



Cargill SAP Functional Training

Implementation Guide for Starches Sweeteners and Texturizers North America


Supplier Communication

Cargill Strategic Sourcing and Procurement North America

For Internal and External Stakeholders





Starches Sweeteners and Texturizers North America SG&A

SAP Implementation

June 1, 2019



Some of the locations impacted may be in your system(s) under previous names such as Cargill Corn Milling, Cargill Sweeteners, Cargill Health & Nutrition, Acidulants or Cargill Texturing Solutions.

We are working to establish common processes and technology



ACTION ITEMS NEEDED FROM YOU:

- **Go-Live Notice/Letter** - Read the CSSTNA Implementation Letter we sent to you via email or postal mail.
 - A copy is available on the Supplier Central website.
 - **ACH/EFT Form** - Submit ACH/EFT Form if you are currently receiving checks from Cargill
- 

Topics we will cover:

- **Ariba Enabled Suppliers**
- **Setting Cargill up in your system**
- **Purchase Orders**
- **Material numbers and item descriptions**
- **Confirmations**
- **Changes**
- **Invoice Routing**
- **Invoice Requirements**
- **Remittance Changes**
- **Payments**
- **Cargill Communication Channels**

Ariba Enabled Suppliers



Ariba Enabled Suppliers

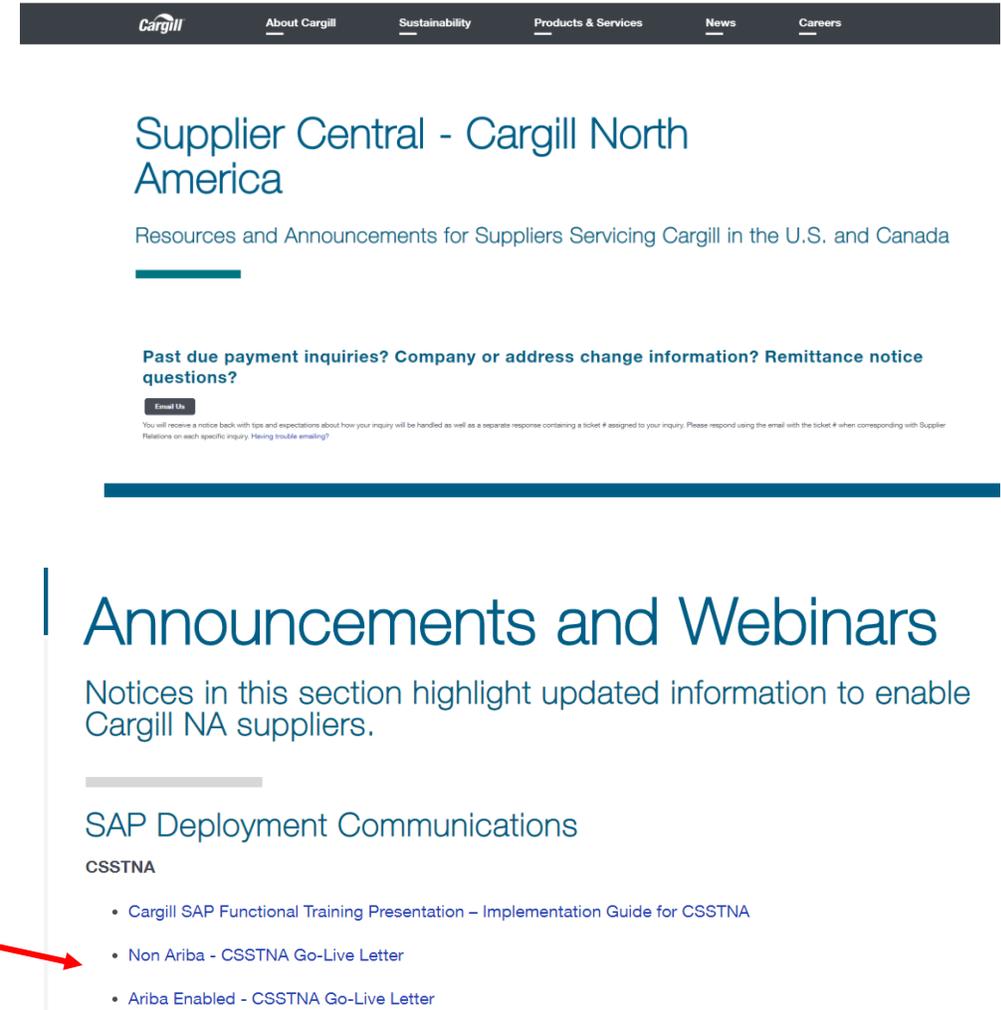
- For those not familiar with Ariba, it is an application that Cargill uses for procurement and invoice processing once suppliers are set up on SAP. It is possible that you may transact via Ariba in the future.
- **Please Note:** If your company is already on Ariba, some of the specific content in the rest of these slides may not be applicable for Cargill ARIBA Network (AN) Transactions. Please refer to the [Understanding Ariba](#) section of Supplier Central for information on AN transactions.
 - To avoid payment delays, please be sure to confirm payment terms, currency, incoterms, and taxes are correct.
- Suppliers with questions about their companies' business relationship with Cargill in AN should contact Cargill's NA Supplier Enablement team at CSSP_NASUPPLIERENABLEMENT@CARGILL.COM



