



**ASN/LPN Specifications for Direct Delivery to Aldi Distribution
Centres**
Operational Specifications and Guidelines

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1. Introduction

This manual contains the specifications and information on the operational procedures for Business Partners who send stock directly into Aldi Distribution Centres (DC's).

Aldi is currently in the phase of a multi-stage transformation project, which will result in process adjustments in various National departments. The Pilot Region Sawley will Go Live along with the Aldi National offices in Q1 2024. The remaining Aldi DC's will be transitioned onto the new systems gradually, in which further timelines will be provided with sufficient lead time prior to these transitions. The guidelines listed in this handbook therefore only apply to the DC's that have already gone live with the transformation project.

Please note that during the transition period, both the old and the new systems will be used in parallel. Once all the Regional DC's have transitioned to the new systems, the requirements will apply across all DC's within GB/IE.

2. Scope of Validity

The specifications set forth in this document are only valid for these locations which will have undergone the transformation project. The following periods of validity are specified in this respect:

- **Pilot Region (CD11)**
 - All Purchase Orders from Go Live - [Chapter 3](#)
 - All deliveries from Go Live - [Chapter 5](#)
 - All Invoices & credit notes from Go Live - [Chapter 6](#)

The pilot region will Go-Live with the transition in February 2024. Further communication will be released with sufficient lead time confirming the dates of the transition for all of the remaining GB/IE DC's and Stores.

3. Ordering Process

3.1 Purchase Order for Goods Being Delivered Direct to Aldi DC's.

Once an Aldi DC has transitioned onto the new systems, SAP Purchase Orders will be transmitted via EDI (or e-mail if you are not EDI enabled). The format of e-mail orders has changed as a result of the transition. All regions that have not yet been migrated will continue to send Purchase Orders as usual.

Please note the following changes to the Purchase Order forms:

- The delivery date printed on the Purchase Order corresponds to the actual day of delivery.
- The Purchase Order contains the Global Trade Item Number (GTIN) instead of an Aldi product code.
- Orders are transmitted in the respective purchase unit (e.g., carton, layers).
- Delivery dates are specified on line item level instead of header level.
- The Purchase Order form does not contain any free-text fields.
- Purchase Order items are numbered in increments of 10 (item 10, 20, 30, etc.).

The Purchase Order is the basis for all future processes, especially for the Advanced Shipping Notice (ASN) and the receiving and invoicing processes. The system logic means that several Purchase Orders may be received for the same delivery date due to the individual purchasing groups and the fact that a separate order is created for each one.

Please note it is the Business Partners responsibility to ensure that the goods listed on the ASN match the physical goods loaded onto the truck. If these do not match, it could result in stock getting turned away.

3.2 Specialbuys

In addition to the core range, the Purchase Orders for Specialbuys are also sent to Business Partners via EDI (or email if you are not EDI enabled.) This is only applicable for those regions that have already transitioned onto the new systems.

Depending on the relevant Incoterm, the orders are placed 4 weeks (EXW,DPU and DDP) and/or 17 weeks FOB (Freight On Board) before the on-sale date. These Purchase Orders and the information they contain (PO number, quantity, order GTIN) are necessary for follow-up processes, especially the Advanced Shipping Notice (ASN) and receiving and invoicing processes.

Articles with the “FOBcc” Incoterm (Free On Board) will have one Purchase Order created for the total country contract quantity for GB and will be sent by a Central Trading Function (CTF). This will commence at the point of the 1st GB DC transitioning to the new systems.

Please note for IE, the new process will be applicable once the 1st IE region is due to transition onto the new system. Further communication will be released with sufficient lead time confirming the dates of the transition for all IE DC’s and Stores.

Once an Aldi DC has transitioned, invoices are required per Purchase Order, for FOB Articles individual invoices per GB Region will no longer be required but instead a singular invoice is to be generated based on the PO quantity as sent by the CTF. Again, for IE the new process will be applicable once the 1st IE region is due to transition onto the new system.

4. Management of Returns

After the transition of a Regional DC, all returns will be processed by the new systems. A Pick-up notification is issued to Business Partners via EDI/e-mail detailing the article, quantity, and a valid pick-up date for the goods. The affected goods should then be collected from the DC according to the information provided.

For regions who have not yet transitioned to the new systems, the returns process remains unchanged.

5. Logistics

5.1 ASN Creation

One of Aldi’s goals is to guarantee transparency throughout the individual stations of the supply chain and to obtain logistics information from ASNs. We therefore require Business Partners to transmit load carriers’ information by submitting an ASN and also to affix Licence Plate Number (LPN) labels to each pallet.

