



June 16, 2017

Dear Valued Supplier,

Cargill is in the midst of a multi-year SAP implementation that will establish common processes and technology across all Cargill business units. The goals of this initiative are to enable increased operational effectiveness and drive enhanced partner collaboration while maintaining the exceptional level of service and solutions our customers enjoy.

This letter contains details you will need to know about the SAP implementation that is affecting Cargill Meat Solutions Corporation and/or Cargill Turkey Production, LLC business locations in April and July 2017. A complete listing of locations impacted can be found in Exhibit B of this letter. Some of the locations impacted may be in your system(s) under previous names such as Cargill Value Added Meats or Cargill Turkey & Cooked Meats. This letter contains details regarding the current information you should be using to update your systems.

Checklist of REQUIRED ACTIONS:

- ☐ **Read** this letter in its entirety to understand requirements from your company regarding this change.
- ☐ **Sign** and return the ERS Agreement – Form can be found in the *CTCM Go-Live Letter* on Supplier Central: <https://www.cargill.com/page/supplier-central/supplier-na-announcements>. Return ERS agreements related to this request to Cargill_Vendor_Data@Cargill.com
- ☐ **Attend** at least one of the informational webinars that will review the details and answer your questions. Please contact us at Cargill_Vendor_Data@Cargill.com for webinar dates and invitations. We strongly suggest all suppliers attend the webinar.

It is very important that you thoroughly read the enclosed information, and make the necessary changes as a failure to do so will result in delayed payment. Please cascade this communication to key individuals within your organization who support the Cargill CTCM account.

This Packet Includes:

- Summary of Changes
 - Setting Cargill up in your System Page 2
 - Purchase Orders Page 2
 - Evaluated Receipt Settlement (ERS) Pages 2-3
 - Remittance Changes Page 3
 - Payments Page 3
 - Material Numbers & Descriptions Page 3
 - Supplier Requirements Pages 3-4
- SAMPLE of the SAP ERS Purchase Order form – Exhibit A Page 5
- CTCM Plant and Attn Lines – Exhibit B Page 6
- Instructions to Complete ERS Agreement – Exhibit C Page 7
- ERS Agreement – Exhibit D Page 8

Please also refer to our Supplier Central website for additional information pertaining to the deployment and frequently asked questions. The website link is: <http://www.cargill.com/suppliercentral>

Thank you, in advance, for your full engagement in responding to our requests and adoption of new processes required to support this critical initiative.

Best Regards

Cargill Meat Solutions Corporation and Cargill Turkey Production, LLC



SUMMARY OF CHANGES: This letter details changes that will apply to your transactions with the affected locations beginning in April and in July 2017. A complete listing of locations impacted can be found in Exhibit B of this letter.

- 1.) **Setting Cargill up in your System:** Suppliers should be making sure they have Cargill's customer accounts set up correctly in their system(s) to assure orders and payments are entered and applied correctly. Cargill recommends that suppliers have a customer record for each Cargill Attn line they transact with. A detail of the Cargill plants and Attn lines impacted by this change can be found in Exhibit B of this letter. Current and additional guidance is located on Supplier Central: <https://www.cargill.com/page/supplier-central/onboarding-and-faqs>.
- 2.) **Purchase Orders:** Cargill's requires a purchase order for all materials and services in most instances. To ensure prompt and accurate payment, your order confirmation **must** match Cargill's purchase order. Please note that if you are supplying materials against an ERS PO, the PO is the settlement instrument and the value on the PO must completely and accurately represent all costs you the supplier expect to be paid from Cargill against that PO.

Failure to provide a timely purchase order confirmation will result in a delay of payment.

