



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Cargill

Welcome!

Welcome to Ariba® Network! You are now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your Supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Cargill, please follow the steps below:

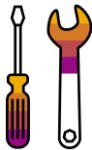
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Visit our [Supplier Training page](#)

Learn how to set up and operate your Supplier account on our detailed Supplier Training Page. This training will walk you through registration, account configuration and how to create different documents to send to your customer. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:
https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with Cargill

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page. Also, be sure to visit the Cargill Supplier Information Portal for more information. It can be found [HERE](#).

We look forward to helping you transact on Ariba® Network!



THE BEST RUN



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CARGILL'S PROJECT SCOPE

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents For this Ariba Network relationship	Not Supported Documents For this Ariba Network relationship
<ul style="list-style-type: none"> • Purchase Orders POs from Cargill will be sent through Ariba Network • Purchase Order Confirmations Apply against a whole PO or line items • Service Sheets Apply against a PO referencing a service line item • Invoices Apply against a whole PO or line items <ul style="list-style-type: none"> ○ Partial Invoices ○ Service Invoices Invoices that require service line item details • Item Level Credit Invoices/Credit Memos Quantity adjustments 	<ul style="list-style-type: none"> • Summary or Consolidated Invoices Apply against multiple POs • Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card • Duplicate Invoices A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN • Paper Invoices Cargill will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network • Non-PO Invoices Against a PO not received through AN • Contract Invoices Against contracts • Header Level Credit Memos Price/quantity adjustments at the header level

ACCOUNT SET UP

This section covers what needs to be set up in the Ariba Network account as minimum requirements in order to successfully transact with Cargill.

Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).

- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with Cargill on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

In order to locate your transaction rules specific to transacting with Cargill, click [HERE](#). These instructions will direct you to that section of your account.

PURCHASE ORDER Specifics

This section mentions any specificities regarding Purchase Orders sent by Cargill through Ariba Network.

- If a purchase order has a status of FAILED in your account, please be sure to address the failure reason (invalid email address in Electronic Order Routing section or an OOTO reply) and resend the PO before invoicing. You can always resend a PO which was not sent to your email address by clicking the *Resend* button. You can find more information [HERE](#) on how to address a failed PO and how to resend the order.

PO CONFIRMATION Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding purchase order confirmations.

- You are required to send order confirmations for material orders.
- You are required to send order confirmations at the header and line item level.
- You are required to update the line items via price change, but all price changes must be within 10% of the price listed on the purchase order.
- You are required to partially update line items via rejection, but you cannot fully reject a line item.
- To create a partial order confirmation, click [HERE](#) for more information.

SERVICE SHEET Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding service sheets.

- Service entry sheets will be automatically created after submitting an invoice on a service order. The service entry sheet will be in your outbox under service sheets.
- For service entry sheets Cargill allows a price tolerance of 10%. Suppliers cannot exceed the SES value more than 10% of the PO value.

INVOICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding invoices.

- **Tax data** is accepted at the header level or at the line item level of the invoice.
- **Shipping data** is accepted at the header level only.
- You are permitted to future date invoices by 10 days.
- You are not permitted to backdate invoices
- You are not permitted to submit header level credit memos, only line level.
- You are permitted to create quantity adjustment credit memos at the line item level.
- Double taxes are not permitted.
- To create a partial invoice, click [HERE](#) for more information. ***When submitting a partial invoice to Cargill, be sure to adjust the quantity accordingly. This may mean creating 0.25 or 0.5 of a quantity in order to get the correct amount if you will only be invoicing for a partial amount of that particular line item.*
- Do not enter more than 140 characters in the comment section.

HELP & SUPPORT

If you need assistance using Ariba Network, please see the options below. You can also contact our Enablement Team through this [Contact Form](#). Use this form for any questions you may have during the registration or onboarding process prior to going-live with Cargill.

If you need assistance regarding business processes, please contact the Cargill project team at the following email address: CSSP_NASUPPLIERENABLEMENT@CARGILL.COM. If you need technical support or any assistance post going-live with Cargill, please reach out to SAP Ariba Customer support using the instructions provided [HERE](#).

www.sap.com/contactsap

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