



May 20, 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 **June 1, 2020**. A complete listing of impacted locations can be found within the Summary of Changes section of this letter. Some of the locations impacted may be in your system(s) under names such as Cargill Value Added Meats, Cargill Turkey Cooked Meats, Cargill Beef and Cargill Case Ready.

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 your 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 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
 - Setting Cargill up in your System
 - Purchase Orders
 - Invoicing
 - Remittance Changes
 - Payments
 - Material Numbers & Descriptions
 - Supplier Requirements
- Exhibit A - Sample SAP Purchase Order Form

Please also refer to our Supplier Central website for additional information 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. Questions regarding this notice can be directed to: Cargill_CSSP_Communication@cargill.com

Thank you in advance,

Cargill Protein - NA



SUMMARY OF CHANGES: This letter details changes that will apply to your transactions beginning June 1, 2020.

- 1.) **Setting Cargill up in your System:** Suppliers should make 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 Item 3 below. Current and additional guidance is located on Supplier Central: <https://www.cargill.com/page/supplier-central/onboarding-and-faqs>.
- 2.) **Purchase Orders:** Select Cargill Protein - NA locations will be using SAP for purchases made with your company on or after the **June 1, 2020** 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 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 location information is provide below. Please review this list to identify the new attention line reference to be used for the locations you currently transact with. If you do not see a new attention line reference, please continue to send invoices as you do today.

City	State/Province	Old Attn Line Reference	New Attn Line Reference	Business Name
Albert Lea	MN	11519-51255975	1017-A334	Cargill Meat Solutions, Inc.
Dayton	VA	11527-50961360	1017-A335	Cargill Meat Solutions, Inc.
California	MO	11536-51219461	1114-A336	Cargill Turkey Production, LLC
Ft. Morgan	CO	11126-50037875	1017-A280	Cargill Beef
High River	AB	11376-50174669	1019-A280	Cargill Limited
High River	AB	11376-50174669	1019-A281	Cargill Limited
Milwaukee	WI	11167-51035706	1017-A281	Cargill Meat Solutions, Inc.
MTC	VA	11528-50961356	1017-A334	Cargill Meat Solutions, Inc.
Newnan	GA	11183-50435953	1017-A259	Cargill Meat Solutions, Inc.

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_CSSP_Communication@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 contact us at Cargill_CSSP_Communication@cargill.com. Questions regarding a specific Cargill order should be directed to the PO contact.



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

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

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

Item	Cargill Material	Purchase Contract	Release Date	Material Description	Unit	Quantity	Price	Amount
01	11001001	00000001	2010-01-01	11001001	LB	1.00	1.00	1.00
Total PO Quantity								1.00