- **Purchase Order Confirmations:** All purchase orders will require written confirmation from our suppliers (via e-mail, etc.) within one business day (24 hours) of receipt of a purchase order. Please send PO confirmations directly to the PO contact name listed on the purchase order form.
- **Changes to Existing Purchase Orders:** If purchase order changes are needed, it is the responsibility of the supplier to inform Cargill of them. When purchase order content has been modified (added to, changed, or deleted), you may receive a new copy of the purchase order, in which the heading will read "**Purchase Order Change.**" ***Cargill will not be liable to the supplier for any duplicate orders submitted to us in error. The supplier shall be liable for any and all costs, including all return costs to supplier, for deliveries placed in error.***

✓ **Action Required:**

- ***If you have any type of pricing arrangement (formal contract, price letter, etc.) with Cargill for the goods or services you provide, and you intend to amend this pricing, please submit a copy of the new pricing to CSSP_NACONTRACT@cargill.com to ensure SAP pricing is updated correctly. As pricing updates are needed over time, a copy of the new pricing should be provided to Cargill.***
 - Please use the current information on Supplier Central <https://www.cargill.com/page/supplier-central/onboarding-and-faqs> for Cargill PO information, confirmation requirements, and guidance.
- 3.) **Evaluated Receipt Settlement (ERS):** The self-billing method (two way match or two doc match), also known as evaluated receipt settlement (ERS), eliminates supplier invoicing activities by automatically settling payments to you, our supplier, based on the purchase order price and goods receipt quantity and/or service receipt. **To settle through the self-billing process invoices should NOT be submitted to Cargill Finance Shared Services.**



- Please review the sample ERS PO (Exhibit A) for more information regarding how to identify an ERS purchase order from Cargill.
- Please use the current ERS information on Supplier Central <https://www.cargill.com/page/supplier-central/sign-up-for-ers> for more information, requirements, and sample documents relating to ERS.
- Service suppliers may be required to submit final costs and/or service completion forms to Cargill so we can receive and process payments. Please follow instructions in the header section of your PO.

- **Action Required:**

- ***Please Complete the ERS Self Billing Agreement forms on page 7 (Exhibit D)***
 - *Instructions for completing the forms are included on page 6 (Exhibit C)*
 - *Please note that Cargill does not require the ERS Agreement from a supplier to United States plants that use ERS, however we do prefer that suppliers impacted sign and return the ERS Agreement to us.*
- ***E-Mail a signed copy of the ERS Self Billing Agreement to Cargill_Vendor_Data@Cargill.com***

4.) **Remittance Changes:** Remittance advice notifications will contain more detail. Payments will be made from the Cargill legal entity, so you will see a consolidation of invoice payments. **Instructions on how to read Remittance advice notifications can be found on Supplier Central:** <http://www.cargill.com/suppliercentral>.

5.) **Payments:** We have set up new banks and bank accounts. You may notice that your payment and remittance detail have changed.

ACH is also known as Electronic Funds Transfer (EFT). Payment will deposit into your bank account the day due, eliminating use of checks. Remittance advice will be provided by fax or email, one day prior to payment. ACH provides great savings over conventional payment methods, offering an alternative to paper checks.

✓ **Action Required:**

If you are not receiving all payments from Cargill via ACH/EFT, please submit an enrollment form. Link to form and instructions: <http://www.cargill.com/suppliercentral>. No action is required if you are currently receiving all payments from Cargill electronically.

6.) **Material Numbers & Descriptions:** Cargill material numbers and descriptions will change. These new material numbers will be present on the purchase order form. If you have any questions regarding the new material numbers, please reach out to the PO Contact shown on your purchase order form.

7.) **Supplier Requirements:** Cargill may require electronic transactions from predefined Suppliers at specific locations using the selected third party e-commerce service provider, currently the Ariba Network or as otherwise communicated by Cargill from time to time ("E-Commerce Provider"). All transactions, including but not limited to Purchase Orders, work orders, change



requests, advanced ship notices, order confirmations, invoices, and catalogs, for these scenarios should occur via the E-Commerce Provider. We will contact you directly if and when this requirement impacts you.

Cargill requires that suppliers provide information for facilitating your company being set up and maintained in our systems. Suppliers Cargill will be transacting with out of SAP may be required to provide the following information:

- **Ordering address:** This is the address where Cargill would send Purchase orders via email and **cannot** be a PO Box. For each ordering address/contact submitted, please indicate what Cargill site it is for and if this is the primary or secondary ordering address.
- **Goods Supplier address:** This is the address where the materials that Cargill orders would ship out from (warehouse/supplier company), and **cannot** be a PO Box. If Supplier has multiple locations from which materials may ship to one of the Cargill locations, please include all of them, including those to which Supplier drop ships from third party locations on a regular basis. In those cases please include the name of those third party locations and their addresses. For each goods supplier address submitted please indicate if this is the primary or secondary goods supplier address for the Cargill locations.
- **Remittance address (Payee):** Please list the address where Cargill payments should be sent, even if you are being paid via ACH/EFT. If you have multiple remittance addresses, please include those that would pertain to the appropriate Cargill locations.
- **Tax Forms:** All vendors must provide an IRS Form W-9 (U.S.) or Form W-8 (NON-U.S.) prior to receiving payment. If you have submitted these forms previously you do not need to re-submit at this time.

