



July 31, 2019

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 Agricultural Supply Chain North America - Canada business on the following three dates: **July 8, 2019; August 12, 2019; September 9, 2019**. A complete listing of locations impacted can be found in Exhibit B of this letter. **Please pay special attention to the effective dates on this exhibit because the locations you do business with may have different dates for this new requirement.** Some of the locations impacted may be in your system(s) under previous names such as Cargill Ag Horizons, or Cargill Grain or Cargill Limited. 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.
- Share** this information with all parties involved with the Cargill account and make sure your system is updated appropriately.
- Attend LAST LIVE training** that will be held Wednesday, July 31, 2019.
- Watch the training video found on Supplier Central [Play recording](#)** that provides details on the new process and changes.

It is very important that you thoroughly read the enclosed information.

**This letter includes a summary of the following changes:**

- Summary of Changes
  - Setting Cargill up in your System
  - Purchase Orders
  - Invoicing
  - Remittance Changes
  - Payments
  - Material Numbers & Descriptions
  - Supplier Requirements
- Exhibit A - Sample SAP Purchase Order Form
- Exhibit B - Impacted Plant locations and Attn Lines

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 Agricultural Supply Chain North America - Canada Locations

**SUMMARY OF CHANGES:** This letter details changes that will apply to your transactions with the affected locations beginning **July 8, 2019; August 12, 2019; September 9, 2019.**

- 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 Agricultural Supply Chain North America - Canada Locations will be using SAP for purchases made with your company on or after the **July 8, 2019; August 12, 2019; September 9, 2019** migration to SAP. Cargill 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.

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

- **Purchase Order Confirmations: All material 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 work with your Supplier Relationship Manager to submit correctly.
  - 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.
- 3.) **Invoicing Changes:** Make sure you are invoicing Cargill correctly and have Cargill set up properly in your system. Invoices to Cargill **must have** the Cargill business name, PO # (where provided), and an attention line (see below list) so that Cargill can route the invoice efficiently and accurately to ensure on-time payment. Invoices **must be** sent to [CargillFSC\\_AccountsPayable@cargill.com](mailto:CargillFSC_AccountsPayable@cargill.com) and not to the plant location to ensure timely payments. **Your purchase order will include instructions for invoicing, and complete invoicing guidelines and requirements can be found on Supplier Central under how to**



submit an invoice: <http://www.cargill.com/suppliercentral>. If these guidelines are not followed your invoice could be rejected.

### Impacted Plant locations and Attn Lines

Please review the below 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 after the effective dates noted below for each location.

Material and Services rendered before the below effective date for each Cargill location should still be invoiced using the current process.

Effective Date	City	Province	Old Attention Line on Invoice	New Required Attention Line on Invoice
7/8/2019	Balcarres	SK	17115-50463211	1019-A256-1EHA
7/8/2019	Blackie	AB	17115-50463161	1019-A256-1BJG
7/8/2019	Carseland	AB	17115-50463171	1019-A256-1EHC
7/8/2019	Dauphin	MB	17115-50463213	1019-A256-1CPT
7/8/2019	Edmonton	AB	17115-50463204	1019-A256-1BJH
7/8/2019	Equity	AB	17115-50463162	1019-A256-1EHE
7/8/2019	Lethbridge - Grain	AB	17115-50463156	1019-A256-1EHI
7/8/2019	Lethbridge - Crop Inputs	AB	17115-50463156	1019-A257-1EHH
7/8/2019	Nicklen Siding	SK	17115-50463170	1019-A256-1BHZ
7/8/2019	Raymore	SK	17115-50463211	1019-A257-1ADI
7/8/2019	Wynyard	SK	17115-50463211	1019-A257-1CQB
7/8/2019	Yorkton	MB	17115-50467176	1019-A256-1EHS
8/12/2019	Camrose	AB	17115-50463169	1019-A256-1BHX
8/12/2019	Canwood	SK	17115-50463179	1019-A257-1CPV
8/12/2019	Davidson	SK	17115-50463216	1019-A256-1CQC
8/12/2019	Elva	MB	17115-50469934	1019-A256-1EHD
8/12/2019	McLennan	AB	17115-50463207	1019-A256-1EHJ
8/12/2019	Morris	MB	17115-50463167	1019-A256-1CPQ
8/12/2019	Nesbitt	MB	17115-50469958	1019-A256-1CPR
8/12/2019	North Battleford	SK	17115-50463179	1019-A256-1CPY
8/12/2019	Oakner	MB	17115-50463180	1019-A256-1EHL
8/12/2019	Rosetown	SK	17115-50463199	1019-A256-1EHM
8/12/2019	Rycroft	AB	17115-50463124	1019-A256-1EHN
8/12/2019	Unity	SK	17115-50463179	1019-A257-1BVZ
8/12/2019	Vermilion	AB	17115-50467129	1019-A256-1EHP
8/12/2019	Viking	AB	17115-50463218	1019-A256-1EHQ
9/9/2019	Beiseker	AB	17115-50463162	1019-A257-1EHB
9/9/2019	Birch Hills	SK	17115-50463170	1019-A257-1BHW
9/9/2019	Clavet	SK	17115-50265548	1019-A256-1CPW
9/9/2019	Congress	SK	17115-50463209	1019-A256-1CPX



