

GENERAL INVOICING GUIDELINES FOR MERCHANDISE SUPPLIERS	
ALLGEMEINE RECHNUNGSLEGUNGSRICHTLINIEN FÜR WARENLIEFERANTEN	
LIDL IRELAND GMBH / LIDL NORTHERN IRELAND LIMITED	

The purpose of this document is to highlight the important invoicing guidelines for merchandise suppliers in order to ensure the most efficient and on-time processing of your invoices. Please ensure that you read each section carefully and take note of the key points which are applicable to you.

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Please note that the invoicing guidelines in sections 2 - 7 are for general information purposes only and are not intended to replace any already agreed contractual terms.

Section 1 - Invoicing Requirements for Merchandise Suppliers: The invoicing requirements contained in this section are mandatory and apply to all suppliers. Invoices received at Lidl Head Office that are missing any one of the 18 applicable invoicing requirements will be rejected and not processed.

1. INVOICING REQUIREMENTS FOR MERCHANDISE SUPPLIERS

Please pay particular attention to the below invoice requirements for both Lidl Ireland GmbH and Lidl Northern Ireland Limited.

Invoices received at Lidl Head Office (Via Email or EDI) which are missing any one or more of these requirements will be immediately rejected and you will be notified of this via post or email.

Please consider all of the below invoice requirements that are relevant to you based on your country of registration and cross check your current invoice template to ensure all of the below requirements are met.

No.	Invoicing Requirement								
1.	Full Company Name and Address of Supplier.								
2.	Full VAT Number of the Supplier including the two-digit Country Code - Example GB12345678								
3.	<div>Correct Company Name and Address of the Beneficiary (Buyer):</div> <div><div>Lidl Ireland GmbH C/O Merchandise Department Head Office, Main Road Tallaght, Dublin 24 Rep. Of Ireland</div><div>Or</div><div>Lidl Northern Ireland Limited C/O Merchandise Department Head Office, Main Road Tallaght, Dublin 24 Rep. Of Ireland</div></div>								
4.	<div>Correct “Deliver To:” Address (This is the final destination that the goods will be delivered to, addresses of Cross-Docking depots are not acceptable)</div> <div>The only allowable “Deliver To” addresses are below:</div> <table><tr><th colspan="3">Lidl Ireland GmbH</th><th>Lidl Northern Ireland Limited</th></tr><tr><td>LIDL Ireland GmbH, RDC Charleville, Pike Cross, Ballyhea, Charleville, Co. Cork Ireland</td><td>LIDL Ireland GmbH, RDC Mullingar, Lough Sheever Corp. Park, Robinstown, Mullingar, Co. Westmeath Ireland</td><td>LIDL Ireland GmbH, RDC Newbridge, Little Connell Road, Newbridge, Co. Kildare Ireland</td><td>Lidl Northern Ireland Limited Nutts Corner RDC Dundrod Road, Nutts Corner, BT29 4SR, Crumlin, Co Antrim, Northern Ireland</td></tr></table>	Lidl Ireland GmbH			Lidl Northern Ireland Limited	LIDL Ireland GmbH, RDC Charleville , Pike Cross, Ballyhea, Charleville, Co. Cork Ireland	LIDL Ireland GmbH, RDC Mullingar , Lough Sheever Corp. Park, Robinstown, Mullingar, Co. Westmeath Ireland	LIDL Ireland GmbH, RDC Newbridge , Little Connell Road, Newbridge, Co. Kildare Ireland	Lidl Northern Ireland Limited Nutts Corner RDC Dundrod Road, Nutts Corner, BT29 4SR, Crumlin, Co Antrim, Northern Ireland
Lidl Ireland GmbH			Lidl Northern Ireland Limited						
LIDL Ireland GmbH, RDC Charleville , Pike Cross, Ballyhea, Charleville, Co. Cork Ireland	LIDL Ireland GmbH, RDC Mullingar , Lough Sheever Corp. Park, Robinstown, Mullingar, Co. Westmeath Ireland	LIDL Ireland GmbH, RDC Newbridge , Little Connell Road, Newbridge, Co. Kildare Ireland	Lidl Northern Ireland Limited Nutts Corner RDC Dundrod Road, Nutts Corner, BT29 4SR, Crumlin, Co Antrim, Northern Ireland						
5.	<div>Full VAT Number of the Beneficiary (Buyer) including the two digit Country Code:</div> <div>Lidl Ireland GmbH: [IE9513674T]</div> <div>Lidl Northern Ireland Limited: [GB304775894] / [XI304775894]</div>								