✓ **Action Required:**

- ***No action is required if you are currently receiving SAP Purchase Orders, payment notifications, payments, and communications to the correct contacts and addresses. If you are not receiving these documents after the go live date and believe you should be, please submit the information requested above on company letterhead with contact email addresses via email to: Cargill_Vendor_Data@Cargill.com***
- ***Submit complete and signed tax forms if you have not submitted tax forms previously - Link to instructions: <http://www.cargill.com/suppliercentral>***

This is one of multiple communications you may receive from various Cargill teams supporting this project. We appreciate your cooperation with each of the requests for information.

If you have any questions regarding this implementation, please attend a LIVE Q&A webinar that will review the details and provide a format for you to ask questions. Please contact us at Cargill_Vendor_Data@Cargill.com for webinar dates and invitations. ***We strongly encourage you to attend these webinars!***



Questions regarding a specific Cargill order should be directed to the PO contact. Please note that the Cargill_Vendor_Data@Cargill.com email is for SAP implementation information and documentation gathering only and will be deactivated approximately 8-12 weeks after go-live.

Please also refer to Cargill's Supplier Central webpage for additional information pertaining to the deployment and frequently asked questions. The website link is:

<http://www.cargill.com/suppliercentral> .

SAMPLE of the SAP ERS Purchase Order form (header only): Exhibit A

- Header of PO output form will display as follows when the order is ERS.



Sold-to
CARGILL, INCORPORATED
15407 MCGINTY ROAD WEST
WAYZATA MN 55391
USA

Purchase Order 5500295535

DO NOT INVOICE CARGILL FOR THIS ORDER.
This is an Evaluated Receipt Settlement (ERS) Order.
Please review the order thoroughly and confirm as
this order will pay upon receipt of the Goods and/or Services.

Order confirmations are required within 24 hours to the Cargill contact listed on this PO.

Vendor

[Redacted] COMPANY INC
[Redacted] 0-7199
USA

Bill to is Blank

PO Contact:

[Redacted] 18
[Redacted] com



Samples of Forms: Exhibit B

Act 1 – Planned go live date: April 3 2017

Attn Line	Business Name	Plant Code	Street Address	City	State	Postal Code
1017 A334	CARGILL MEAT SOLUTIONS CORPORATION	1DOY	2601 INDUSTRIAL RD; PO Box	NEBRASKA CITY	NE	68410-0760
1017 A334	CARGILL MEAT SOLUTIONS CORPORATION	1DPB	702 E 13TH ST	ALBERT LEA	MN	56007-3250
1017 A334	CARGILL MEAT SOLUTIONS CORPORATION	1DPD	3130 GHOLSON RD	WACO	TX	76705-1701
1017 A334	CARGILL MEAT SOLUTIONS CORPORATION	1DPE	480 COOP DR	TIMBERVILLE	VA	22853-9527
1017 A259	CARGILL MEAT SOLUTIONS CORPORATION	1DPG	1964 OLD DUNBAR RD	WEST COLUMBIA	SC	29172-3922