The specifications outlined in this manual aim to establish the use of ASNs for announcing deliveries to Aldi DC’s as a uniformly action for all Business Partners. It will also outline the technical possibilities available and provide clear expectations of guidelines to be followed for goods being delivered directly to Aldi DC’s.

5.1.1 General Information

The ASN will become the crucial foundation of every delivery into an Aldi DC. Receiving goods without prior transfer of an ASN is not possible once a DC has transitioned onto the new systems. It is therefore necessary that ASNs are forwarded in advance to our DC's in complete and correct form before the goods are received. Aldi offers various technical possibilities for this, which are described in this document.

The details of the ASN will provide the basic information for receiving goods into Aldi DC's. All the data in which is inputted within the ASN will be compared with the physical delivered goods and confirmed and/or corrected in our systems and then finally adopted. All deliveries into our Sawley DC must have an ASN from Q1 2024. Deliveries without an ASN could be rejected. This will apply to all DC's once they have transitioned onto the new systems.

To ensure efficient processing of the received goods, it is crucial that the ASN contains all the necessary information, this is dependent on the type of ASN you are required to produce. There are 2 types of ASNs that can be sent depending on the goods supplied to Aldi, (an LPN-level ASN or an Item Level ASN) examples of both will be found in section 5.1.3 and 5.1.4. This will reduce the levels of efforts and waiting times for the affected logistics providers.

It is important that the ASN specifies the transported load carriers, which can be identified according to the GS1 standard using a physical label and unique number (SSCC¹). Information and requirements regarding the content and layout of the labels have been made available in Section 5.2. In general, Aldi follows the applicable GS1 standard.

The announcement of goods via ASN is only required for those Regional DC's that have undergone the associated transformation.

5.1.2 Organisational Requirements

- 1) According to best-practice processes, the ASN is to be created and forwarded by the Business Partners once the goods have been loaded.
- 2) The notification is to provide an exact picture of the expected delivery. **Particularly in cases where orders are handled via multiple deliveries, e.g., by several trucks or partial deliveries, separate ASNs must be created (1 truck = 1 ASN).** In the case where an order is divided into two trucks, two ASNs with the respective amounts must be created. Please be aware that the correct load carriers are assigned to the respective ASN. If only one ASN has been transmitted for several partial deliveries, then stock may be refused at point of delivery into Aldi DC's. An ASN per delivery whether this be partial or not needs to be sent in the correct format.

Please note that for non-stock held PTZ, ASNs are to be created by the Business Partner per order, per region. This will mean there will be multiple ASNs per truck. If a load is split across multiple trucks a separate ASN must be created per truck.

- 3) The delivery dates specified by the Business Partner on the ASN must be adhered to. In the core product range with the delivery condition EXW, the delivery date can be found in the Purchase Order. For SpecialBuys with delivery condition EXW the earliest possible delivery date must be announced.
- 4) The Delivery Note that the nominated logistics provider brings into Aldi DC's must match the data transmitted in the ASN and the goods physically delivered. The explicit assignment to the Purchase

¹ Serial Shipping Container Code
[GS1 Logistic Label Guideline | GS1](#)

Order must be ensured by affixing the PO number to the delivery note. In addition, the ASN number and the Order GTIN must be visible on the LPN. Business Partners who supply to Aldi must ensure that a delivery note is created which should accompany the goods.

5.1.3 Content Specifications for Merchandise Goods - LPN Level ASN

Irrespective of the method of transmission, the Advanced Shipping Notice must contain the following information:

- 1) Delivery date
- 2) Load carrier
 - a. Identification (SSCC)
 - b. Article number (Order GTIN)
 - c. Number of cases per pallet

If applicable to the products ordered:

- d. Best-before date (BBD)
- e. Batch

1) Delivery date

The date provided must correspond to the date of the physical delivery of the goods to the target location, e.g., the Regional DC of Aldi, taking into account our local DC opening times. We expect the delivery date specified in the order to be adhered to. Delivery date changes may be arranged provided that these are discussed in advance with our National Supply Chain department.

2) Load carrier

The load carrier delivered to Aldi's DC is normally a pallet (UK, Euro or Düsseldorf pallet), but may differ from this (plant containers etc.). The composition and related qualities of the transported goods on these load carriers are a part of the goods receiving process and the actual quantity and condition of the goods need to be entered. The build of each pallet must be systemically and physically consistent e.g.: 10 delivered Düsseldorf pallets need to be announced as 10 LPNs in the ASN.

a. Identification (SSCC)

The unique identification number of the pallet must be entered by the Business Partner according to the GS1 standard. Details on the display of the SSCC code and printing of the related barcode are described in the separate pallet labelling specifications and/or in the GS1 standard². Please note that the SSCC must be unique for each load carrier delivered and must not be repeated.

b. Product code (Order GTIN)

During the software transition, the Order GTIN will replace the ALDI product code which was stated in the previous Business Partner communication (e.g., the Purchase Order). Therefore, the order GTIN must be stated on the ASN for us to be able to allocate the transmitted data. You must ensure that the correct Order GTIN is used. The Order GTIN can be taken from the related Purchase Order and added to the ASN.