9/9/2019	Elm Creek	MB	17115-50463202	1019-A256-1CPS
9/9/2019	Fairview	AB	17115-50463124	1019-A257-1BJX
9/9/2019	Kindersley	SK	17115-50463208	1019-A256-1EHF
9/9/2019	Leduc	AB	17115-50463204	1019-A257-1EHG
9/9/2019	Manning	AB	17115-50463207	1019-A257-1EHT
9/9/2019	Marwayne	AB	17115-50467129	1019-A257-1BVD
9/9/2019	Moose Jaw	SK	17115-50463165	1019-A256-1EHK
9/9/2019	Plumas	MB	17115-50463213	1019-A257-1BJI
9/9/2019	Rowatt	SK	17115-50463165	1019-A257-1EHU
9/9/2019	Swan River	MB	17115-50463129	1019-A257-1CPU
9/9/2019	Vegreville	AB	17115-50463218	1019-A257-1EHO
9/9/2019	Winkler	MB	17115-50463202	1019-A257-1EHR

- 4.) **Remittance Changes:** Remittance advice notifications will contain more detail and Cargill recommends suppliers use this detail to apply settlements from Cargill. 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\\_CASC\\_SAP@cargill.com](mailto:Cargill_CASC_SAP@cargill.com)**
- **Submit completed 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\\_CASC\\_SAP@cargill.com](mailto:Cargill_CASC_SAP@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\\_CASC\\_SAP@cargill.com](mailto:Cargill_CASC_SAP@cargill.com) email is for SAP migration 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> .

### Exhibit A - SAMPLE of the SAP Purchase Order

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

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

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

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

Item	Cargill Material	Quantity	Factory	Delivery Date	Material Description	Unit	Plant	Per Order	Extension
01	10000000	10000000	00000000	20100101	10000000	EA	0000	10000000	10000000



## Exhibit B - Locations Impacted

### Go Live 1 - July 8th, 2019

Plant Code	Street Address	City	Region	Postal Code
1EHA	3 MILES W OF BALCARRES ON HWY 10 1/2 MILE N ON COTTON RD	BALCARRES	SK	S0G 0C0
1BJG	101 RAILWAY AVENUE	BLACKIE	AB	T0L 0J0
1EHC	HIGHWAY 24 & AGRIMUM RD-RR 221 IN WHEATLAND COUNTY	CARSELAND	AB	T0J 0M0
1CPT	MOUNTAIN ROAD AND WHITMORE AVENUE	DAUPHIN	MB	R7N 2V4
1BJH	13020- 127TH AVENUE	EDMONTON	AB	T5L 4Z5
1EHE	235036 TWP RD 322	EQUITY	AB	T0M 2C0
1EHH	0.25 MILE SOUTH OF AIRPORT ON HWY 5	LETHBRIDGE	AB	T1J 4P9
1EHI	2801-1 AVENUE SOUTH	LETHBRIDGE	AB	T1J 4P9
1BHZ	RR#1 SITE 2 JUNCTION HIGHWAY 35 AND 335	RIDGEDALE	SK	S0E 1L0
1ADI	BRANT RD25 & HWY 403	RAYMORE	SK	S0A 3J0
1CQB	709 AVENUE B WEST	WYNYARD	SK	S0A 4T0
1EHS	2 MILES EAST ON HIGHWAY 16	YORKTON	SK	S3N 3R2