6.	<p>If the channel of supply relates to an intra-Community Supply of Goods, this must be clearly stated on the invoice with an explanatory reference. Example below:</p> <p><i>“VAT exempt intra-community supply of goods according art 138 of the 112/2006 EC Directive.”</i></p>
7.	<p>Supply of Goods to <u>Lidl Northern Ireland Ltd from 01.01.2021</u></p> <ul style="list-style-type: none"> • If you are GB vat registered, continue to invoice Lidl Northern Ireland Ltd with your GB vat number. <ul style="list-style-type: none"> ○ GB vat can be charged, if applicable. • If you are not GB vat registered, you must reference Lidl Northern Ireland vat number XI304775894 and reference intra-Community Supply of Goods. <ul style="list-style-type: none"> ○ No vat can be charged.
8.	<p>Supply of Goods to <u>Lidl Ireland GmbH from 01.01.2021</u></p> <ul style="list-style-type: none"> • If you are IE vat registered, continue to invoice Lidl Ireland GmbH with your IE vat number. <ul style="list-style-type: none"> ○ IE vat can be charged, if applicable. • If you are GB vat registered, please include your GB vat number on your invoice. You no longer must reference intra-Community Supply of Goods. <ul style="list-style-type: none"> ○ No vat can be charged. • If you are based in Northern Ireland, you must reference your XI vat number on all invoices to Lidl Ireland GmbH and reference intra-Community Supply of Goods. <ul style="list-style-type: none"> ○ No vat can be charged.
7.	The document currency must be included on the invoice.
8.	If there is more than one VAT rate on the invoice, the Net Amounts must be separately stated in accordance with each VAT rate.
9.	The VAT rates must be stated in Percentage figures (%) including the zero (0%) VAT rate.
10.	The total tax amount payable must be separately stated in accordance with each VAT rate.

11.	<p>(1) Key Dates: The invoice must clearly state:</p> <p>(2) the date of issue of the invoice document</p> <p>and</p> <p>(3) the date on which the goods were delivered to the Lidl RDC</p> <p>These two separate dates must be referenced <u>separately</u> and <u>clearly</u> on the invoice with the below wording or equivalent wording as highlighted in this example:</p> <p>1. Invoice Date (or) / Document Date</p> <p><u>and</u></p> <p>Delivery Date (or) / Supply Date</p>
12.	A Unique and Sequential invoice number must be used, invoices with duplicate invoice numbers are not acceptable.
13.	Full Description of Goods including the <u>quantity of goods in units.</u>
14.	Total Value of Goods including the <u>net price per unit.</u>
15.	NB: Purchase Order Number: The Purchase Order Number that you receive from Lidl for each respective delivery must be stated clearly on the invoice.
16.	NB: Delivery Note Number: The Delivery Note Number stated on the corresponding delivery note paperwork must be stated clearly on the invoice.
17.	<p>Exchange Rate - Applicable to suppliers registered for VAT in Rep. Of Ireland only:</p> <p>If the invoice billed to Lidl Ireland GmbH is in a currency other than EUR, the VAT amount must be stated in EUR <u>and</u> an exchange rate must be provided on the invoice.</p>
18.	<p>Exchange Rate - Applicable to suppliers registered for VAT in the United Kingdom only:</p> <p>If the invoice is billed to Lidl Northern Ireland Limited is in a currency other than GBP, the VAT amount must be stated in GBP <u>and</u> an exchange rate must be provided on the invoice.</p>

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
Email Invoices	<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 <u>one PDF invoice per email</u> is submitted to the above email address.</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>
EDI (Electronic Invoicing)	<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
1. When to send invoices	Please do not send invoices (via email or EDI) until you have received confirmation that the delivery has been received and accepted by Lidl at one of our Regional Distribution Centres (RDC).
2. Important Referencing Information to include on Invoices	You must ensure that each invoice contains the correct Lidl Purchase Order Number and Delivery Note Number that corresponds to the relevant delivery.
3. Invoice to Order / Order to Invoice	Only one invoice should be created for each individual Purchase Order and only one individual Purchase Order should be billed on each invoice.
4. Delivery Note Layout and Prominent Reference Fields	<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>

4. PRODUCT DESCRIPTIONS ON MERCHANDISE INVOICES

In order to ensure that the Lidl Merchandise Accounting team can accurately match up your product descriptions as stated on your invoice to the corresponding product descriptions contained in the Lidl Purchase Order, the below actions are highly recommended, in order of priority:

Action (In order of Priority)	Description
1. Change your Product Descriptions to Match the Lidl Product Descriptions	Please ensure that the product descriptions and product numbers on your invoices are <u>identical</u> to the corresponding Lidl product descriptions and product numbers referenced on the Lidl Purchase Orders for those products or are as closely aligned as possible.
2. Add the Lidl Product Descriptions to your Invoice as a 'Free Text' Field.	If your product descriptions or product numbers cannot be changed, please add the Lidl Product number and product description to a free text field directly underneath your product description / product number on the invoice.
3. Provide an excel overview of Your Products Vs. Our Products	If neither of the above are possible, please send us an excel overview of your product numbers and product descriptions against our product numbers and product descriptions which will be maintained on your account file to allow for efficient and accurate processing of invoices:

