

2. INVOICING CHANNELS FOR MERCHANDISE INVOICES

Goods Invoices can be sent to Lidl via Email or via our EDI Platform (ElectronicInvoicing). The below table explains each method of invoicing.

Invoicing Channel	Description
<p>Email Invoices</p>	<p>All goods invoices should be emailed to:</p> <p>Lidl Ireland GmbH: stock-invoices-ie@lidl.ie Lidl Northern Ireland Ltd: stock-invoices-ni@lidl.com</p> <p>Please ensure that only one PDF invoice per email is submitted to the above email address. Ensure that the email is not part of a thread.</p> <p>Failure to comply with this requirement will result in the automatic rejection of your invoice.</p> <p>Payment terms will only commence upon receipt of a valid invoice through the correct channel.</p>
<p>EDI (Electronic Invoicing)</p>	<p>For a more efficient and secure method of invoicing, both Lidl Ireland GmbH and Lidl Northern Ireland Limited accept EDI invoicing to allow for electronic transfer of invoices. Our EDI offering is designed to provide greater accessibility and efficiencies in the way we process your invoices.</p> <p>Please register by filling out the attached EDI set up form and return to us via email by (3 working days) to EDI@Lidl.ie.</p> <p>Once received, your details will be forwarded to our EDI team and they will arrange a timeslot for your technical tests. Once these tests have been completed successfully you will receive a confirmation email and you will be able to access the EDI portals for Lidl Ireland and Lidl Northern Ireland and begin sending test invoices. Please be informed that switching to EDI may take several weeks.</p> <p>Please note that during parallel test we compare your paper invoices with EDI test invoices. Please continue to send paper invoices until you are instructed to switch to EDI live operation.</p> <p>Further details can be found in the EDI Handbook and EDI Implementation Guideline. If you have any further questions please don't hesitate to contact the above email address or our support team at edi.support@lidl.com.</p> <p>**Please request the EDI set up form from EDI@lidl.ie. **</p>

3. IMPORTANT INFORMATION TO HIGHLIGHT ON INVOICES AND DELIVERY NOTE PAPERWORK

In order to ensure the most efficient and accurate processing of your invoices, it is extremely important that the flow of key referencing information is maintained throughout the billing process for **Lidl Purchase Order Numbers** and **Delivery Note Numbers**.

The below actions are highly recommended:

Process	Recommended Action
<p>1. When to send invoices</p>	<p>Please do not send invoices (via email or EDI) <u>until you have received confirmation that the delivery has been received and accepted by Lidl at one of our Regional Distribution Centres (RDC).</u></p>
<p>2. Important Referencing Information to include on Invoices</p>	<p>You must ensure that each invoice contains the correct Lidl Purchase Order Number and Delivery Note Number that corresponds to the relevant delivery.</p>
<p>3. Invoice to Order / Order to Invoice</p>	<p>Only one invoice should be created for each individual Purchase Order and only one individual Purchase Order should be billed on each invoice.</p>
<p>4. Delivery Note Layout and Prominent Reference Fields</p>	<p>The Lidl Purchase Order Number and Delivery Note Number must be the most prominent reference fields on your Delivery Note paperwork and these must be clearly and quickly identifiable for our warehouse teams.</p> <p>Please see below an example of delivery note paperwork where the Lidl Purchase Order Number and Delivery Note Number are the most prominent referencing fields.</p> <p>NB: Please review your delivery note paperwork and make amendments if necessary, to ensure these fields are the most prominent items.</p>