

Voith Paper GmbH & Co. KG, Postfach 2020, 89510 Heidenheim, Germany

To the supplier of the
Voith Paper Group

Voith Paper GmbH & Co. KG
St. Pöltener Straße 43
89522 Heidenheim, Germany
Tel. +49 7321 37-0
Fax +49 7321 37-7000
www.voith.com

Your ref.
Your message
Our ref. **KlossW**
Phone **9178**
Fax
Date **2013-04-03**
E-mail Waldemar.Kloss@Voith.com

Instructions for Completing of the Excel File „Voith Paper Supplier Interface / Dispatch Info“

Ladies and Gentlemen,

In this document you find a support for completing the above mentioned Excel File. „Voith Paper Supplier Interface / Dispatch Info“. For the purchase orders of the Voith Paper Company, if we have a direct delivery and if the respective instructions are listed in the order form you have received, the dispatch notification has to be made by this way.

The specified file is provided in the supplier portal on our homepage.

The following link takes you directly to the download area.

<http://voith.com/en/group/purchasing/downloads/voith-paper-11715.html>

The fully completed file has to be sent to the P.O. address specified in the purchase order form. We recommend not to use templates of already used dispatch notifications, but to download the most current version from our homepage for each new notification.

For questions regarding the completion procedure of the file please refer to your contact person from the procurement or shipping department of the Voith Paper group or contact person mentioned in the header.

Sincerely yours,

Waldemar Kloss

Board of Management

Andreas Endters
Hans Peter Holl
Dr. Antti Kaunonen
Dr. Uwe Knotzer

Commercial Register

Reg.-Court Ulm, HRA 661100
VAT Reg.No.:
DE 812 723 980
Tax No. 64004/09067

Sitz der Gesellschaft:
Heidenheim

General Partner

Voith Paper Verwaltungs GmbH
Reg.-Court Ulm, HRB 661383

Chairman Supervisory Board
of the General Partner
Dr. Hans-Peter Sollinger

Bank Account

Commerzbank AG, Heidenheim
Bank Code No. 632 400 16
Acc.No. 2 071 066
IBAN
DE95 6324 0016 0207 1066 00
Swift Code COBADEFF632

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1. General

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- The Voith Paper purchase order is existent.
- The completion language English has to be observed.
- Only one file has to be completed for each purchase order and each delivery.
- The file may only consist of the existing sheet (content).
- Please enter each purchase order item as a separate line. An additional item for a purchase order item has also to be entered as a separate line.
- The columns supplier material reference, supplier colli number and supplier order number are being considered for your disposal and should simplify the assignment.
- Please do not change the file format, this format is processed systematically in our company.
- Please use only the template provided in the supplier download area on our homepage.
- The packaging assignment must be defined in each line.
- The packaging data are to be listed for each item, they may not differ for the very same package.

2. Explanatory of the entry fields

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 St. Pöltener Straße 43
 89522 Heidenheim, Germany

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Voith Paper Supplier Interface / Dispatch Info																
2	Quantity	Material-number	Quantity Unit	Material description	Material dimensions	Purchase order No.	Purchase order item	Supplier Reference	Package	Type of Package	Gross Weight	Net Weight	Length	Width	Height	Supplier Coll. No.	Supplier order No.
3	1	H88.065333	PC	Measuring unit	120x30	4500883589	10		1	carton	40,00	35,00	60,00	40,00	20,00		
4																	