Example Product Comparison Overview below:

Supplier Invoice Descriptions / Lidl Purchase Order Descriptions			
Your Supplier PLC (Supplier)		Lidl Ireland GmbH (Buyer)	
Your Product Number	Product Description	Our Product Number	Product Description
478500	RT Bisc	200500	Rich Tea Biscuits (24)
475500	Choc Bisc	258805	Chocolate Biscuits (12)
489000	Dig Bisc	268700	Digestive Biscuits (24)

You can at any time request a current list of your products that we have maintained on our system as **“Currently available to order from the supplier” (Ordersatz)** which we will send you in the above format for you to add your product numbers and product descriptions and send back to us for saving on your account file.

5. KEY PURCHASE ORDER FIELDS TO REFERENCE ON INVOICES

The exact delivery date of each delivery to the Lidl RDC must be quoted on the corresponding invoice.

If you are unsure of the exact delivery date to the Lidl RDC, the required delivery date to the Lidl RDC detailed in each individual Purchase Order must be quoted on the corresponding invoice, regardless of whether the delivery is made to the RDC on that day.

Please familiarise yourself with the Purchase Order variations below and ensure that the delivery dates highlighted **in yellow below** are always included on the corresponding invoice.

Purchase Order - Lidl Ireland GmbH

Date : 31.07.2018

Purchase Order - Amendment

Please supply the articles listed below by the given delivery dates and times:

No.	Description	No. of Units Unit	Deliv. Date/Time	Purchase-Order-No. (to be quoted all time)
		2 Pallets	01.08.2018 ITEM CHANGED	1139 230718 01
		1 Pallets	01.08.2018 ITEM CHANGED	1139 230718 01

Purchase Order - Lidl Ireland GmbH / Lidl Northern Ireland Limited (International Shipment)

Lidl Stiftung & Co. KG / PUR Logistics departme Order for LIDL & COUNTRY&
 Fax: XXXXXXXXXX

74167 Neckarsulm
 Tel.: 0049713294276067

Logistics order XXXXXXXXXX Nordirland

Fax: XXXXXXXXXX

Order date: 26.07.2018

Goods recipient Nutts Corner

Delivery haulier: RADEMACHER Liverpool 02.08.2018 07:00 until 11:00
 Delivery in warehouse: 03.08.2018

Reference: KLTKN1XXXXXXJNUT

Article no.	Description	Quantity
XXXXXX	XXXXXXXXXX	1 EP
Sum KLTKN1 XXXXXX JNUT		1 EP

Purchase Order - Lidl Northern Ireland Limited

Lidl United Kingdom
RDC Nutts Corner

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Your vendor number with us

Lidl Northern Ireland Ltd.
Dundrod Road
Crumlin
Antrim
BT29 4SR
Northern Ireland

Name: **Lidl Northern Ireland Ltd.**
Telephone: **028 2627 0000**
Fax: **028 2627 0000**
Email: **lidl@lidl.co.uk**

Purchase Order

Purchase Order Number / Date
1000000000 / 21.05.2018

Contact person/Telephone

From: **Clare McLean**
Telephone: **+44 (0) 28 2627 0000**
Fax: **+44 (0) 28 2627 0000**
Email: **clare.mclean@lidl.co.uk**
Common-Email: **clare.mclean@lidl.co.uk**

Our VAT registration no.
GB749547679

Please deliver to:
Lidl Northern Ireland GmbH Nutts Co
Dundrod Road
CRUMLIN
Antrim
BT29 4SR
Northern Ireland

Delivery date Day 28.05.2018

Billing address:
Lidl Northern Ireland GmbH
Head Office, Main Road,
Tallaght, Dublin 24
Rep. Ireland.

Please supply the articles below by the given delivery dates.

The Lidl Purchasing Order number must be included on all Delivery Notes and Invoices.

Item	Material	Description	Order qty.	Unit
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6. VALIDITY OF PROOF OF DELIVERY DOCUMENTS (ORIGINAL DELIVERY NOTE PAPERWORK)

From time to time we may send you requests for valid Proof of Delivery documents (Original Delivery Note Paperwork) relating to a specific invoice or debit note. We will only request these documents as proof of delivery in an instance where we cannot identify the relevant receipt of goods in our warehouse based on the delivery references you have included on the invoice, i.e. when the **Delivery Date, Delivery Note Number or Purchase Order Number** do not match with our records.

