

# Physical Vouchers

## How to use the template

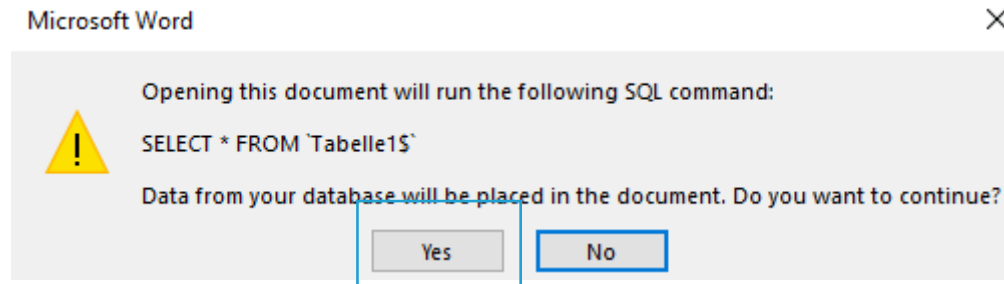
This document guides you step by step through our template to create individual printable vouchers from an excel sheet with the Word Mail Merger function



They layout and branding of the Word file can be adjusted according to your needs. Additional information can be added as desired

	A	B
1	<b>Vouch ID</b>	
2	Example123456789	
3	Example2	
4	Example3	
5	Example4	
6	Example5	
7	Example6	
8	Example7	
9	Example8	
10	Example9	
11	Example10	
12	Example11	
13	Example12	
14	Example13	
15	Example14	
16	Example15	
17	Example16	

Excel Sheet

- Unzip the file downloaded file
  - ▶ excel file, word file and instructions
- Select the excel sheet “voucherID”
- Add the voucher IDs you want to print to have an analog and physical voucher for your business operation to sell to your customers
- Save the document without changing the name
- Open the word file “voucher design”
- Click “Yes” to load your voucher IDs from the excel sheet
- Select the voucherID excel sheet





## Debinding and Sintering Voucher

Use this voucher ID in our dedicated Debinding and Sintering Order Management Portal to top up your account to access the service of our debinding and sintering network.

Each voucher will increase your account balance by 0.5 KG.



The service should be used within 1 year after redemption.

Voucher ID:

Example123456789

Month of Creation:

April 23



Debinding and Sintering  
Order Management Portal

Portal Instruction Video

[www.forward-am.com](http://www.forward-am.com)

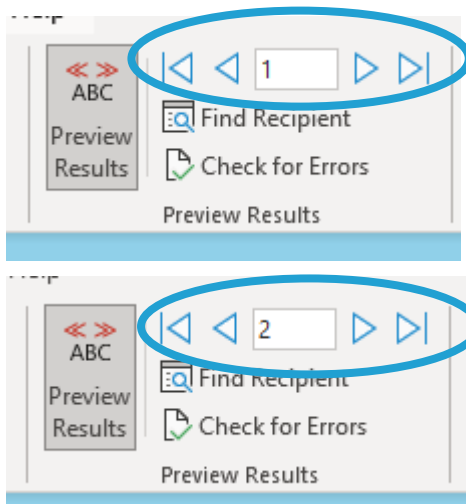
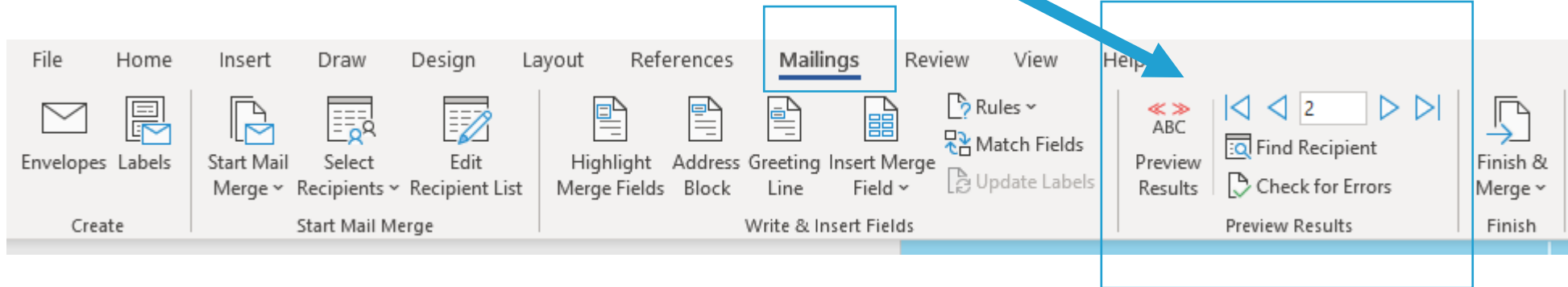
+49 6221 67417-900