If the order GTIN is changed, for example due to a change to the pack size or case mix, you must ensure that the ASN contains the correct information and matches the goods being delivered.

² https://www.gs1.org/docs/tl/GS1_Logistic_Label_Guideline.pdf

Deviations from the Purchase Order are not permitted and must be discussed in advance with the Aldi National Supply Chain department.

- c. Number of cases
The ASN must specify the exact amount of goods ordered and physically transported on the individual load carriers. This normally corresponds to the number of cases on the delivered pallets.
- d. Best-before date (BBD)
The correct BBD must be specified for each load carrier for all applicable products. If products with varying dates are loaded onto one load carrier as a result of case mixes or palletisation, the earliest date must be used for the labelling. In general, a pallet is expected to have one BBD.
- e. Batch
To ensure transparency within the supply chain from production to the Stores, batches will be maintained and tracked in our system. Several batch numbers may be entered per load carrier in accordance with technical restrictions (character length, etc.).

For products that have a legal basis of mandatory batch tracking in the target country, the sender must ensure batch-specific palletisation.

Important: Please be aware that batch is only used as and where applicable when completing an ASN or LPN. If the stock in which a Business Partner supplies does not require batch tracking, please DO NOT include this in an ASN or LPN.

Example – For an ASN of two food products that will be delivered in 100 cases each on six Euro pallets in total, the following data are to be entered:

Delivery date = actual delivery date

Delivery Date	Load carrier (SSCC)	GTIN	Cases	BBD	Batch
12/06/2022	123450000010000011	Product 1	30	31 December	
12/06/2022	123450000010000028	Product 1	30	31 December	
12/06/2022	123450000010000035	Product 1	20	15 December	
12/06/2022	123450000010000042	Product 1	20	15 December	
12/06/2022	123450000010000059	Product 2	50	24 December	H012345
12/06/2022	123450000010000066	Product 2	50	24 December	H012345

5.1.4 Content Specifications for Short Life Articles - Item Level ASN

Irrespective of the method of transmission, the Advanced Shipping Notice (ASN) must contain the following information:

- 1) Delivery date
- 2) Order GTIN

- 3) Number of cases
- 4) Best before date

1) Delivery date

The date provided must correspond to the date of the physical delivery of the goods to the target location, e.g., the Regional DC of Aldi, taking into account our DC's opening times. We expect the delivery date specified in the order to be adhered to.

2) Order GTIN

During the software transition, the Order GTIN will replace the ALDI Product code number that was used in the previous Business Partner communication (e.g., the Purchase Order). Therefore, the order GTIN must be stated in the ASN for us to be able to allocate the transmitted data. It must be ensured that the correct order GTIN is used. The order GTIN can be taken from the related Purchase Order and added to the ASN.

If the order GTIN is changed, for example due to a change to the pack size or case mix, it must be ensured that the ASN contains the correct information and matches the goods being delivered. Deviations from the Purchase Order are not permitted and must be discussed in advance with the National Supply Chain department.

3) Number of cases

The ASN must specify the exact volume of goods by case that are physically transported.

If applicable to the products ordered:

4) Best before date

The correct BBD must be specified for each load carrier for all applicable products. If products with varying dates are loaded onto one load carrier as a result of case mixes or palletisation, the earliest date must be used for the labelling. In general, a pallet is expected to have one BBD.

Example – For an ASN of two food products that will be delivered in 100 cases each on six Euro pallets in total, the following data are to be entered:

Delivery Date	GTIN	Cases	BBD
30/07/2022	Product 1	100	15 December
30/07/2022	Product 2	100	24 December

5.1.5 Ways of transmitting the ASN

The following two technical possibilities are to be used for the creation and transmission of the ASN and are described in more detail below:

1. Electronic Data Interchange (EDI) or
2. Online portal (Manhattan Supplier Enablement / Appointment Scheduling Portal SE/AS Portal) Please note, EDI enabled Business Partners must familiarize themselves with Manhattan SE/AS, even if they intend to transmit all information via EDI. Manhattan SE/AS is required for all Business Partners

to schedule appointments, or as a backup to transmit ASNs if EDI fails. Non-EDI enabled Business Partners will use SE/AS to book appointments and create/transmit ASNs.

