




# Cargill NA Supplier Enablement



**Cargill Strategic Sourcing and Procurement North America**

Revised 12\_13\_2018





**Please Note: The information contained in this presentation defines general guidelines and expectations for Cargill NA spend and procurement events.**

**Instructions from your Cargill contact or PO may differ from what is outlined in this presentation or on Supplier Central and supersede the general guidelines.**



**Who is this information  
meaningful for...**

**SUPPLIERS FOR CARGILL NA WHO  
PROVIDE MATERIALS OR  
SERVICES**

# What Every Supplier Must do to be Paid On Time from Cargill....

- Set up and maintain data in your system(s) and Cargill's
- Receive and confirm PO's
- Submit invoices to match Cargill's PO or instructions
- Apply payments from Cargill timely and accurately
- Read and Understand the content on Supplier Central and how it applies to your company
- Ask questions thru the correct channels
- Cargill is a large complex global organization, suppliers must take a proactive approach to their business relationship with Cargill.

# Agenda

MAINTAIN DATA

PURCHASE ORDERS

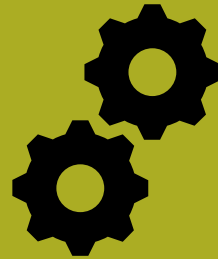
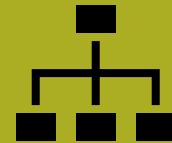
INVOICING

PAYMENTS

SUPPLIER CENTRAL  
NA

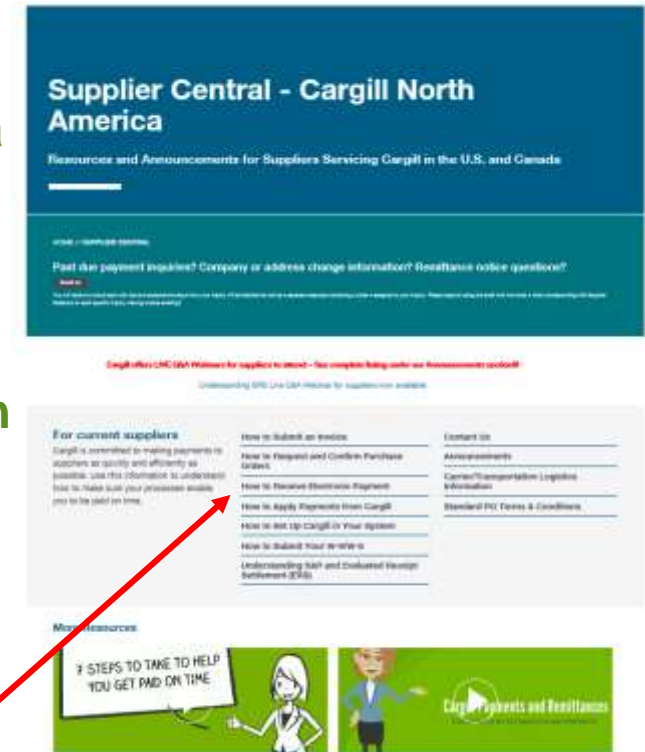
COMMUNICATION  
CHANNELS

# Maintaining Data



# Setting Cargill up in your system:

- Suppliers should make sure that the Cargill customer accounts in their system are set up correctly.
- Cargill recommends that suppliers have a customer record for each Cargill Attn line they transact with.
- Make sure Cargill accounts have the correct legal entity name as the sold to on invoices.
- Use information on PO's from Cargill to assure your data is accurate. There is a detailed list of Cargill plants and Attn lines on Supplier Central in the “*How to Submit an Invoice*” section



# Notifying Cargill of changes to your information:

- Requests to update your company information, including address, contact, or bank information can be submitted to Cargill's Supplier Relations team via the links on Supplier Central

- Use information on PO's from Cargill to assure your data is accurate. If it is not please contact your buyer.

**Supplier Central - Cargill North America**  
Resources and Announcements for Suppliers Servicing Cargill in the U.S. and Canada

Part do payment inquiries? Company or address change information? Resubmit notice questions?

**For current suppliers**  
Cargill is committed to making payments to suppliers as quickly and efficiently as possible. Use the information to understand how to make sure your processes enable you to be paid on time.