In order to prove delivery when we are unable to identify receipt of goods in our warehouse booking system, valid paperwork must be submitted. In order for the paperwork to be deemed valid, the below conditions must be met:

LIDL IRELAND GMBH

Only Proof of Delivery Documentation accepted: Original Delivery Note Paperwork with valid stamp from Lidl Ireland Goods In Desk and fully completed by haulier or the below Goods In Confirmation

Example of valid stamp - ALL fields below must be fully completed.

010	Lidl Ireland GmbH, Lilleconell Newbridge, Co. Kildare	LIDL
Exchange	Reg:	
EUR	11 JUN 2021	Del. No.
30		31
Quality and Quantity correct		DRIVER
Damages		ADRIAN
Delivery refused		

Goods In Confirmation

008 - Lidl Ireland GmbH AMD IEWH008L GIN42		Goods In Confirmation		Date: 16/06/2021 Time: 10:00 Page: 1/1
Supplier: Active Consumer Foods Ltd. Preston Business Park 15-17A Bessborough Bessborough	Receiver Address: Lidl Ireland GmbH Loughsheeher Corporate Park IE-* Mullingar 4335753000080	Licence Plate: JCB 1000 Driver Signature:	Invoice Address: Lidl Ireland GmbH Head Office, Main Road, Tallaght IE-* Dublin 24 4335753000004	
Form Number: IE8813326	Receiving Date: 16/06/2021			
Delivery Note: SO0374467	Ref. Nr. LIA:			
Order Number: 43357530062101				

Pos Nr	Item Nr	Case GTIN	Item Description	Expected Qty (In Cases)	Accepted Qty (In Cases)	Difference (In Cases)	Reason Of The Difference
1	4000000000000	4000000000000	Lowest Price Lightbulbs / Lowest Price Light Bulbs 100W	52	52	0	
2	4000000000000	4000000000000	Lowest Price Lightbulbs / Lowest Price Light Bulbs 100W	52	52	0	

LIDL NORTHERN IRELAND LIMITED

Only Proof of Delivery Documentation accepted: System generated Goods Receipt Notification (GRN) fully completed by haulier.

Example of valid stamp (Lidl Northern Ireland) - ALL fields in yellow must be fully completed.

Purchase order number: 4500062720		Date: <input type="text"/>					
Goods Receipt Notification							
Supplier 		Shipping Address Lidl Northern Ireland GmbH Nutts Corner Dundrod Road CRUMLIN Antrim BT29 4SR UNITED KINGDOM	License plate: X55 2500 Signature <i>Joe Bloggs</i>				
		Billing Address Lidl Northern Ireland GmbH Nutts Corner Dundrod Road CRUMLIN Antrim BT29 4SR UNITED KINGDOM					
Delivery note number: _____ Transportation number: MCBFRZ Delivery number: 410000030630 Purchase order number: 4500062720							
		GR Date: 25.11.2016					
Order Item	Article number	Article description	Advised quantity	Received quantity	Difference	UM	Deviation reason
10		10 Protein/Pastilles (100g x 10)	240	162	-78	K01	Under delivery;

7. KEY CONTACTS AND IMPORTANT INFORMATION

The below table contains the key contact points for invoicing and ordering and other important information.

Distribution Centre	Newbridge (IE)	Charleville (IE)	Mullingar (IE)	Nutts Corner (NI)
RDC Address	LIDL Ireland GmbH, RDC Newbridge , Little Connell Road, Newbridge, Co. Kildare Ireland	LIDL Ireland GmbH, RDC Charleville , Pike Cross, Ballyhea, Charleville, Co. Cork Ireland	LIDL Ireland GmbH, RDC Mullingar , Lough Sheever Corp. Park, Robinstown, Mullingar, Co. Westmeath Ireland	Lidl Northern Ireland Limited Nutts Corner RDC Dundrod Road, Nutts Corner, BT29 4SR, Crumlin, Co Antrim, Northern Ireland
RDC Opening Hours	Monday to Friday: 06:00 AM - 12:00PM Sunday: 08:00 AM - 12:00PM	Monday to Friday: 06:00 AM - 12:00PM Sunday: 08:00 AM - 12:00PM	Monday to Friday: 07:00 AM - 12:00PM Sunday: 08:00 AM - 12:00PM	Monday to Friday: 06:00 AM 12:00PM Sunday: 08:00 AM - 12:00PM
Billing Address	Lidl Ireland GmbH Head Office, Main Road Tallaght, Dublin 24 Rep. Of Ireland			Lidl Northern Ireland Limited C/O Merchandise Head Office, Main Road Tallaght, Dublin 24 Rep. Of Ireland
VAT Registration Number	IE9513674T			GB304775894 / XI304775894
GLN (Head Office)	4335753000004			4335754000003
GLN (Warehouse)	4335753000103	4335753000066	4335753000080	4335754000201
Excise Duty Registration	IERT000018066	IERT000019034	IERT000019112	GB00749547679
Merchandise Accounting Email Address	Merchandise@lidl.ie			