Setting Up Cargill In Your System

Setting Up Cargill In Your System

- Cargill encourages suppliers to make sure that the Cargill customer accounts in their system are set up correctly. Please see [How to Set Up Cargill in Your System](#) for additional guidance.
- Cargill recommends that suppliers have a customer record for each Cargill Attn line they transact with.
- Details for the Cargill plant and Attn lines impacted by this change can be found in the Starches Sweeteners & Texturizer North America Go Live letter on Supplier Central under the Announcements & Webinars section.



The screenshot shows the Cargill Supplier Central website. At the top is a dark navigation bar with the Cargill logo and links for About Cargill, Sustainability, Products & Services, News, and Careers. Below the navigation bar, the page title is "Supplier Central - Cargill North America". Underneath, there is a subtitle: "Resources and Announcements for Suppliers Servicing Cargill in the U.S. and Canada". A section titled "Past due payment inquiries? Company or address change information? Remittance notice questions?" includes an "Email Us" button and a small disclaimer: "You will receive a notice back with tips and expectations about how your inquiry will be handled as well as a separate response containing a ticket # assigned to your inquiry. Please respond using the email with the ticket # when corresponding with Supplier Relations on each specific inquiry. Having trouble emailing?". Below this is a section titled "Announcements and Webinars" with the text: "Notices in this section highlight updated information to enable Cargill NA suppliers." Underneath, there is a sub-section for "SAP Deployment Communications" with the heading "CSSTNA" and a list of three items: "Cargill SAP Functional Training Presentation – Implementation Guide for CSSTNA", "Non Ariba - CSSTNA Go-Live Letter", and "Ariba Enabled - CSSTNA Go-Live Letter". A red arrow points from the text in the left-hand slide to the "Non Ariba - CSSTNA Go-Live Letter" item in the screenshot.



SAP Purchase Orders



Sample SAP PO

Purchase Order
4561900439

1. Cargill business name
CARGILL COCOA & CHOCOLATE, INC.
2770 PA 1150
USA

2. SAP Attention line
ATTN: CARGILL

3. Cargill PO Number
4561900439

4. PO Contact Name & email
Name: [Redacted]
Email: [Redacted]

Qty	UoM	Material	Plant	Warehouse	Material Description	Unit	Unit Price	Per	App	Extended
										Amount
11	100.000	5120214	USA							41.00
					Net Tax		1.00			1.00
					Shipping Condition					
										42.00
										1.00
										43.00
					Total PO Amount					43.00

1. Cargill business name
Please use this full name on all documents including invoices

2. SAP Attention line will be referenced within the remit to address here.

3. Cargill PO Number MUST be included on invoice for payment to be issued

4. PO Contact Name & email
Email is the preferred method of communication
Questions regarding orders should be directed to this contact

FACT: Cargill requires a purchase order for all materials and services.