5.1.6 Creating the ASN

For deliveries of fresh produce, fresh bread and cut flowers included in daily order picking (pick-zero), one ASN at item level must be created per truck. Deliveries of goods must always be announced using an Item Level ASN.

This reduced form of an ASN only indicates which share of the originally ordered quantity will ultimately be delivered to the Aldi GB/IE Regional DC's. However, it does not include any information on the load carrier to be delivered or on how the load carrier will be loaded with products.

With the transition onto the new systems, it will not be possible for DC's to accept stock without a valid ASN. If stock arrives and no ASN has been transmitted there will be a possibility of stock being rejected.

ASN Test

An ASN test will validate that all Business Partners are able to successfully transmit an ASN. The test will be conducted in the Manhattan SE/AS test environment and the EDI team during on-boarding process for all EDI enabled Business Partners. Once the ASN is transmitted, ALDI will review the content and participants will be notified whether the test passed or failed. If the ASN test fails, detailed feedback will be provided by ALDI NIT and the test will need to be resubmitted. This process will continue until the test has been successfully completed. ALDI will provide the relevant data to carry out the test. ASN testing will begin in August 2023. Further communication regarding these tests will be sent closer to the start date of the testing periods.

IMPORTANT: There is currently no action required. Passing the ASN & LPN test is required for Business Partner onboarding; therefore, participation is crucial. We thank you in advance for your cooperation.

Electronic Data Interchange (EDI)

The integration of EDI will enable Business Partners to quickly exchange notifications between systems via technical interfaces without the need to manually switch between media. This will reduce the effort for manually receiving and forwarding data in the relevant programs.

Electronic transmission via the EDI standard has been offered by Aldi since 2015 for some types of notifications (Purchase Order, invoice) and has been further upgraded and adapted as part of the software transition. The possibility of transmitting the ASN (technical notification type in the context of EDI = DESADV) offers the basis for a new and valuable milestone in the creation of an integrated supply chain and the exchange of electronic documents. In addition to ASNs, some freight and 3PL messages will also be available, these will only be applicable to non DDP articles.

The advantage of the EDI connection is that the process of creating and sending notifications on your side can be integrated and possibly automated within your systems. This depends on the possibilities of the software that you use and the related infrastructure.

Technical Setup and Content

The exact details for the transmission of the ASN data will be prepared, documented in the Message Implementation Guidelines (MIG) and made available by the responsible technical team of Aldi. The implementation of these guidelines is the responsibility of the Business Partner and/or the EDI service provider that the Business Partner has commissioned.

The content of an ASN that was mentioned in the previous chapter can be communicated in an EDI notification.

Important: The use of EDI notifications makes it possible to use the Serial Shipping Container Codes (SSCC) generated by the Business Partner to identify the pallets. When using the alternative transfer in the online portal (please see Chapter 5.2), the SSCC, which you will also need to physically attach to the load carrier, will be predefined. In this case, you cannot use your own identifications in the ASN.

Connection between the Business Partner and Aldi

For the technical connection between the Business Partner and Aldi, we will use the EDI service provider OpenText, with whom we already have a business relationship. Their task as part of the onboarding phase is to make it possible to exchange standardised messages. This requires active support from Business Partners who may use different technical possibilities or have different standards of communications (X.400, AS2, etc.).

The costs for setting up the technical connection will be borne by Aldi. In turn, we kindly ask for your cooperation in the collaboration with OpenText.

For further information please Contact the Aldi EDI team: edi@aldi.co.uk

5.1.7 Online portal (Manhattan SE/AS Portal)

The standard software of the company Manhattan Associates will become a permanent part of the future software structure of Aldi. Manhattan offers an online portal that can be used by our Business Partners for various processes, including the creation of an ASN and scheduling appointments. This document describes the basic options provided by the portal for creating an ASN. Appointment scheduling (AS) will be covered at a later point in time.

Access to the online Portal

The Manhattan SE/AS Portal will be available prior to Go-Live via the Internet browser by calling up the Aldi-Portal (www.aldiportal.com) and entering the EmpowerID login data. Notifications will be issued when the SE/AS portal becomes available. In this scenario, it is not necessary to implement your own solution and connect it via EDI.

The access is activated for all Business Partners with active contracts at the time of the software migration. This will happen independently of whether you wish to establish a connection via EDI or not. New Business Partners will be technically integrated by the National Buying Services department by providing a relevant contact.

More detailed training material will be available in July and August 2023. Further commutation in regard to training timelines will be released within due course with sufficient lead time for all Business Partners to ensure they are booked onto these sessions.

No additional costs will occur for the Business Partner for the setup of access to the portal.