Act 2 – Planned go live date: July 10 2017

Attn Line	Business Name	Plant Code	Street Address	City	State	Postal Code
1114 A336	CARGILL TURKEY PRODUCTION LLC	3APQ	151 N MAIN ST	WICHITA	KS	67202-1413
1017 A335	CARGILL MEAT SOLUTIONS CORPORATION	1DOZ	1001 E SMITH ST	CALIFORNIA	MO	65018-1846
1017 A334	CARGILL MEAT SOLUTIONS CORPORATION	1DPA	1529 E 23RD ST	COLUMBUS	NE	68601-3718
1017 A335	CARGILL MEAT SOLUTIONS CORPORATION	1DPC	730 E RANDALL WOBBE LN	SPRINGDALE	AR	72764-8168
1114 A336	CARGILL TURKEY PRODUCTION LLC	3APR	730 E RANDALL WOBBE LN	SPRINGDALE	AR	72764-8168
1017 A335	CARGILL MEAT SOLUTIONS CORPORATION	1DPF	135 HUFFMAN DRIVE	DAYTON	VA	22821-0158
1017 A334	CARGILL MEAT SOLUTIONS CORPORATION	2CUT	5688 S VALLEY PIKE	MOUNT CRAWFORD	VA	22841-2346
1017 A280	CARGILL MEAT SOLUTIONS CORPORATION	3APN	300 W 1ST ST N	WICHITA	KS	67202-2716
1114 A336	CARGILL TURKEY PRODUCTION LLC	3APO	1 KRATZER AVE	HARRISONBURG	VA	22802-4567
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPI	1724 COUNTRY CLUB RD	HARRISONBURG	VA	22802-8860
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPJ	690 SMITHLAND RD	HARRISONBURG	VA	22802-9300
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPK	30 KRATZER AVENUE	HARRISONBURG	VA	22802-4568
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPT	1505 INDUSTRIAL PARK DR; SUI	CALIFORNIA	MO	65018-1812
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPL	1620 INDUSTRIAL PARK DR	CALIFORNIA	MO	65018-1885
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPM	1001 E SMITH ST	CALIFORNIA	MO	65018-1846
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPN	811 7TH ST STE B	MONETT	MO	65708-1781
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPO	8787 FARM ROAD 2115	PURDY	MO	65734-8913
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPP	2201 LONG ST	SPRINGDALE	AR	72764-7067
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPQ	750 W 3RD ST	GENTRY	AR	72734-8756
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPR	810 W 3RD ST	GENTRY	AR	72734-8756
1114 A336	CARGILL TURKEY PRODUCTION LLC	1DPS	2128 COUNTY ROAD 3350	VALLEY MILLS	TX	76689-2968



Instructions to Complete ERS Self Billing Agreement: Exhibit C

Please note the instructions below are for suppliers to Cargill businesses in the United States only; suppliers servicing Cargill's Canadian businesses should use the Canadian ERS agreement forms. Please contact Cargill_Vendor_Data@Cargill.com if you require the Canada ERS Agreement form. The ERS Agreement is not required, but preferred for suppliers who support Cargill facilities that are ERS in the United States.

SELF-BILLING AGREEMENT

This Self-Billing Agreement ("Agreement") is made on Insert Date ("Effective Date") by and between Insert Legal Name of Supplier Entity ("Supplier") and Cargill, Incorporated and/or its Affiliates ("Cargill"). Subject to the terms and conditions contained in this Agreement, the parties agree to a self-billing procedure for goods and/or services provided by Supplier to participating Cargill business units in the United States.

Cargill agrees:

1. To issue self-billed invoices in Supplier's name and on Supplier's behalf for all goods and services provided to Participant from the Effective Date until the Expiration Date (defined below).
2. That self-billed invoices will contain Supplier's name, address, relevant tax number(s), and other relevant information so as to constitute a valid invoice for all tax purposes.
3. To retain a copy of the self-billed invoice and send a copy (via electronic, fax or hard copy) to the Supplier when required by law.
4. To make a new self-billing agreement (or amend this Agreement) in the event that:
 - a. compliance with relevant laws requires any change to the information in Exhibit (s); or
 - b. any change occurs to Supplier's name, address and/or relevant tax number(s) in Exhibit (s).
5. To inform the Supplier if the issuance of self-billed invoices will be outsourced to a third party.
6. Notwithstanding any earlier termination of the applicable Select Supplier Agreement, the Expiration Date shall mean thirty (30) days after the date that one party notifies the other party that it wishes to terminate this Agreement.