Sample SAP PO

1.

Be sure your company name is listed correctly



Cargill
Purchase Order
45037815
Invoice must reference this purchase order # and match PO
Itemize order for easy payment.

CARGILL KITCHEN SOLUTIONS, INC.
15407 MCGINTY ROAD WEST
MINNETONKA MN 55391
USA

Vendor: [Redacted]

Ship To: MFC FINANCE SHARED SERVICES
IN 1015-4335
FAX/PO NO: 58108-4032
USA
FAX: [Redacted]
EMAIL: CargillFSC_AccountsPayable@cargill.com

PO Contact: [Redacted]

Contact the Cargill contact on each PO with changes or corrections

2.

Follow any special instructions

Deliver To: MASON CITY US OHS
CARGILL KITCHEN SOLUTIONS INC
1750 S BENJAMIN AVE
MASON CITY IA 50401-9859

Ship From: [Redacted]

Delivery Terms: DDP DESTINATION
PO Issue Date: 01/29/2017
Currency: MMCOYYYY
Payment Terms: NET 80 DAYS FROM
DATE OF INVOICE

4.

Verify currency terms & incoterms correct

3.

Verify taxes are correct

All invoices require an electronic Purchase Order number on them, if not, the invoice will be deleted. Packaging slips and all documentation also require a purchase order number on them.

Cargill has obtained direct pay permit in Iowa. As such, your invoices to our Mason City, Iowa plant should not include tax and Cargill will submit the tax directly to the state. Please let me know if need a copy of our permit.

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description UPC	Unit	Unit Price	Per Price	Extended Amount
10			03/15/2017	Quire 143601555 Various	1	281.00	1 AU	281.00
	Vendor Part #	Manufacturer Part #		Quantity				
	[Redacted]	[Redacted]		281	AU	0.00	AU	281.00
				Work Order 450107218				281.00
				Tax				0.00
				Total PO Amount				281.00

5.

UOM on all your documents must match UOM on Cargill PO

In addition to the terms set forth herein, the terms and conditions set forth at www.cargill.com/fats/terms apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

Page 1 of 1



Sample SAP PO

Materials Numbers & Descriptions

Cargill material numbers and descriptions will change

Cargill Purchase Order 45037815

CARGILL KITCHEN SOLUTIONS, INC.
15407 MCCOINTY ROAD WEST
MINNETONKA MN 55311
USA

Invoice must reference this purchase order # and match PO
number on order for full payment.

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

Vendor: [Redacted] Ship To: FINANCE SHARED SERVICES
FIN 1016-4205
CARGILL NO: 58108-4032
USA
FAX:
EMAIL: CargillFSC_AccountsPayable@cargill.com

PO Contact: [Redacted]

Deliver To: MASON CITY US OKS
CARGILL KITCHEN SOLUTIONS INC.
1750 S BENJAMIN AVE
MASON CITY IA 50401-9989

Ship-From: [Redacted]

Delivery Terms: DDP DESTINATION
PO Issue Date: 01/23/2017
Currency: USD
Payment Terms: NET 60 DAYS FROM
DATE OF INVOICE

All invoices require an electronic Purchase Order number on them, if not, the invoice will be deleted.
Packaging slips and all documentation also require a purchase order number on them.

Cargill has obtained direct pay permit in Iowa. As such, your invoices to our Mason City, Iowa plant should not include tax and Cargill will submit the tax directly to the state. Please let me know if need a copy of our permit.

