

Invoicing ALDI Through Ariba Network

Contract Based Invoicing Guide



Contract Based Invoice



Service suppliers will be on-boarded the contract based invoicing method.

To create a Contract Based Invoice

1. From the home screen, click the Create dropdown menu, then select Contract Invoice.
2. Select the ALDI SOUTH Group in customer list and click Next
3. Create Contract Invoice page opens

AAA

Create ▾ ⋮ ⋮

PO Invoice

Non-PO Invoice

1 Contract Invoice

Service Entry Sheet

Time & Expense Sheets

Select a customer from the list below and click **Next** to continue the process. If 1

Customer Name:

Customer ↑

2 ALDI SOUTH GROUP - TEST

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the Invoice.

Contract: * (no value) [select]

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: * (no value) [select]

Reference Number: ⓘ

Ship From: Yara Australia Pty Ltd

Ship To (Plant): (no value) ▾

Bill To: (no value) ▾

Invoice – Contract selection



Select the contract to invoice and complete all fields marked with an asterisk.

1. Click select button to choose the appropriate regional contract you want to invoice.
2. Enter Invoice Number and Date.
3. If you know person this invoice should go to enter email address in Sold To Email.
4. The Payment Terms will auto-populate.
5. Bill To and Ship To plants will auto-populate. If your invoice is for a specific plant you can choose it from the dropdown list.
6. Click Next to open Invoice header

Choose Value for Contract

ID

ID	Title	Effective Date	Expiration Date	Status	
C1497	(CW284129) Reg Park_Yara_testcontract_SUB_08_22	Mon, 1 Aug, 2022	Fri, 12 Aug, 2022	Inactive	<input type="button" value="Select"/>
C1398-V2	(CW282589) ALDI AU_Multi ABN Test 01.06	Wed, 1 Jun, 2022	Thu, 1 Jun, 2023	Open	<input type="button" value="Select"/>
C1495	(CW284089) 3_JKL_Yara_testcontract_SUB_08_22	Mon, 1 Aug, 2022	Tue, 1 Aug, 2023	Open	<input type="button" value="Select"/>
C1399	(CW282592) ALDI AU_ABN Test v2	Wed, 1 Jun, 2022	Thu, 1 Jun, 2023	Open	<input type="button" value="Select"/>

Note: Contract names will have ALDI region code

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C1495 [select] 1

Invoice #: * INV_Serviceregion_01 2

Invoice Date: * 9-Sep-2022

Sold To Email: noreplay@aldisued.com 3

Payment Terms: * Z021 [select]

Reference Number:

Ship From: Yara Australia Pty Ltd

ShipTo(Plant): GD08 (Jandakot DC)

Bill To: GD08 (Jandakot DC)

Invoice Header



It is mandatory that all suppliers attach the PDF copies of supplier's invoice and backing document like service sheet etc.

1. Click dropdown menu Add to Header and select attachments.
2. You can choose more than one files and click Add Attachment button. ALDI accepts only PDF format attachments of up to 100 MB.
3. Suppliers can add Comment to the Invoice Header

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Contract Number:	C1495	Subtotal:	\$0.00 AUD
Invoice #:	INV00001	Total Tax:	\$0.00 AUD
Invoice Date:	9 Sep 2022	Total Gross Amount:	\$0.00 AUD
Service Description:	<input type="text"/>	Total Net Amount:	\$0.00 AUD
Sold To Email:	noreplay@aldisued.com	Amount Due:	\$0.00 AUD
Payment Terms:	Z021		

Shipping Documents
Special Handling
Special Handling Tax
Additional Reference Documents and Date
Comment
Attachment

Remit To: Aldi Australia Test Account - TEST
Minchinbury New South Wales
Australia

Bill To: Jandakot DC
Jandakot
Australia

[View/Edit Addresses](#)

Attachments

The total size of all attachments cannot exceed 100MB

Test Invoice no. 01.pdf

Comment

Comments:

Default Invoice Comment Text:

[Remove](#)

[Remove](#)

Invoice – Line Items



At least one line item should be added to the invoice.

1. At Line Level, click Add Item button.
2. All catalogued items defined under selected contract will be available to be added. you can change invoiced quantity or value on selected items and click Add Item.
3. Item will be added to the basket. Click Done once all lines are added.
4. Lines will show up in the invoice

Create Contract Invoice: Add Contract Item

Contract: C1495

Browse By Category

- Z-Büroausstattung und Zubehö...
- Z-Industrielle Reinigungsdienste

Catalog Search by part #, supplier name, or keyword

19 item(s) found View: [Grid] [List] Sort by: Relevance

Add Item Compare Items

Test - Yara Australia - CW \$1,000.00 AUD / each
Supplier: Yara Australia Pty Ltd
Supplier Part #: 123456
Available in: 0 Day(s)
Qty:

Test - Yara Australia - CW

Cleaning Charges MIN \$1.00 AUD / each
Supplier: Yara Australia Pty Ltd
Supplier Part #: MIN
Available in: 0 Day(s)
Qty: 220

Insert Line Item Options

Tax Category: Sales Tax Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	MIN	Cleaning Charges MIN		220	EA	\$1.00 AUD	\$220.00 AUD

Shipping

Ship From: Yara Australia Pty Ltd
McMahons Point
Australia

Ship To: Jandakot DC
Jandakot
Australia

Deliver To: AFAUS_NM_ST2
Jandakot DC

Shipping Cost Shipping Amount: \$0.00 AUD Shipping Date:

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Invoice – Adding Tax To Line Items



A standard GST of 10% is added to the tax configuration which can be applied to lines.

1. Select the Line Item(s). Check the Tax Category with 10%GST description
2. Click Add to Included Lines button.
3. Tax is added on selected lines with 10% rate and the tax amount is automatically calculated

Insert Line Item Options

Tax Category: 10% GST / GST Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	MIN	Cleaning Charges MIN		220	EA	\$1.00 AUD	\$220.00 AUD

Tax

Category:* 10% GST / GST Taxable Amount: \$220.00 AUD [Remove](#)

Location:

Description: GST Rate(%): 10 Tax Amount: \$22.00 AUD [View/Edit Addresses](#)

Regime: Exempt Detail: (no value)

Shipping

Ship From: Yara Australia Pty Ltd Ship To: Jandakot DC
McMahons Point Australia
Australia
Deliver To: AFAUS_NM_ST2
Australia
Jandakot DC

Shipping Cost Shipping Amount:* \$0.00 AUD Shipping Date:

Line Item Actions

Invoice – Review & Submit



1. Once you are done editing, click on Next.

If there are any errors, there will be a notification in red where information must be corrected. You must resolve the errors before you can proceed.



2. On the Review page, review your invoice for accuracy. Scroll down the page to view all line item details and invoice totals.

If changes are needed, click Previous to return to previous screens. If no changes are needed, click Submit to send the invoice to your Buyer.



Alternatively, you can save your invoice at any time during invoice creation to work on it later. You may resume working on a saved invoice by selecting it from Invoices > Drafts.