	shelves
SI	ıpplier	W=Edit	positions.		be switched										Load carrier	load carriers	
n	umber)	B=Special	(Without		automatically)				Only fill	Only fill	Only fill	Only fill in	Only fill	Only fill in	Model Code		
		C=Credit	serial letter).						in when	in when	in when	when	in when	when	Only fill in	Only fill in	Only fill in
Α	ways		Always	Always fill	Always	Always	Always	Required	change is	change is	change is	change is	change is	change is	when change is	when change is	when change is
fi	l in.	Always fill in.	fill in.	in.	fill in.	fill in.	fill in.	to fill in.	needed	needed	needed	needed	needed	needed	needed	needed	needed

your own number	С	DFGHJK	А	dd-mm-yyyy	12345	Your own name	Credit entire letter due to return					
your own number	С	DFGHJK	В	dd-mm-yyyy	12345	Your own name	Credit entire letter due to return					
your own number	С	DFGHJK	С	dd-mm-yyyy	12345	Your own name	Credit entire letter due to return					
your own number	С	DFGHJK	D	dd-mm-yyyy	12345	Your own name	Credit entire letter due to return					
your own number	С	DFGHJK	Е	dd-mm-yyyy	12345	Your own name	Credit entire letter due to return					