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description UPC	Unit	Unit Price	Per	Price	Extended
	Vendor Part #	Manufacturer Part #		Quantity					Amount
10			03/15/2017	Quote143601555 Vendor [Redacted]	1	281.00	1	AU	281.00
				Included the following service CONTR [Redacted] [Redacted]	281	AU	1.00	AU	281.00
						0.00		AU	281.00
				Work Order 400107218					281.00
				Tax					0.00
				Total PO Amount					281.00

In addition to the terms set forth herein, the terms and conditions set forth at www.cargill.com/etern/terms apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

Page 1 of 1

Questions on new material #'s can be directed to the PO contact



SAP Purchase Orders

Requirements for Confirmations:

- Date when delivery will be received by Cargill plant
 - If delivery is Cargill planned transportation, date when material will be available for pickup and a pickup number
- Material
- Quantity
- Unit of Measure (UOM)- Must match PO
- Price stated on the purchase order
- Currency
- Confirmation of accurate tax amounts
- Delivery Terms (Incoterms)
- Any additional costs that are not part of the per unit cost need to be included in the confirmation (i.e. freight, handling, pallets, etc.)
- Ship-from address (also known as the goods supplier address)
 - You will need to review this address on each purchase order you receive, to ensure the address is the correct location that the product is shipping from, as it impacts tax determination.
 - If the material is being shipped from outside the country, please notify the PO contact before it is shipped.

Note: there may be other special instructions listed on the PO

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

Purchase Order
4501800439
Please include the PO number on your Invoice

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

Vendor: vendor 2
37 CEDAR LN
ENGLEWOOD NJ 07631
USA

Remit-To: CARGILL FINANCE SHARED SERVICES
ATTN 1015-A202
6032 PO BOX
FARGO ND 58108-6032
USA
FAX: (701) 271 5930
EMAIL: CargillFSC_AccountsPayable@cargill.com

PO Contact: K655124
Cargill Inc //

Deliver To: MILWAUKEE WI US 1015 COCNA
CARGILL COCOA & CHOCOLATE, INC
12500 W. CARMEN AVENUE
MILWAUKEE WI 53225-6100

Ship-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	Per Price	Per	Extended Amount
	Vendor Part #	Manufacturer Part #		Quantity					
10	110012697		01/26/2015	test material	90.000	LB	50.00	100	LB 45.00
				Item Tax			0.00		0.00
				Shipping Condition					
				Vendor Planned					45.00
				Tax					0.00
				Total PO Amount					45.00

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

In addition to the terms set forth herein, the terms and conditions set forth at www.cargill.com/tarjan/terms apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

SAP Purchase Orders

Changes

1.) If purchase order changes are needed it is the responsibility of the supplier to inform Cargill.

2.) Once a PO has been changed, you will receive a new copy of that purchase order.

Cargill
Sold-to:
CARGILL, INCORPORATED
15407 MCINTY ROAD WEST
WAYZATA MN 55391
USA

Purchase Order Change

Use order we pay upon receipt of the correct invoice services.

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

Vendor: [Redacted] LLC

PO Contact:
Rajasekhar Reddy
Cargill Inc
Phone: 91-0080-4046-3230
Gbspo_Processinglegacy@cargill.com

Deliver To: CHARLOTTE NC US 1001
CARGILL INCORPORATED
5000 S BLVD
CHARLOTTE NC 28217-2700

Ship from: [Redacted]
USA

Delivery Terms: DDP DESTINATION
PO Issue Date: 03/10/2018
MM/DD/YYYY
Currency: USD
Payment Terms: NET 30 DAYS FROM
DATE OF INVOICE

---[DELIVERY REQUIREMENTS]---
PLEASE ENSURE ALL NECESSARY DOCUMENTS (BIOL, COA, PACKING SLIP, ETC.)
HAVE CORRECT MATCHING DATES, QUANTITIES AND REFERENCE VALID PURCHASE
ORDER NUMBER AND THAT THEY ARE WITH THE DRIVER AT TIME OF DELIVERY.
***PLEASE NOTE ANY DELIVERIES NOT COMPLYING WITH THE PAPERWORK
REQUIREMENT WILL BE REJECTED AT TIME OF ARRIVAL.

