



# Ideal Shopping Direct Limited

Supplier Name and Address

Date.....

Dear .....,

## Re: Annual EDI Charges

As we have made you aware, Ideal Shopping Direct Limited operates an EDI system and it is a pre-requisite to doing business with us that you subscribe to our EDI programme. The aim of our EDI implementation was to improve the accuracy, speed and validation processes around the customer supply chain and to improve customer service levels, with the additional benefit of a secure trading platform.

It is standard practice in the eTrading arena for service charges to be applied to each user of a secure trading platform, and as such our charges are fixed and non-negotiable. Detailed below are our rates for the current calendar year. There will, however, be no additional transaction charges.

Purchases => £1,000,000	£5,000
Purchases => £250,000 < £1,000,000	£3,000
Purchases => £75,000 < £250,000	£2,000
Purchases => £25,000 < £75,000	£600
Purchases =< £25,000	£300
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New supplier initial set up fee	£300

“Purchases” mean gross purchases less supplier returns, excluding VAT.

### New Suppliers

As a new supplier, we will debit your account with the initial set up fee of £300 together with the minimum fee of £300 (as per the rate table above) at the point of creation of your account on our system, and these amounts will be deducted from your first invoice. A final

assessment of full year purchases will be made at the end of the calendar year when we will take any additional charge as set out above by debiting your account. If there are no funds available we will contact you to discuss how the charge will be paid.

#### Current Suppliers

On an annual basis, we will charge you the minimum fee of £300 (as per the rate table above) at the start of each calendar year, which will be offset against any amounts due from us to you. Any additional charge will then be deducted at the end of the calendar year based on full year purchases. If there are no funds available we will contact you to discuss how the charge will be paid.

We will not write to you again about these charges unless we make any changes to the rates or how we operate taking the charges.

Our aim is to offer our customers the most efficient and timely service possible and give you the opportunity to grow with our business. We can only achieve this if we work together, and to that end, it is crucial that we deliver on each stage of the process; from defining the range of products we sell, placing our order with you, booking in, receiving the delivery into our warehouse and ultimately delivering to the customer, including direct delivery by you.

If you have any queries, please contact your Buyer, Merchandiser or Head of Buying and Merchandising.

Please print and sign this letter, and then return the signed copy to your Buyer as soon as possible. A scanned and emailed copy will be sufficient.

We look forward to working with you and growing both our businesses in the future.

Yours sincerely



**Jamie Martin**  
**CEO**  
**Ideal Shopping Direct Limited**

I have read and accept the terms contained in this letter:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_