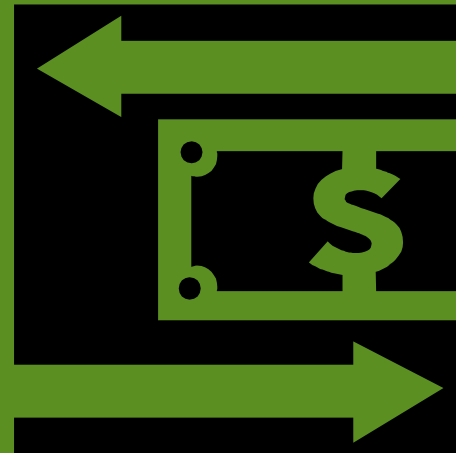
- How to Submit an Invoice
- How to Register and Confirm Purchase Orders
- How to Receive Electronic Payment
- How to Apply Payments from Cargill
- How to Set Up Cargill in Your System
- How to Submit Your e-PO's
- Understanding SAP and Enhanced Foreign Settlement (EFS)

More Resources

7 STEPS TO TAKE TO HELP YOU GET PAID ON TIME



# Purchase Orders



# Purchase Orders

**FYI:**

Go to Supplier Central for additional information regarding PO's

- Cargill recommends a purchase order for all materials and services
- All purchase orders require written confirmation of materials and pricing, tax amounts, and delivery dates including any additional fees such as freight
- Please read, understand, and follow special instructions on the PO. If your instructions are not clear, please request clarification from your Cargill contact (buyer) prior to shipping materials or performing services

# Cargill Payment Systems and How They Affect PO's

**JDE and SAP are the two systems that Cargill uses to generate payments to suppliers**

- Purchasing events managed by Cargill on SAP require that supplier invoices match the level of detail and values on the PO
  - SAP PO numbers are a 10-digit number starting with 45, 47, or 41.
- Purchasing events managed by Cargill thru the JDE system do not always require a PO, which means you as a supplier must make sure you understand all the transaction details

If you have not received a PO or written purchase authorization, we recommend that you contact your Cargill contact (buyer) to confirm the Attn Line, Cargill bill to, and PO # (if applicable), and where your invoices should be submitted

# SAP Purchase Order form SAMPLE

**Cargill legal Entity name** – MUST use this full name on invoices

**Purchase Order**  
4501800439  
Please include the PO number on your invoice

**CARGILL COCOA & CHOCOLATE, INC.**  
20 NORTH BROAD STREET  
LITITZ PA 17543  
USA

Vendor:  
Vendor 2  
37 CEDAR LN  
ENGLEWOOD NJ 07631  
USA

Name To:  
CARGILL FINANCE SHARED SERVICES  
ATTN:1015-A252  
6032 PO BOX  
FARGO ND 58108-6032  
USA  
FAX: (701) 271-8300  
EMAIL: CargillFC\_AccountsPayable@cargill.com

Please confirm PO within 24 hours of receipt to the following contact

PO Contact:  
66615A  
Cargill Inc / /

Deliver To: MILWAUKEE WI US 1015 COONA  
CARGILL COCOA & CHOCOLATE, INC  
1200 W. CARRISBEN AVENUE  
MILWAUKEE WI 53224-4100

Step-From: test  
37 CEDAR LN  
ENGLEWOOD NJ 07631  
USA

Delivery Terms: FOB ORIGIN  
PO Issue Date: 01/21/2015  
MM/DD/YYYY

Currency: USD  
Payment Terms: NET 60 DAYS FROM DATE OF INVOICE

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description UPC	UoM	Unit Price	Qty	Price	Extended Amount
	Vendor Part #	Manufacturer Part #		Quantity					
10	110212697		01/26/2015	test material	90.000 LB	00.00	100	LB	45.00
				Item Tax				0.00	0.00
				Shipping Condition					45.00
				Vendor Planned					0.00
				Tax					0.00
				Total PO Amount					45.00

In addition to the terms set forth herein, the terms and conditions set forth at [www.cargill.com/txan/terms](http://www.cargill.com/txan/terms) apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

**PO Number-MUST** be included on invoice for payment to be issued

**PO Contact name** and Email – Email is the preferred method of communication

**SAP Attention line**

SAP Attention line **MUST** be included on invoice for payment to be issued

# Purchase Order Confirmations

The PO is the instrument used to generate payment to the supplier – The PO must accurately represent what the supplier expects to be paid and any differences should be managed at time of PO confirmation with the Cargill contact listed on the PO

## **FYI:**

Go to Supplier Central for additional information regarding PO confirmations



**NOTE:** All purchase orders require written confirmation (via e-mail) within one business day (24 hours) to the Cargill contact listed on the PO

# Purchase Order Changes

**NOTE:** If purchase order changes are needed, it is the responsibility of the supplier to inform Cargill of them

- If purchase order changes the heading will read **“Purchase Order Change”**
- The PO # will not change in most cases
- Please use the most current purchase order only
- The supplier is responsible for any and all costs, including all return costs to supplier, for duplicate shipments due to supplier error