Reminder : 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

All invoices must be submitted via email to CargillFSC_AccountsPayable@cargill.com for processing.

This email address should be used **ONLY** for submission of invoices. Any other documents or statements submitted to this email will be deleted. Cargill does not accept any invoices submitted via fax.

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

Invoice Requirements

To prevent delays, ensure the following is included on all invoices:

- Cargill PO number, where applicable; Each invoice can only reference ONE purchase order (See [Receiving and Confirming Purchase Orders](#) for additional information about POs and PO confirmation requirements.)
- Cargill business name and “Attn Line” number ([Access a complete list of Cargill locations](#) with “bill to” information for completing the business name and attention line.)
- Cargill ship to address
- Supplier remittance address for payment
- Supplier name and address (must match the name and address on the PO)
- Supplier invoice number
- Line-item number
- Line-item description of goods or services, including Cargill Material #, if applicable
- Quantity of items
- Unit of measure (must match the PO if applicable)
- Price
- Currency (must match the PO if applicable)
- Tax, if applicable
- Cargill contact name

Invoice Requirements

- ✓ No password protection or encryption within the email attachment
- ✓ Supplier statements, quotes or proforma invoices are not accepted as a valid invoice
- ✓ No compressed files such as a Zip file.
- ✓ No handwritten or illegible information

Most common errors on submissions

- ✓ No Attention Line
- ✓ No reference to or incorrect Cargill PO #
- ✓ Invoice submitted to incorrect location

Attention Line

Please review this list to first identify the location you are doing business with and confirm that the Old Attention Line next to it matches what you are using today to submit your invoices. Then make note of the new, required attention line that must be used on your future invoices.

If you do not see an attention line you use today listed, please continue to send invoice as you do if you do not receive a Purchase Order in the future that indicates something different.

Current Attention Line	Future Attention Line
16914-51512171	1001-A461-3AAF
16915-51512171	1001-A462-3AAF
12824-50145816	1001-A463-3AAF
12765-50145729	1001-A463-3AAF
12760-50145729	1001-A463-3ABA
12768-50467661	1001-A463-3ABA
12761-50145816	1001-A463-3AAF
12766-50145816	1001-A463-3AAF
12763-50145816	1001-A463-3AAF
12694-50145733	1001-A463-3AAF
12698-50145733	1001-A463-3AAF
12780-50145816	1001-A463-3AAF
12682-50145732	1001-A463-3AAF
12689-50145732	1001-A463-1CDE
12679-50145729	1001-A463-1ADQ
12757-50145729	1001-A463-1BLQ
12785-50145729	1001-A463-1AJB
12719-50145735	1001-A463-1BLT
12709-50145733	1001-A463-1BIM
12799-51369511	1001-A463-1BLU
12729-50145736	1001-A463-1BLZ
12779-50406196	1001-A463-1BMC
	1001-A463-3ABA

Invoices mailed directly to 1705 Kellie
DR Blair NE 68008

Remittance Detail

SAMPLE SAP Electronic Remittance Detail or Payment Notification :

Remittance Detail notifying you of an upcoming payment can be provided via fax or email, one business day prior to when payment is issued.

 **PAYMENT NOTIFICATION**

Vendor : Tax ID # : Contact : Fax # : Date : 01/06/2015 Address :	Vendor Payee # : Payment Method : LOCAL ELECTRONIC PAYMENT Account Number : Payment Amount : 1,615.14 USD Payment Document : Withholding Tax Total Amount : 0.00
--	---

Company Code : 1001
Name : CGL INC
Address : MCGINTY ROAD WEST
Tax ID # : 410177680

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
5105940610	Supplier's Packing Slip/BOL Number	0.00	4.00	50.78	685.43

Cargill Invoice # : 5201427290
Purchase Order # : 4100190989
Purchase Location : 1ACR, LANSING , NY, USA
Cargill's Plant Location

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0129277067000002	27.35	0.00	1.30	1.61	27.35

Cargill Invoice # : 5201427291
Purchase Order # : 4100199795
Purchase Location : 1ADC, GRANTSVILL, UT, USA

If you have any questions please contact us at:
North America: fsc_supplierrelations@cargill.com or 1-800-513-1098
Europe: apuk_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.