If a Business Partner has chosen to send DESADV message types via EDI this section is not applicable.

If at any point connection via EDI is lost the SE/AS portal will be used as a backup system.

Creating the ASN in the Aldi SE/AS Portal

The online portal enables two different types of ASNs which are both based on Purchase Orders from Aldi. The below images are examples of both types of ASNs:

ASN at pallet level (LPN-level ASN)	ASN at product level (item-level ASN)
ASN 12345678 <ul style="list-style-type: none"> • Pallet/SSCC 12345 <ul style="list-style-type: none"> ○ Product 67890, quantity 10 • Pallet/SSCC 12346 <ul style="list-style-type: none"> ○ Product 67890, quantity 20 • Pallet/SSCC 12347 <ul style="list-style-type: none"> ○ Product 72000, quantity 15 	ASN 12345678 <ul style="list-style-type: none"> • Product 67890, quantity 30 • Product 72000, quantity 15

ASN at Pallet Level (LPN Level ASN)

This type of ASN is preferred by Aldi and should always be created if a connection via EDI is not possible.

The “LPN” (License Plate Number) ensures the unique description of a physical load carrier and normally represents a sent pallet and its composition in this context, as described in Chapter 5.2.

The creation in the Manhattan SE/AS portal offers the Business Partners various possibilities to allocate goods and assign best-before dates, etc. to load carriers and to transmit the ASN to Aldi DC’s without delay.

Important: The LPN Level ASN via the Manhattan SE/AS portal specifies the SSCC numbers that should be used when creating this notification. These numbers must then be physically attached to the pallets to be loaded. The Business Partner must ensure in this case that the specified SSCC codes – in accordance with our requirements for labelling on load carriers – must be added to the pallets before the delivery into Aldi DC’s. Providing the LPNs together with the shipping documents is not permitted.

ASN at Product Level (Item Level ASN)

This reduced form of ASN exclusively reflects which quantities of originally ordered products have been transferred to Aldi DC’s. Information is not included about the sent load carriers and their exact composition of goods including the BBD and batch information where applicable.

With the transition onto the new systems, it will not be possible for DC’s to accept stock without a valid ASN. If stock arrives and no ASN has been transmitted there will be a possibility of stock being rejected.

5.1.8 Special Issues

Storage and Delivery via external Service Providers

If the Business Partner outsources storage and delivery of goods to an external service provider, the Business Partner will remain responsible for providing the ASN using the options mentioned above.

5.1.9 Final information

This policy pursues the objective of achieving a joint step towards a transparent supply chain as well as make logistics information available to all Business Partners for their optimum benefit.

These specifications apply equally for all Business Partners with reference to the scope of validity stated in Chapter 2. We reserve the right to publish amended specifications with adequate lead times and to provide information on updated policies at any time.

If our employees have to create the ASN due to the failure of the Business Partner, we reserve the right to reject the delivery respectively.

For further assistance please contact: businesspartnerenablement@aldi.co.uk

5.2 Labelling of logistic Transport Units

With the transformation onto the new systems, one of Aldi's goals is to ensure the transparency of physical load carriers and to receive notification of them within the scope of the ASN. For this reason, we recommend that Business Partners affix LPNs and include the applicable SSCC³ information when submitting an ASN.

The creation of LPNs by the Business Partner is subject to the GS1 Standard according to the Logistics Label Guideline⁴, version dated July 2019. This Aldi documentation is based on the standards defined by GS1 and also includes chapters with additional, more detailed specifications for the logistics processes applied Aldi. LPNs which are generated by Business Partners within the Manhattan Portal are already subject to the GS1 Logistics Label Guideline and the internal guidelines issued by Aldi Stores Ltd.

The current version of the "GS1 Logistics Label Guideline" can be accessed here:

https://www.gs1.org/docs/tl/GS1_Logistic_Label_Guideline.pdf.

This GS1 document is the basis for all Business Partner specifications and is also supplemented by Aldi specific guidelines within this document.

Important: Due to the submission of Item Level ASNs, it is currently not necessary to produce an LPN label for fresh produce and bakery pallets. However, Aldi reserves the right to alter this requirement at a later stage on the condition that we provide sufficient notice in advance.

Validity of this Policy

Business Partners are to create all LPN labels themselves if the ASN is transmitted through EDI, with the exception of an Item Level ASN being transmitted. This exception will only be valid with the approval from Aldi. If the Manhattan SE/AS Portal is used for the transmission of an LPN Level ASN, the label from the Manhattan SE/AS Portal must be attached to the goods.

The LPN is required for those DC's that have undergone the associated software transformation.