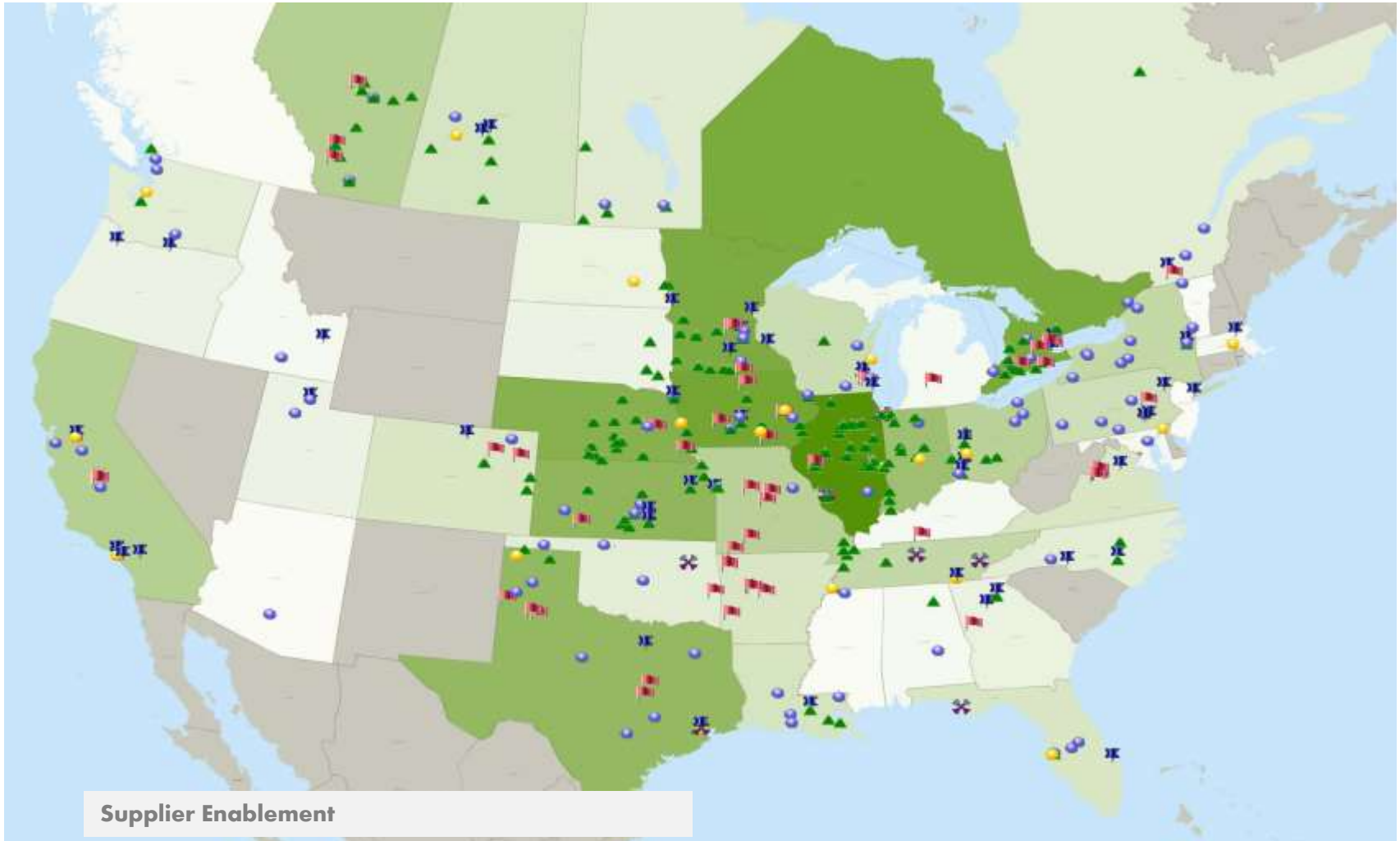
**NOTE:** All purchase orders require written confirmation (via e-mail) within one business day (24 hours) to the Cargill contact listed on the PO

# Invoicing & Remittance



# Invoice Routing

Over **330** Cargill physical locations.  
Cargill NA is centralizing invoice processing





# Invoice Routing

Unless you have been instructed otherwise, most invoices must be submitted via email to [CargillFSC\\_AccountsPayable@cargill.com](mailto:CargillFSC_AccountsPayable@cargill.com) for processing.