Column field (column)	Sort of field	Field type	Field length	Data origin
Quantity (A)	Mandatory field	Numerical	8	Information regarding the quantity of the material to deliver Note: no places behind the decimal point (see also section 3)
Voith material no. (B)	Mandatory field	CHAR	10	These data can be taken from the purchase order item. If an additional item is delivered for a purchase order item, The DVS.000010 material number must be used. If a bill of material is listed with a Voith material number underneath the purchase order item, this material number has to be used for an additional item (see also section 3).
Quantity unit (C)	Mandatory field	CHAR	2	The quantity unit for the respective item must be selected from a Drop-Down-list. The quantity units ST-piece, MM-millimeters and KG-kilograms are available for selection. For deviating quantity units the quantity conversion has to be used (see also section 3).
Material description (D)	Mandatory field	CHAR	40	If the material number from the purchase order item is used, the material designation from the purchase order item has to be taken. If the material DVS.000010 is used for an additional item, the exact material designation has to be entered in the required language (see also section 3).
Material dimensions (E)	Optional field	CHAR	32	This field requires the dimensions for the use of a DVS.000010 material number for additional items. If the material number of the purchase order item is used, this field remains empty.
Voith purchase order number (F)	Mandatory field	Numerical	7	The purchase order number is stated as reference for the assignment and processed additionally in our system (see also section 3).
Voith purchase order item: (G)	Mandatory field	Numerical	5	The purchase order item is stated as reference for the assignment and processed additionally in our system (see also section 3).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Voith Paper Supplier Interface / Dispatch Info																	
2	Quantity	Material-number	Quantity Unit	Material description	Material dimensions	Purchase order No.	Purchase order item	Supplier Reference	Package	Type of Package	Gross Weight	Net Weight	Length	Width	Height	Supplier Colli No.	Supplier order No.	
3	1	H86.065.333	PC	Measuringunit	120 x 30	4500883589	10		1	carton	40.00	35.00	80.00	40.00	20.00			
4																		

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Column field (column)	Sort of field	Field type	Field length	Data origin
Supplier material reference: (H)	Optional field	CHAR	40	In this field the data on the material is given as a reference, this may be e.g. the allocation to an assembly group, equipment number of serial number. The data from this field are transferred to our delivery documents related to the respective item as additional specifications.
Package no.: (I)	Mandatory field	CHAR	3	In the field package no. the material item is assigned to the package. Only one package no. may be assigned per supplier colli no. The package no. is decisive for the further processing in our system. The package number must be selected in a drop-down list.
Type of package: (J)	Mandatory field	CHAR	40	The type of packaging for the respective package has to be selected in a drop-down list. In the background the available package types are stored in a list and are linked with the respective packaging material number from our system.
Gross kg (K)	Mandatory field	Numerical	8	The gross weight of the respective package must be in kg. Two places behind the decimal point are allowed.
Net kg (L)	Mandatory field	Numerical	8	The net weight of the respective package, must be i kg. Two places behind the decimal point are allowed.
Length in cm (M)	Mandatory field	Numerical	5	The length specification of the respective package must be in cm. Places behind the decimal point are not allowed.
Width in cm (N)	Mandatory field	Numerical	5	Width specification of the respective package must be in cm. Places behind the decimal point are not allowed.
Height in cm (O)	Mandatory field	Numerical	5	Height specification of the respective package must be in cm. Places behind the decimal point are not allowed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Voith Paper Supplier Interface / Dispatch Info																	
2	Quantity	Material-number	Quantity Unit	Material description	Material dimensions	Purchase order No.	Purchase order item	Supplier Reference	Package	Type of Package	Gross Weight	Net Weight	Length	Width	Height	Supplier Colli No.	Supplier order No.	
3	1	H86 065333	PC	Measuring unit	120x30	4500883589	10		1	carton	40,00	35,00	60,00	40,00	20,00			
4																		

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Column field (column)	Sort of field	Field type	Field length	Data origin
Supplier colli no.: (P)	Mandatory field	CHAR	40	Your colli number must be entered here. These data serve for the allocation during the dispatch handling.
Supplier order No.: (Q)	Mandatory field	CHAR	40	Your colli number must be entered here. These data serve for the allocation during the dispatch handling.

