



Supplier Information

Non-Merchandise Purchasing

All orders will be sent to you electronically via the Ariba purchasing network (either directly via the Ariba network if you have an account, or to your email address) with a unique Purchase Order reference. The purchase order will include your details, our requirements and terms and conditions, as well as any relevant attachments to support the order (this Purchase Order must subsequently be quoted on your invoice).

If you have not been provided a purchase order by us then please send your invoice directly to your Aldi nominated contact who provided you with our requirements.

If you have been provided with a purchase order by us and to ensure accurate and timely processing of your payment, it is important that you implement the following:

- All invoices/credit notes must be received digitally. If you are not set up to send invoices directly via the Ariba network, you must ensure invoices are sent via **email**
- All Invoices/Credit Notes quoting a purchase order must be sent to our central email address for payment:
 - invoices.uk@aldi.co.uk for regional invoices to Aldi Stores GB Ltd
 - Invoices.irl@aldi.co.uk for regional invoices to Aldi Stores Ireland Ltd
 - 0799invoices@aldi.co.uk (with ARIBA in the email title) for national invoices
- General correspondence **must not** be sent to these email addresses. For any communication regarding the Purchase Order please contact your nominated ALDI contact
- Should you have any queries regarding your invoice please contact:
 - invoicequeries.uk@aldi.co.uk for queries on GB invoicing
 - Invoicequeries.irl@aldi.co.uk for queries on IE invoicing
 - nationalinvoices@aldi.co.uk for queries on national invoicing
- Invoices via e-mail must be in **pdf attachment**. Other attachment formats, such as DOCX, XLSX, TXT, MSG (= e-mail as attachment) links or zip-files are not supported. **Any invoices not in pdf format will be returned to you**
- Each pdf attachment may only contain a **single invoice/credit note**. Multiple pdf attachments per e-mail are permitted
- If possible, convert and save files to pdf format directly using the original application instead of first printing the files out and then scanning them into digital form again. This increases file

quality and therefore the degree of automation, and essentially facilitates invoice processing for all parties involved

- Invoices/Credit notes must reference an Aldi purchase order that has been generated from Ariba and will be in the following format: **50*******
- All quantities and prices specified on the invoice should correspond with the actual purchase order (e.g. if 100 cases at £10 each are ordered, these values also needed to be specified on the invoice).
- The invoice must specify one bank account for receiving payment
- Invoices must include the service date and continue to fulfil all legal requirements
- Invoices must be issued in a single currency. Multi currency invoices are not permitted
- All documents need to be clearly identifiable as either an **invoice** or a **credit note**
- In the case of multiple tax rates, please specify the tax rate to be used for each invoice line. If the same tax rate is to be applied to every invoice line, it is sufficient to enter that tax rate once in the invoice footer