All invoices must be submitted based on your PO, if you are unsure of where to submit your invoice contact Supplier Relations



**TIP:**

Go to Supplier Central for a complete list of invoice submission requirements

# **\*Action Required!**

- **Set up your receivables accounts so you can invoice Cargill correctly.**
- **Set up your receivables accounts so you can apply settlements from Cargill correctly**
- **Make sure invoices include:**
  - **Cargill PO number, one PO per invoice**
  - **Cargill Business Name and Attention Line**



# Payment



# Payment



- Cargill's preferred method of payment is electronic payments or ACH/EFT.
- Cargill cuts and mails checks the day the payment is due to the supplier (or the day prior if the payment due date falls on a weekend.)
- Cargill processes electronic payments daily to deposit in the supplier account on the date the payment is due; or the next business date if the due date falls on a weekend.

## **TIP:**

Go to Supplier Central for electronic payment forms and submission instructions

# Why enroll in ACH (Automated Clearing House) ?

- Payment will electronically transfer from our bank account to yours the day it is due, eliminating paper checks
- Benefits include:
  - Better cash flow, as funds are available immediately
  - Establishment of excellent payment and credit records
  - Reduction of clerical and operating costs associated with check handling and depositing
  - Elimination of the cost associated with lost or stolen checks
  - Reduction of bank service charges and check fraud
  - Be part of the “Going Green” movement



**\*Action Required!**

**If you are still receiving checks from Cargill go to Supplier Central for enrollment forms and instructions.**

# Remittance Example:

Cargill expects suppliers to use the payment notification to apply payments from Cargill correctly.

## FYI:

Go to Supplier Central for additional information regarding remittance notices



### PAYMENT NOTIFICATION

Vendor	██████████	Vendor Payee #	05000 ██████████
Tax ID #	██████████	Payment Method	LOCAL ELECTRONIC PAYMENT
Contact	██████████	Account Number	XXXXXXXXXXXX6882
Fax #	██████████	Payment Amount	1,052.67 USD
Date	11/17/2015	Payment Document	2000666203
Address	██████████	Withholding Tax Total Amount	0.00
	CHICAGO IL 606731252		
	USA		

Company Code : 1001  
Name : CGL INC  
Address : MCGINTY ROAD WEST  
Tax ID # : 410177590

Vendor Ref # / MIS Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
06120909632090	261.19	0.00	1.00	0.00	261.19

Cargill Invoice #	Purchase Order #	Purchase Location
5201938906	4502605114	IADP_LANSING , NY, USA

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
6131417	791.48	0.00	1.00	0.00	791.48

Cargill Invoice #	Purchase Order #	Purchase Location
5201957208	4502624310	IADP_EDDYVILLE , IA, USA

If you have any questions please contact us at:

North America: [fac\\_supplierrelations@cargill.com](mailto:fac_supplierrelations@cargill.com) or 1-800-515-1098

Europe: [apak\\_helpdesk@cargill.com](mailto:apak_helpdesk@cargill.com)

Trade Settlements: Please refer any questions to your local site contact

This document is for reference and information, and does not itself constitute the contract. The underlying contract governs the transaction between the parties.

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# Supplier Central



# Supplier Central – Cargill’s one stop webpage for suppliers to get information!

**Supplier Central** (<http://www.cargill.com/suppliercentral/>)

Covers frequently asked questions and payable questions. Located on [cargill.com](http://www.cargill.com) it is available to anyone that has internet access.

- How to submit an invoice
- How to receive Electronic Payments and Electronic Remittance Notices
- Sample Remittance Notices and Instructions
- Quick Links to important Cargill webpages for Suppliers

## TIP:

Go to Supplier Central to answer your questions – content is being updated frequently!





# Staying Connected – Communication Channels

# Cargill Contacts for Supplier Questions

- **Reach out to your buyer** Cargill buyer contact information should be on each PO or email authorizing the purchasing event. Suppliers should direct confirmations, questions, and/or information regarding a specific PO or purchasing event to the Cargill buyer contact for any purchasing event.
- **Supplier Central** The location to go for suppliers and internal stakeholders for information and process updates. We encourage suppliers to access the webpage on a regular basis so they can stay aware of changes and modify processes accordingly.
- **Supplier Relations** *The suppliers point of contact for all inquiries:* Past Due Payment status, copies of or questions relating to remittance notices, general inquiries, and to submit updated company information including address and contact information.

# Supplier Relations

Cargill NA supplier point of contact for inquiries

## How to submit an inquiry to Supplier Relations:

- Go to Supplier Central and use the Supplier Relations contact link
- Supplier Relations contact link will create an email to Supplier Relations with auto populated information
- Fill in the information on the auto-populated email as completely as possible attaching all support documents to email so Supplier Relations can respond to your inquiry efficiently.



SAMPLE  
EMAIL

**NOTE:** Email is the recommended communication channel for all inquiries to Supplier Relations

# Make the connection:

## Cargill Source to Pay



# Thank You