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BASF 3D ~~Printing~~ Solutions GmbH, Speyerer ~~Strasse~~ 4, 69115 Heidelberg, Germany

- The voucher ID field is connected to the excel sheet “VoucherID” via the Word function “mail merger”
- The “Month of Creation” is automatically created (Month Year)
- The grey highlted areas are populated automitcally (see next steps)

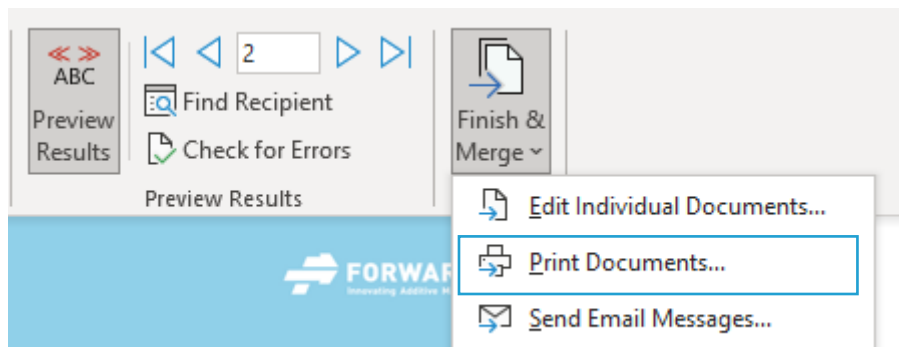
- Activate the preview to go over the finale vouchers



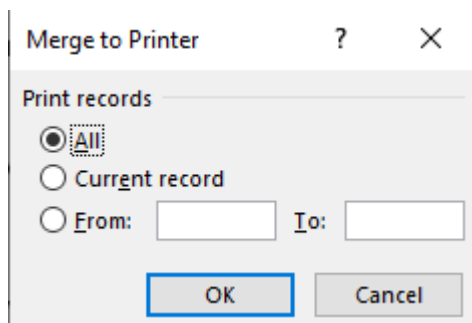
**Voucher ID:** Example123456789  
**Month of Creation:** April 23

**Voucher ID:** Example2  
**Month of Creation:** April 23

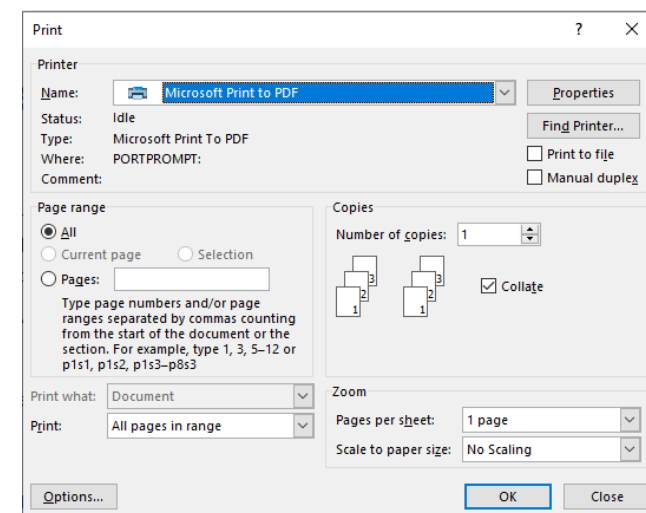
	A
1	<b>Vouch ID</b>
2	Example123456789
3	Example2
4	Example3
5	Example4
6	
7	



- Finalize your voucher list by using “Print Documents”



- Save the vouchers as PDF via the e.g. Microsoft PDF printer
- Now print the PDF or repeat the previous step with your 2D printer





We create chemistry



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