5.2.1 General specifications for Labelling

- The labelling is verified by each Business Partner responsible for putting the transport unit into circulation. [*GS1 Logistics Label Guideline - Chapter 3.2*] This chapter applies to the Business Partners and to the associated logistics provider (palletisation).
- Each load carrier must be marked with its own LPN label. Düsseldorf pallets, which are grouped together on one Euro pallet, must each be provided with a separate LPN and accordingly announced in the ASN.

³ Serial Shipping Container Code

⁴ https://www.gs1.org/docs/tl/GS1_Logistic_Label_Guideline.pdf

- Essentially, the LPN information needs to be easily identifiable and the data legible/barcode scannable. Pallet labels (LPN) are to be attached on top of the wrapping film to ensure legibility. Crumpling of the label - especially the barcode - must be avoided.
- If partial pallets are stacked, a separate LPN label must be attached for each article or for each intermediate pallet. Mixed pallets are not permitted. Partial pallets are also to be transmitted in the ASN with the correct quantity per LPN.
- Every label must contain clear pallet identification in the form of an SSCC. [GS1 Logistics Label Guideline - Chapter 6.4] Details on the SSCC are described later in the document.
- As described in [GS1 Logistics Label Guideline - Chapter 7] regarding the specifications of the GS1 Standard, the LPN label is expected to be in at least DIN A5 format (148mm x 210 mm) to ensure that all necessary information is presented in a sufficient size. If an LPN is generated in DIN A6 format, the SSCC barcode must be displayed with the greatest possible width.
- To ensure optimum contrast and help simplify production processes, the LPNs are to be printed in black text on a white or yellow background.
- At least two identical LPN labels need to be affixed to each pallet — one on the narrow side and one on the broadside to the right. Furthermore, the label is to be placed as high as possible but at least at a height of 400-800mm from the base. Should this height not be achievable due to the pallet being too low, it must be placed as high as possible. [GS1 Logistics Label Guideline - Chapter 8.1]
- The LPN also needs to be positioned so that the printed barcode is displayed horizontally on the stacked pallets. [GS1 Logistics Label Guideline - Chapter 6.3]
- For deliveries to Aldi DC's, it must be ensured that the date is displayed in the preferred format of DD.MM.YYYY. Should this not be possible for the Business Partner, the date may also be displayed in a deviating format according to the format specified in the title. [GS1 Logistics Label Guideline - Chapter 6.2.1]
- The information on the LPN (BBD, etc.) must be displayed in English. [GS1 Logistics Label Guideline - Chapter 6.2.1]

5.2.2 **LPN label information**

Generally, the information on the LPN label may vary according to the merchandise being transported and the types of business transaction.

Overview of Information

As a minimum requirement, the following data is expected to be displayed on pallet labels:

- | | |
|---|--|
| 1) Business Partner / sender | - [GS1 Logistics Label Guideline - Chapter 5.3] |
| 2) Purchase Order # | - [GS1 Logistics Label Guideline - Chapter 5.8] |
| 3) LPN Pallet identification (SSCC) | - [GS1 Logistics Label Guideline - Chapters 2 & 3] |
| 4) Order GTIN - text & barcode (Content (EAN/GTIN)) | - [GS1 Logistics Label Guideline - Chapters 1.2 & 4.9] |
| 5) Quantity | - [GS1 Logistics Label Guideline - Chapters 4.4] |
| 6) Best Before Date- if applicable | - [GS1 Logistics Label Guideline - Chapters 4.6] |
| 7) Lot ID - if applicable | - [GS1 Logistics Label Guideline - Chapters 4.7] |
| 8) Weight - if applicable | - [GS1 Logistics Label Guideline - Chapters 5.9] |

5.2.3 **Additional Specifications**

The following information is not crucial, but does help to support logistics processes and is therefore recommended:

- | | |
|--------------------------------------|--|
| 1) Recipient | - [GS1 Logistics Label Guideline - Chapter 5.2] |
| 2) Delivery date | - [GS1 Logistics Label Guideline - Chapters 9.3 & 9.4] |
| 3) Product name and description | - [GS1 Logistics Label Guideline - Chapter 4] |
| 4) Number of pallets (i.e., 1 of 10) | - [GS1 Logistics Label Guideline - Chapter 3.3] |

5.2.4 **Exact Specifications for Barcodes**

ALDI stipulates that the pallet barcode must be displayed in the form of the GS1 standard SSCC. The SSCC needs to be displayed on the label as a separate barcode. Combining the SSCC with other information in the form of a joint barcode should be avoided. If more than one barcode appears on the label, the SSCC must appear as the bottom barcode on the label.

