



ALDI Stores

(A Limited Partnership)
ABN 90 196 565 019

1 Sargents Road, Minchinbury, NSW 2770, AUSTRALIA

NATIONAL

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St Marys Delivery Centre
NSW 2760

Telephone: (02) 9675 9000
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Dear Supplier,

From 7 November 2022 ALDI Australia is changing the way we interact with our suppliers. We will be introducing the use of Purchase Orders and digitised invoicing through a cloud-based platform.

What is changing?

In a move that will improve the accuracy and timeliness of your payments, ALDI is switching to an electronic purchase order system, SAP Ariba.

When our business representative engages with you, they will be required to send a purchase order to you electronically via your preferred purchasing 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 information and attachments to support the order (this purchase order must subsequently be quoted on your invoice).

Once received, your Invoices will now be digitally matched to the Purchase Order using Optical Character Recognition (OCR) and automatically transmitted to our accounting system for payment.

When is this happening?

These changes are effective from 7 November 2022.

What do I need to do to be ready?

To ensure accurate and timely processing of your payment, it is important that you implement the following:

All invoices/credit notes are to continue to be submitted to our usual Region and Corporate email mailboxes and must adhere to the following:

- Emails must only contain **pdf invoices**, any further file types will block the receipt of the email.
- Each pdf attachment may only contain a single invoice/credit note. Multiple pdf attachments are permitted.
- Invoices/Credit notes **must** include the **purchase order reference**.
- The invoice must include your bank account for receiving payment (only one account may be listed).
- Invoices must include the service date and continue to fulfil all legal and Tax requirements.

General correspondence must not be sent to these email addresses. For any communication regarding the purchase order please call/e-mail your nominated ALDI contact.

A summary of the relevant email addresses for the submission of invoices, plus our inquiry inboxes are summarised overleaf.

What happens next?

To ensure your orders are received promptly from 7th November, please confirm your **purchasing email address** and your **company ABN** by using this [link](#)

Thank you in advance.

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Summary of Email Addresses for Invoice Submissions and Inquiries

ALDI Region/ National Office	Invoice submissions	Invoice/Payment queries
Brendale	p2p.bre@aldi.com.au	non-merch.inquiry.bre@aldi.com.au
Dandenong	p2p.dan@aldi.com.au	non-merch.inquiry.dan@aldi.com.au
Derrimut	p2p.der@aldi.com.au	non-merch.inquiry.der@aldi.com.au
Jandakot	p2p.jkt@aldi.com.au	non-merch.inquiry.jkt@aldi.com.au
Minchinbury	p2p.min@aldi.com.au	non-merch.inquiry.min@aldi.com.au
Prestons	p2p.pre@aldi.com.au	non-merch.inquiry.pre@aldi.com.au
Regency Park	p2p.rgy@aldi.com.au	non-merch.inquiry.rgy@aldi.com.au
Stapylton	p2p.stp@aldi.com.au	non-merch.inquiry.stp@aldi.com.au
National Office	topay.purchasecorp@aldi.com.au	inquiry.accounts@aldi.com.au