

**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:







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.)	Type of Correction: <b>W=Edit</b> <b>C=Credit</b> <b>B=Special</b>	Supply letter no. <b>(without letter)</b>	Serial letter	Date delivery letter <b>DD-MM-YYYY</b> <b>(will be switched automatically)</b>	Adm. no. supplier	Contact person for submitter	Comment/ explanation	Customer number (deb.no.)	Product- code	Packagin g code	Number of units	Unit number of items	Unit price	Load carrier Model Code <b>0=None</b> <b>1=STW</b> <b>2=DC</b>	Number of load carriers	Number of shelves
<b>Always fill in</b>	<b>Always fill in</b>	<b>Always fill in</b>	<b>Always fill in</b>	<b>Always fill in</b>	<b>Always fill in</b>	<b>Always fill in</b>	<b>Required to fill in</b>	<b>Only fill in if change is needed</b>	<b>Only fill in if change is needed</b>	<b>Only fill in if change is needed</b>	<b>Only fill in if change is needed</b>	<b>Only fill in if change is needed</b>	<b>Only fill in if change is needed</b>	<b>Only fill in if change is needed</b>	<b>Only fill in if change is needed</b>	<b>Only fill in if change is needed</b>
your own number	C	DFGHJK	B	dd-mm-yyyy	12345	Your own name	Credit line due to quality									
your own number	C	DFGHJK	C	dd-mm-yyyy	12345	Your own name	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)

Admin. no. Submitter (Customer or supplier number)	Type Corr:  W=Edit B=Special C=Credit	Delivery form number a maximum 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.)	Product- code	Packagin g code	Number of units	Unit number of items	Unit price	Load carrier Model Code Only fill in when change is needed	Number of load carriers	Number of shelves
Always fill in.	Always fill in.	Always fill in.	Always fill in.	Always fill in.	Always fill in.	Always fill in.	Required to fill in.	Only fill in when change is needed	Only fill in when change is needed	Only fill in when change is needed	Only fill in when change is needed	Only fill in when change is needed	Only fill in when change is needed	Only fill in when change is needed	Only fill in when change is needed	Only fill in when change is needed