Page 1 of 2

Reminders: Please work with Cargill PO contact or Supplier Relations if you run into the following:

- If you are not receiving electronic remittance
- If you identify a price or quantity discrepancy
- If you are unable to apply a payment because the vendor ref # does not match your BOL or service completion document #



Payments



Payments

Invoice payments are consolidated for all Cargill locations using SAP:

- Refer to the Remittance Notice for details.
- Payments will be listed by Cargill business
- Payment allocation MUST be applied to appropriate PO

ACTION: If you didn't receive the ACH documents, please ensure we have a valid email address on file. If you need to change your information, go to Supplier Central to make those changes.



PAYMENT NOTIFICATION

Vendor : Tax ID # : Contact : Fax # : Date : 01/06/2015 Address :	Vendor Payee # : Payment Method : LOCAL ELECTRONIC PAYMENT Account Number : Payment Amount : 1,615.14 USD Payment Document : Withholding Tax Total Amount : 0.00
--	---

Company Code : 1001
Name : OGL INC
Address : MCGINTY ROAD WEST
Tax ID # : 410177680

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
5105940810	385.43	0.00	4.00	50.78	685.43

Supplier's Packing Slip/BOL Number

Cargill Invoice #	Purchase Order #	Purchase Location	Cargill's Plant Location
5201427290	4100190989	1ACR, LANSING , NY, USA	

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0129277067000002	27.35	0.00	1.30	1.61	27.35

Cargill Invoice #	Purchase Order #	Purchase Location
5201427291	4100190795	1ADC, GRANTSVILL, UT, USA

If you have any questions please contact us at:
North America: fsc_supplierrelations@cargill.com or 1-800-513-1098
Europe: apuk_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.

Page 1 of 2

Staying Connected Communication Channels

Cargill Contacts for Supplier Questions

- **Reach out to your contacts** Cargill PO Processor 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 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.

Demo of 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 all payable questions.

- 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



Supplier Central - Cargill North America

Resources and Announcements for Suppliers Servicing Cargill in the U.S. and Canada

Past due payment inquiries? Company or address change information? Remittance notice questions?

[Email Us](#)

You will receive a notice back with tips and expectations about how your inquiry will be handled as well as a separate response containing a ticket # assigned to your inquiry. Please respond using the email with the ticket # when corresponding with Supplier Relations on each specific inquiry. [Having trouble emailing?](#)

For current suppliers

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

NOTE: The information on this webpage isn't intended to provide guidance on legal/tax requirements. Understanding and complying with legal/tax requirements remains the responsibility of suppliers. We also have not provided an exhaustive list of requirements for transacting with Cargill. There may be other requirements specific to your transaction.

[How to Submit an Invoice](#)

[How to Request 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 W-9/W-8](#)

[Understanding Ariba](#)

[Understanding SAP and Evaluated Receipt Settlement \(ERS\)](#)

[Contact Us](#)

[Announcements and Webinars](#)

[Carrier/Transportation Logistics Information](#)

[Standard PO Terms & Conditions](#)

[Ethics & Compliance](#)



Supplier Relations

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.

Supplier Central - Cargill North America

Resources and Announcements for Suppliers Servicing Cargill in the U.S. and Canada

Past due payment inquiries? Company or address change information? Remittance notice questions?

Email Us

You will receive a notice back with tips and expectations about how your inquiry will be handled as well as a separate response containing a ticket # assigned to your inquiry. Please respond using the email with the ticket # when corresponding with Supplier Relations on each specific inquiry. Having trouble emailing?

SAMPLE EMAIL

Form fields: To, From, CC, Bcc, Subject. Pre-filled text: our email address should auto populate here.

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

Thank You