- 1) **Top building block - supplier information**
 - a. The top of the label should include text (i.e., name/address of the sender/receiver). All text shall be clearly legible and no less than 3 millimetres / 0118 inches high.
- 2) **Middle building block - barcode text**
 - a. The middle building block contains text reflecting the information represented in barcode(s) using data title rather than AIs. All barcoded elements must also be included as text. The data content should be at least 7mm (0.28 inch) in height.
- 3) **Data Titles**
 - a. Data titles are the standard abbreviated descriptions of element strings used to support the human interpretation of encoded data.
 - b. Data titles should be provided for all AIs encoded in the barcodes. Data titles should be presented in UPPERCASE.
- 4) **Bottom building block - barcode**
 - a. The bottom building block contains the GS1-128 barcode(s)
 - b. The SSCC, defined by AI (00), shall always appear in the lowest barcode on the label.
 - c. A minimum height of at least 31.75mm (1.250") applies to all the GS1-128 barcodes on the label. The minimum symbol height indicated is for bar height only.
- 5) **Size of GS1 logistics label**
 - a. Compact label - A6 (105mm x 148mm) or 4 x 6 inch, which is particularly suitable when only the SSCC, or the SSCC and limited additional data is encoded.
 - b. Large label - A5 (148mm x 210mm) or 6 x 8 inch, suitable when additional data such as trade item data are needed to be applied on pallet labels.

LPN Test

LPN testing will ensure LPN specifications meet the requirements outlined above. Business Partners will send a PDF sample LPN to ALDI NIT. Once submitted, ALDI will review the LPN and participants will be notified whether the test passed or failed. If the test fails, detailed feedback will be provided by ALDI NIT and the test will need to be resubmitted. This process will continue until the test has been successfully completed. ALDI will provide the relevant data to carry out the test. LPN testing will begin in August 2023. Further communication regarding these tests will be sent closer to the start date of the testing periods.

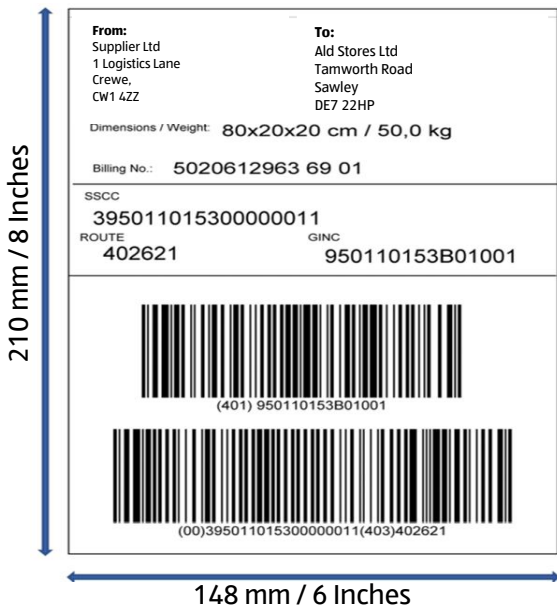
IMPORTANT: There is currently no action required. Passing the ASN & LPN test is required for Business Partner onboarding; therefore, participation is crucial. We thank you in advance for your cooperation.

5.2.5 Example of an LPN label

Sender: Supplier Ltd 1 Logistics Lane Springfield, OH 55555		Recipient: ALDI Frederick 8751 Gas House Pike Frederick, MD 21701		Information Plain text
Order: 4500007899	Pallet: 1 of 10	Delivery: May 21, 2023		
Product: Breakfast cereal, 16oz.				Barcode Information Plain text
NVE/SSCC 640885006666010613				
CONTENT (EAN/GTIN) 4099200029511		QUANTITY 48		
BEST BEFORE (MM/DD/YYYY) 12/01/2023		BATCH 1234567		GTIN & SSCC Barcode
 (02)04099200029511(37)48				
 (00)640885006666010613				



Large Label: dimensions A-5 / 6 x 8-inch Label



Compact Label: dimensions A-6 / 4 x 6-inch Label

Figure 7-1 dimensions A6 / 4 x 6 inch label



5.2.6 **Approval of LPN Labels**

The Business Partner is obliged to obtain prior approval of LPN labels by Aldi. Every layout generated by the Business Partner is initially checked and approved by Aldi, and all changes to the layout must also be communicated to and approved by Aldi. The Business Partner then receives an approval number which is only valid for that Business Partner and label, and which enables the Business Partner to use the pallet labelling (LPN) for the delivery to the intended Aldi DC. In the case of changes to the LPN it is necessary to resubmit the layout to Aldi for renewed checking and approval.

The approval of LPN labels will be issued via the Business Partner Enablement Team from businesspartnerenablement@aldi.co.uk

ALDI will be asking all Business Partners to carry out a crucial ASN & LPN test. The aim of the test is to facilitate the migration to the new ALDI systems and ensure all parties are prepared and comfortable with future processes.