### Go Live 2 - August 5th, 2019

Plant Code	Street Address	City	Region	Postal Code
1BHX	46036 HWY 56 RR1	CAMROSE	AB	T4V 2M9
1CPV	RAILWAY AVENUE	CANWOOD	SK	S0J 0K0
1CQC	HIGHWAY 11 NORTH OF DAVIDSON	DAVIDSON	SK	S0G1A0
1EHD	7 KILOMETERS SOUTHWEST OF MELITA	ELVA	MB	R0M 1L0
1EHJ	RR 201 77250 RANGE RD	MCLENNAN	AB	T0H 2L0
1CPQ	2 MILE ROAD	MORRIS	MB	R0G 1K0
1CPR	HIGHWAY 2 EAST OF JUNCTION HIGHWAY 2 AND 10	NESBITT	MB	R0K 1P0
1CPY	12202 DURUM AVENUE	NORTH BATTLEFORD	SK	S9A 2Y8
1EHL	3 MILES SOUTH OF HIGHWAY 21 AND 24	OAKNER	MB	R0M 0T0
1EHM	3 MILES EAST ON HIGHWAY 7	ROSETOWN	SK	S0L 2V0
1EHN	HIGHWAY 49	RYCROFT	AB	T0H 3A0
1BVZ	CNR RIGHT OF WAY 100 1ST STREET EAST	UNITY	SK	S0K 4L0
1EHP	HIGHWAY 16 EAST HTP ELEVATOR	VERMILION	AB	T9X 2B2
1EHQ	13115 TOWNSHIP ROAD 480	VIKING	AB	T0B4N0



Go Live 3 - September 9th, 2019

Plant Code	Street Address	City	Region	Postal Code
1EHB	CORNER OF HIGHWAY 806 AND HIGHWAY 9	BEISEKER	AB	TOM 0G0
1BHW	300 SIMPSON AVE	BIRCH HILLS	SK	S0J 0G0
1CPW	HIGHWAY 316	CLAVET	SK	S0K 0Y0
1CPX	RAILROAD AVENUE	CONGRESS	SK	S0H 0Y0
1CPS	JUNCTION HIGHWAY 2 AND 13	ELM CREEK	MB	R0G 0N0
1BJX	9805- 102ND AVENUE	FAIRVIEW	AB	T0H 1L0
1EHF	4 MILES EAST OF KINDERSLY ON HIGHWAY 7	KINDERSLEY	SK	S0L1S0
1EHG	RR # 1 49532 RANGE ROAD 262 HWY 39	LEDUC	AB	T9G 0E3
1EHT	2 MILES EAST OF HWY 35 ON HWY 691	MANNING	AB	T0H 2M0
1BVD	1 N RAILWAY AVE AND CNR OF 6TH ST	MARWAYNE	AB	T0B 2X0
1EHK	HIGHWAY 1 AND 32ND AVENUE	MOOSE JAW	SK	S6H 7T2
1BJI	380 QUEENS ROAD EAST JUNCTION OF HWY 260 & 265	PLUMAS	MB	R0J 1P0
1EHU	HIGHWAY 6 7 MILES SOUTH OF HIGHWAY 1	ROWATT	SK	S4P 3W5
1CPU	2 MILES SOUTH ON HIGHWAY 83	SWAN RIVER	MB	R0L 1Z0
1EHO	HIGHWAY 16 EAST AND 62ND STREET	VEGREVILLE	AB	T9C 1S3
1EHR	5 KILOMETERS WEST OF WINKLER JUNCTION HIGHWAY 3 AND ROAD 25	WINKLER	MB	R6W 4B9