Supplier agrees:

1. To accept self-billed invoices issued by Cargill in Supplier's name and on Supplier's behalf.
2. That self-billed invoices containing the information in Exhibit(s) will meet all applicable invoicing, tax documentation and other legal requirements.
3. Not to issue sales invoices for the transactions covered by this Agreement.
4. That Supplier is not relieved from its tax and other legal obligations regarding invoicing, collection, and payment of any relevant taxes; and that Supplier will pay all taxes set forth on each self-billed invoice to the appropriate taxing authorities on time. Supplier agrees to review all tax calculations immediately upon receipt of the PO.
5. To notify Cargill immediately if:
 - a. Supplier's name, address, relevant tax number(s) or other data set forth in Exhibit(s) changes;
 - b. Supplier ceases to be a tax registrant in the jurisdiction relevant to this Agreement;
 - c. Supplier sells all or any part of its business;
 - d. Supplier does not receive a self-billed invoice as required by law; or
 - e. Supplier identifies any error on both agreement forms; Cargill will sign and return one of the originals to you.
6. That the amounts in each self-billed invoice are correct and that Supplier objects, in writing, to Cargill within one hundred and twenty (120) days of its receipt of the remittance form or, if applicable, the self-billed invoice.

SUPPLIER

By: _____
Title: _____
Date: _____

CARGILL, INCORPORATED

By: _____
Title: _____
Date: _____

A Cargill representative will fill in the Cargill section and return to you.



EXHIBIT D
United States SELF-BILLING AGREEMENT

Please note the agreement below are for suppliers to Cargill businesses in the United States only; suppliers servicing Cargill's Canadian businesses should use the Canadian ERS agreement form. Please contact Cargill_Vendor_Data@Cargill.com if you require the Canada ERS Agreement form.

This Self-Billing Agreement ("Agreement") is made on _____ ("Effective Date") by and between _____ ("Supplier") and Cargill, Incorporated and/or its Affiliates ("Cargill"). Subject to the terms and conditions contained in this Agreement, the parties agree to utilize a self-billing procedure for goods and/or services provided by Supplier to participating Cargill business units in the United States ("Participant").

Cargill agrees:

1. To issue self-billed invoices in Supplier's name and on Supplier's behalf for all goods and/or services provided by Supplier to Participant from the Effective Date until the Expiration Date (defined below).
2. That self-billed invoices will contain Supplier's name, address, relevant tax number(s) and other relevant information so as to constitute a valid invoice for all tax purposes.
3. To retain a copy of the self-billed invoice and send a copy (via electronic, fax or hard copy) to the Supplier when required by law.
4. To make a new self-billing agreement (or amend this Agreement) in the event that:
 - a. compliance with relevant laws requires any change to the information in Exhibit (s); or
 - b. any change occurs to Supplier's name, address and/or relevant tax number(s) in Exhibit (s).
5. To inform the Supplier if the issuance of self-billed invoices will be outsourced to a third party.
6. Notwithstanding any earlier termination of the applicable Select Supplier Agreement, the Expiration Date shall mean thirty (30) days after the date that one party notifies the other party that it wishes to terminate this Agreement.

Supplier agrees:

1. To accept self-billed invoices issued by Cargill in Supplier's name and on Supplier's behalf.
2. That self-billed invoices containing the information in Exhibit (s) will meet all applicable invoicing, tax documentation and other legal requirements.
3. Not to issue sales invoices for the transactions covered by this Agreement.
4. That Supplier is not relieved from its tax and other legal obligations regarding invoicing, collection, and payment of any relevant taxes; and that Supplier will pay all taxes set forth on each self-billed invoice to the appropriate taxing authorities on time. Supplier agrees to review all tax calculations immediately upon receipt of the PO.
5. To notify Cargill immediately if:
 - a. Supplier's name, address, relevant tax number(s) or other data set forth in Exhibit (s) changes;
 - b. Supplier ceases to be a tax registrant in the jurisdiction relevant to this Agreement;
 - c. Supplier sells all or any part of its business;
 - d. Supplier does not receive a copy of a self-billed invoice, if receipt is required by law; or
 - e. Supplier identifies any errors on the self-billed invoice issued by Cargill, including any error in tax rate(s) or taxes payable.
6. That the amounts in each self-billed invoice shall be deemed to be correct unless Supplier objects, in writing, to Cargill within one hundred and twenty (120) days of its receipt of the remittance form or, if applicable, the self-billed invoice.

SUPPLIER

By: _____
Title: _____
Date: _____

CARGILL, INCORPORATED

By: _____
Title: _____
Date: _____