

Sample of delivery note

Update: November 2006

Delivery Note

The delivery note has to be provided according to DIN 4991 or VDA 4912.

Delivery Note																									
1 Mann + Hummel GmbH Grünerstr 45 71636 Ludwigsburg	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"> 2 No. / Date 12345678 </td> <td style="width: 50%; border-bottom: 1px solid black;"> 31.12.2005 </td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> Reference- No. / Date </td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> Herkunftsland/country of origing/country of destination </td> </tr> </table>					2 No. / Date 12345678	31.12.2005	Reference- No. / Date		Herkunftsland/country of origing/country of destination															
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3 Model Suppler Model Street 1 12345 Model Town																									
Shipping Address 4																									
Transport Details 5 Shipping Agent - Lorry Sped. Dachser																									
Conditions 6 FCA Currency																									
7 Marking – type of packaging /-quantity of packaging – type of goods (No) - Weight (gross/net) - Volume (m3)																									
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sample of delivery note according to DIN 4991

The following details have to be indicated on the delivery note:

Field Name	Contents	
(1) addressee (obligatory entry)	receivers (customer's) address	M+H GmbH Ludwigsburg
(2) delivery note number (obligatory entry)	The delivery note number must not have more than 8 digits and must be numerical (not contain any special characters). Each number can be used only once in the same year.	12345678
shipping date (obligatory entry)	date of the actual day of shipping (not the issue day)	31.12.2005
(3) supplier number and sender's address (obligatory entry)	The sender's address must be the same as stated in the order or in the delivery schedule	LN: 500001 Musterlieferant Musterstraße 1 12345 Musterstadt
(4) delivery address (obligatory entry)	address of the recipient, in case it differs from the orderer's address	
(5) transport details (obligatory entry)	Please enter the shipping method and if necessary the name and number of the shipping agent	shipping agent's lorry Spedition Dachser
(6) delivery conditions (obligatory entry)	please state the delivery conditions	postage paid / postage unpaid
(7) other details (obligatory entry)	<ul style="list-style-type: none"> • orderer's code • ordering number / date • orderer's additional details • total weight in KG (gross), this entry refers to the weight stated in the positioning part of the described quantity delivered of a delivery note number • total weight in KG (net) 	AO-P1 550000111 275 250
(8) product number (obligatory entry)	Delivery name / service name. The goods names are to be taken from the order / delivery schedule. In case of goods with a product number, this is the part number or the item number	
(9) quantities + units (obligatory entries)	each position can only contain one quantity	
(10) packaging details / cargo carrier details (obligatory entry)	according to the model delivery note, details regarding packaging and quantities of partial deliveries for each packaging unit have to be entered	