

Step by step instructions

Assignment of Trades in Fixxbook/ServiceChannel – Part I



STEP 3 In the left edge of the window, a view opens with several input fields, which you have to fill.

- Select all federal states in which you offer the trade for ALDI SOUTH .
- If you perform the trade, which will be selected later in the lower area under "Trade", please select the blue button "Own contribution". For trades that are offered via SUB companies, the "Broker" button must be selected.
- Give your selection a name in the "Coverage Name" field.

ServiceChannel	Gutes Service-Aufträge	für alle. Angebote	Ausschreibung	Rechnungen	Profil	Kunde
Abdeckung bearbeiten						
Abgedecktes Land *						
Deutschland					~	
Abgedeckte Staaten (hier auswählen) *						
3 Ausgewählt					\sim	
Baden-Württemberg 🗙 Bayern 🗙 Bra	andenburg 🗙					
Für diese Abdeckung bin ich ein *						
Eigenleistung Makler						
Abdeckungsname *						
Tarifa 2025 SUD						

The selection you make in the "Trade" drop-down is

essential so that the tariffs you have submitted can later be assigned to the correct trade and invoice processing on the ALDI SOUTH ServiceChannel page! Please select all trades under "Trade" that are relevant to you (multiple selections possible). The following assistance shows you in the right-hand column which selection of "trade" must be made at least for your type of service: <u>AldiGermany-Providers-RatesChartList.png (700×734)</u>



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Especially for service providers who see themselves as "all-rounders" or for ALDI

SÜD work on many of our technical facilities (locksmiths, electricians, janitorial services), this can mean a choice of up to 15 different "trades".

"Trade" to select in Fixxbook for companies with very wide range of services:	ServiceChannel trades in which ALDI SOUTH commissions the service provider:			
ALARM SYSTEMS	ALARM SYSTEM MANUFACTURER / SURVEILLANCE TECHNOLOGY			
BUILDING	BUILDING COMPANY			
FIRE PROTECTION & SAFETY	COMPANY FIRE EXTINGUISHER			
COVER	CEILING/DRYWALL BUILDERS			
ELECTRIC	ELECTRICIAN			
MANUFACTURING	MANUFACTURER			
GLASS AND MIRRORS	GLAZIER			
PLUMBING	PLUMBER			
AIR CONDITIONERS	COMPANY FOR HLSK			
COOLING	REFRIGERATION EQUIPMENT			
PAVING	CONTRACTORS [CIVIL ENGINEERS]			
LOCKS & KEYS	LOCKSMITH			
GATES & BARBECUES	GATES/BARRIERS COMPANY			
DOORS	DOOR CASE COMPANY			
RESTORATION	JOINERY			



Gutes für alle.

After you have selected your trade(s) in the "Trade" drop-down menu, please click on the blue "Save cover" button at the bottom of the Fensters.

STEP 4

You will now be taken back to the overview of the covers, where the applied trade (cover) will be displayed. To add more trades, repeat this step and click again on the blue "+ Add Cover" button at the top of the window. Covers can also be updated here.

ServiceChannel	Service-Aufträge	Angebote	Ausschreibung	Rechnungen	Profil	Kunder
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Tipp: Eine genaue Abdeckung erhöl	ht die Geschäftsbeziehur	igen.				
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Germany: 16 Staaten						
				Bearbeiten	Loschen	
12 . P						
Alle Regionen						
Company 16 Staaten	IE IELHINIK					
dermany. To statich				Bearbeiten	Löschen	
Baden-Württemberg						
Germany: 5 Staaten						
				Bearbeiten	Löschen	
Tarife ALDI SÜD						
ABDICHTEN UND IMPRÄGNIEREN AUSBILDUNG, AUSHUB UND ERDE	ABFALL UND RECYCLIN BAU, AUSRÜSTUNG FÜR I	g, abrüstung, ab Friseursalons, be	WASSERHEBEANLAGEN. LEUCHTUNG und ELEKT	ALARMSYSTEME, AUDIC RISCH	8 VIDEO,	
Germany: 7 Staaten						
				Bearbeiten	Löschen	

STEP 5

Then please click three times on the blue "Next" button in the lower right area until you have reached the last step of the trade assignment. Here you can enter an image (e.g. your company logo). After uploading, your image will appear and you can click on the "Next" button again. and have thus completely created their profile.

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STEP 6

Congratulations !

You have created your profile completely. A window will appear with a hint. With Clicking on the blue "View profile" button will take you to your personal customer profile in ServiceChannel, where you can enter your customer information, contact details and



enter and maintain tariffs. Now go over the second instruction part "Tariff maintenance in Fixxbook ServiceChannel - Part II".

Herzlichen Glückwunsch!