5.2.7 **Final Information**

The current guidelines pursue the objective of achieving a joint step towards a transparent supply chain as well as the availability of logistics information for the optimum benefit of all Business Partners.

These specifications apply equally for all Business Partners and all deliveries within GB/IE with reference to the scope of validity stated in section 2. We reserve the right to publish amended specifications with adequate lead time and to provide information on updated guidelines at any time.

If our employees must prepare the pallet label (LPN) due to the failure of the Business Partner to supply a useable label, we reserve the right to refuse unlabelled or incorrectly labelled pallets.

For further assistance please contact: businesspartnerenablement@aldi.co.uk

6. Invoicing

To ensure that your payments are made accurately and promptly, Aldi are implementing new payment software and automation technologies.

The quickest and simplest way to submit your invoice for payment is via EDI. Should this not be possible, all invoices and credit notes must be received in PDF via email.

The new solutions will be deployed regionally. Once the Pilot Region, **Sawley**, has gone live, information regarding future deployments will then be provided.

All invoices for deliveries into the Pilot Region (**Sawley**) from the day of deployment, must be received via EDI or adhere to the new invoice requirements as detailed below.

6.1 **Invoice Submission (non-EDI)**

*Email address:

- Merchandise Goods Invoices/Credit Notes - merchandiseinvoices.uk@aldi.co.uk
- Freight Invoices/Credit Notes - freightinvoices.uk@aldi.co.uk

Please note that general correspondence **must not** be sent to these email addresses. For any correspondence/queries please email - merchandisequeries.uk@aldi.co.uk

*These new addresses are for **Sawley** deliveries only, please continue to use existing email addresses for all other DC's until further notified.

6.2 **Formatting:**

- All invoices/credit notes must be sent in **PDF format only**. Please note that other formats such as, but not limited to, DOCX, XLSX, TXT, MSG or zip-files, are not supported by our software and will therefore be rejected.
- Each PDF attachment may only contain a single invoice or credit note. Please do not merge multiple invoices in 1 PDF. It is possible to add several attachments to one Email.
- All invoices and credit notes must be billed to our complete legal entity name:

Aldi Stores Ltd
Holly Lane
Atherstone
CV9 2SQ
VAT No. GB813053468

6.3 **Requirements:**

Information	Comments
Invoice/Credit Note	All documents need to be clearly identifiable as either an invoice or a credit note
Aldi Stores Company Name and VAT Number	As noted above in the support for OCR submission
Business Partner Company Name and VAT Number	This should be the address and the relevant VAT Number you have provided to us for our master data
Delivery Address/Ship to Information	As indicated in the Purchase Order
Invoice/Credit Note Date of Issue	e.g., 12/02/2024
Invoice/Credit Note Reference Number	A unique identification number (credit notes should also reference the original Invoice number). A maximum of 16 characteristics.
Business Partner Bank Details	This should be the bank details you have provided to us for our master data. Only one bank account may be listed on the invoice
Purchase Order (PO) Number	Only invoices with the relevant PO numbers can be processed
Purchase Order (PO) Line Item	Line items should be kept to a minimum e.g., 1 Invoice per PO
Description of Article/Service per Line Item	Clearly indicate what each line item relates to and the VAT applicable to each line item
Unit Of Measure (UOM)	The UOM and price on the invoice must be exactly as stated on the PO
Invoice Currency	A clear indication to the invoice currency
Invoice Total	Net, VAT (if applicable) & Gross

<p>All related tax information:</p>	<ul style="list-style-type: none"> • If you issue an invoice in a foreign currency where VAT is applicable, the invoice must also show the value (not the exchange rate) of VAT in the local currency e.g., GBP for ALDI GB • Where an article has a mixed VAT rate (i.e., comprised of elements with different VAT rates), state the total mixed VAT percentage. • Only invoices with the correct VAT number, and are valid VAT invoices will be processed. • In case of reverse charge, the invoice should include a notation that ‘reverse charge applies’. • In case of intra-community of goods, the invoice should include a notation that this is an ‘intra-community supply of goods’
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It is your responsibility to ensure that your invoice or credit note meet all statutory and legal requirements in addition to the above.

Should your invoice or credit note fail to meet these requirements, it will be returned.

7. Contact

If you have any further questions in regard to the information provided in these manuals, please contact the Business Partner Support Team on the email provided below. Alternatively, if you have any questions in regard to the EDI processes, please contact the EDI team on the email provided below.

General info: businesspartnerenablement@aldi.co.uk

EDI: edi@aldi.co.uk