



Jan. 23, 2020

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 select Cargill Protein NA business locations on **Feb 03, 2020**. A complete listing of impacted locations can be found in Exhibit A of this letter. Some of the locations impacted may be in your system(s) under names such as Cargill Five Star Custom Foods.

**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.
- Review** the pre-recorded informational webinar that will provide additional details and answer your questions. The link to the webinar is available on [Supplier Central](#) under the Announcements section. Click on “Cargill SAP TC2 Supplier Overview LIVE Q&A Events now available” and locate the section for Cargill Protein NA. Please contact us at [Cargill\\_CSSP\\_Communication@cargill.com](mailto:Cargill_CSSP_Communication@cargill.com) if you run into issues. We strongly suggest all suppliers review the webinar.

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

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

- Summary of Changes
  - Purchase Orders
  - Invoicing
  - Remittance Changes
  - Payments
  - Impacted Plant locations
- Exhibit A - Impacted Plant locations

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 Protein NA



**SUMMARY OF CHANGES:** This letter details changes that will apply to your transactions with the affected locations beginning **Feb 03, 2020**.

- 1.) **Purchase Orders:** Select Cargill Protein locations will be using SAP for purchases made with your company on or after the **Feb 03, 2020** migration to SAP. Please see Exhibit A for more information.

Cargill suppliers that are currently live on the Ariba network should continue to transact as of today.

- All purchase orders will be solely sent via Ariba Network.

Indirect purchase order processing will be conducted by Cargill Business Services (CBS), our enterprise-wide shared service organization. As of Feb. 03, 2020, purchase orders for materials and services associated with locations in exhibit B will be processed by CBS. CBS will also handle responses, confirmations inquiries, and questions regarding the purchase orders you receive.

- Purchase Order Inquiries only will be conducted through these mailboxes.

– CSSP Nashville MRO - [CSSP\\_Nashville\\_MRO@cargill.com](mailto:CSSP_Nashville_MRO@cargill.com)

– CSSP Fortworth MRO - [CSSP\\_Fortworth\\_MRO@cargill.com](mailto:CSSP_Fortworth_MRO@cargill.com)

**Material Purchase Order Confirmation:**

- Material Purchase Order confirmations **must** be done by the supplier in Ariba
- Service POs do not require a PO confirmation
- To ensure prompt and accurate payment, your order confirmation **must** match Cargill's purchase order.
- Order confirmations of each material line item pricing, estimated delivery date, AND ship from location are required back by Ariba within 24 hours.

**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.

**Changes to Existing Purchase Orders:**

Legacy purchase orders will be completed and paid through the current process. Any new Purchase Orders processed on **Feb 03, 2020** forward will be found in the Ariba Network and will be processed using the Ariba Business Rules.

Cargill will not be liable to the supplier for any duplicate orders shipped to us in error. The supplier will be liable for any and all costs; including all return costs for deliveries made in error.

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

- 2.) **Invoicing Changes:**

All POs need to be invoiced through Ariba and All Purchase Orders need to be invoiced through Ariba and NOT sent to a Plant location for processing.



3.) **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>.

4.) **Payments:** To provide easier reconciliation payments for the listed Impacted Plant locations will be combined with all other plants using the same remittance information.

Suppliers with questions on payments from Cargill should refer to the transaction status in AN prior to contacting Cargill’s Supplier Relations team.

5.) **Impacted Plant locations:** These locations will be consolidated into existing structure of SAP. Please see Exhibit A for the list of plant locations effected.

✓ **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 Supplier Relations - Link to instructions: <http://www.cargill.com/suppliercentral>*
- *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.

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> .

Suppliers with questions about their companies Ariba based relationship with Cargill in NA should contact Cargill’s NA Supplier Enablement team at [CSSP\\_NASUPPLIERENABLEMENT@CARGILL.COM](mailto:CSSP_NASUPPLIERENABLEMENT@CARGILL.COM)

**Exhibit A - Locations Impacted**

Plant Code	Street Address	City	Region	Postal Code
1DPV	3709 East 1 <sup>st</sup> Street	Ft. Worth	TX	76111-5804
1DPU	26121 Eugenia Ave	Nashville	TN	37211-2118