
ACCOUNTING AND ADMINISTRATIVE STANDARDS AUTOGRILL SPA

This document has for purpose to indicate the minimum requirements regarding administrative standards. Autogrill asks that each supplier complies with them, in order to accelerate the receiving and recording times of the supply invoices.

This document details how to transmit fiscal documents (invoices, credit notes, orders and delivery notes) as well as all the basic information that must be written on them.

In the following pages, you will find phone numbers and email addresses to contact, should you require assistance.



PURCHASE ORDERS

Arrangements for transmitting:

- **Electronic form:** Active with EDI standard – for further information , please contact your buyer or logistic contact point
- **Mail format:** Active



DELIVERY NOTES

Arrangements for transmitting:

- **Electronic form:** Active with EDI standard – for further information , please contact your buyer;
- **Paper format:** Active

Information contents of Delivery Notes :

- Product codes as defined by Autogrill;
- The delivery notes have to be clear and without special characters or blanks;
- One delivery note for each order (don't create two delivery notes for one order)
- Autogrill purchase order with 10 digits (es. XA77654321);
- Identification number of Point of Sales as defined by Autogrill to which goods have been delivered, composed by 7 digits (es. ZC90010);
- The quantity of the products delivered (please always refer to the box settlements as defined by Autogrill);
- Supplier code.

The supplier must clearly inform Autogrill about the definition of the adopted numbering criteria of the delivery notes and any possible variation.

In case of deliveries by area dealers or other divisions of the same company, the numbering criteria of delivery notes must be the same for all.

Autogrill will communicate to the supplier all the information required (cost center, products codes, Supplier Code) and notify any changes about them.

For further information about paper delivery notes, please write to
stock_management@autogrill.net

INVOICES/CREDIT NOTES

Arrangements for transmitting:

1. Electronic form (EDI standard):

To have informations on EDI and activate the procedures, please contact us on Wednesday and Friday from 9.30 to 12.30 am. Number +390248263654

2. Mail form (PDF) → fornitorimerci.autogrill@legalmail.it

Technical requirements to send fiscal documents by Email (PDF):

- Invoices must be attached in PDF format: any other electronic format will not be accepted.;
- Files must not be compressed (zip or similar);
- If you send invoices/CN by email, please don't send them also on paper because Autogrill will be responsible of the documents' storage;
- Each PDF must only hold one invoice; attachments of the invoice, must be saved on the same PDF; you can transmit one mail with more than one PDF;
- Image format not exceeding A4;
- If PDF image: Black/White 300dpi;
- If PDF non image: Black/White;
- The certified email address can receive email messages also from non certified email addresses;
- Invoices/CN must be exclusively sent to fornitorimerci.autogrill@legalmail.it or by EDI, not to other Autogrill email addresses (certified or not); documents sent to other departments or other people, won't be recorded and paid, but only used as internal documents;
- The certified email address indicated, is dedicated to receiving and automatic press of the invoices/CN and not for communication referring; any message or attachment different from invoices, could get lost.



Information contents of Invoices/Credit notes:

- Always write on the invoice the supplier code as defined by Autogrill and available on the invoice itself; ;
- Always write on the invoice the Autogrill order number. Place always before the code **XA7** in front of the order number composed by 7 digits (XA77654321);
- Always write on the invoice the Autogrill cost center that identify the Warehouse or the Store where goods have been delivered: delivery code **ZC9+4digits** (Es. **ZC90010**);
- Always write on the invoice the delivery note number that must be the same of to the paper one received by the Store (the supplier must inform Autogrill about the definition of the criteria of numbering and any modifications) ; Es. *DDT. Num. 15 as of 24/07/2015*;
- In case of deliveries by area dealers or other divisions of the same company, the numbering criteria must be the same for all;
- Always reports the quantity of each product delivered (please always refer to the box settlements as defined by Autogrill) ;
- Always put on the invoice the products' prices as defined with Autogrill buyer;
- Put on the product codes as defined by Autogrill;
- Free product must be invoiced separately from others;
- In case of issuing of credit notes for goods brought, please indicates the Store and date/number of the delivery note issued by Autogrill;
- In case of credit notes for sales bonus, please always write the indication of sales bonus for volumes and the reference year;
- The supplier is not authorized to deliver products that haven't be previously agreed with Autogrill or that aren't on the purchase order;
- Please put on the invoice an administrative contact to solve any problem about invoices or recommendations.

All deliveries to Warehouses must be invoiced for each order for each Warehouse, even if there is more than one delivery note for one order.

All deliveries to Point of Sales must be invoiced for each delivery note.

We can't manage invoices or credit notes that refer to the same purchase order or that refer to more Warehouse/ point of sales.

Please note: Non-compliance of the specified rules, could cause delays on payment procedures.

For further information, please write to:

- fornitori.merci@autogrill.net;

or contact us:

- +390248263654 on Wednesday and Friday from 9.30 to 12.30 am..