3. Data transfer from the purchase order

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Example data transfer from the purchase order

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VOITH

Lantier, S.A. Poligono Industrial Aldaba S/N, ES-20400 Tolosa

Voith Paper GmbH & Co. KG
 z.Hd. v. Hr. Brandt
 St. Pöltener Straße 43
 89522 Heidenheim

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 Bank: Pöltener Str. 43
 89522 Heidenheim / Germany
 Tel: +49 7321 37-0
 Fax: +49 7321 37-7000
 www.voithpaper.com

Your Reference: Hr. Brandt

Telephone No: +497321376413
 Telex No: +497321377005
 Date: 2013-04-05
 E-Mail: Andreas.Brandt@voith.com
 supplier Fax: +34943654068
 supplier No.: 3047977
 salesperson: Frau Leire Zubeldia
 Prev.acct. no.

Acceptance of order no.: 2011 / **4500902355** / H11
 Code word: GUANGXI BM1

Order currency EUR

Delivery point/Versandadresse wird nachgereicht
 ALEMANIA

Supplier: Firma Lantier, S.A.
 Poligono Industrial Aldaba S/N
 20400 TOLOSA
 SPANIEN

Delivery terms: Incoterms 2010: FCA Tolosa, Spanien
 Payment terms: Within 60 days Due net

Item	PO quantity	Un	Mat-no.	Deliv.date	Price per unit	Un	Net value
Short text		WBS-Element					
0010	1	PC	H86.065333	2013-01-11	899,00 / 1	PC	899,00
measuring unit				1-001274-305.CC000			
Stückliste für H86.065333 Messeinrichtung							
.1 2000 ST H86.065331 Messbolzen 80x241 STAHL							
LORENZ-Messtechnik:							
Kundenspezifischer Lastmessbolzen							
LASTMESSBEREICH 400 KN							

Purchase order number entry in column F

Quantity entry in Column A

Voith material number entry in column B

Purchase order item entry in column G

Material description column D

Quantity unit Entry in column C

Example data transfer of an additional item to a purchase order item

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VOITH

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Broadvision France 27 Avenue de l'Opéra, FR-75001 Paris

Voith Paper GmbH & Co. KG
 z.Hd. v. Hr. Brandt
 St. Pöltener Straße 43
 89522 Heidenheim

Your Reference: _____
 Message: _____
 Our Reference: **Hr. Brandt**

Telephone No. +497321376413
 Teletax No. +497321377005
 Date 2013-04-07
 E-Mail Andreas.Brandt@Voith.com
 supplier Fax: +441189183926
 supplier No.: 3069308
 salesperson: _____
 Prev.acct. no. _____

Acceptance of order no.: 2011 / 4500902361 / H01
 Code word: GUANGXI BM1

Order currency EUR

Delivery point/Versandadresse: _____
 wird nachgereicht
 ALLEMAGNE

Supplier: Broadvision France
 27 Avenue de l'Opéra
 75001 PARIS
 FRANKREICH

Delivery terms: Incoterms 2010: CPT Heidenheim
 Payment terms: Payable immediately without deductions (14 days)

Item	PO quantity	Un	Mat-no.	Deliv.date	Price per unit	Un	Net value
Short text				WBS-Element			
0010	2	PC	H86.065333	2013-01-11	100,00 / 1	PC	200,00
measuring unit				1-001274-305.CC000			

Stückliste für H86.065333 Messeinrichtung

.1 **2,000 ST** **H86.065331** **Messbolzen** 80x241 STAHL
 LORENZ-Messtechnik
 Kundenspezifischer Lastmessbolzen
 LASTMESSBEREICH 400 KN

Purchase order number entry in **column F**

Quantity entry in **Column A**

Material short designation entry in **column D**

Purchase order item entry in **column G**

Quantity unit Entry in **column C**

Voith material number entry in **column B**

4. Packaging types

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The following packaging types are available in column "J" for selection.

Box
Crate
Pallet
Pallet with frame
on wood
Board
Board on pallet
Package
Not packed
Collar
Wooden carriage
Transport frame
Packet
Wooden case
Carriage
Wire basket

In case the used packaging type is not listed, please remark explicitly in the dispatch notification. This specification must explicitly be remarked in the dispatch notification which is forwarded to us via email or fax, including assignment to the item, colli no. must be mentioned as well.