



# 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

## SAP Implementation

**September 1, 2019 or November 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



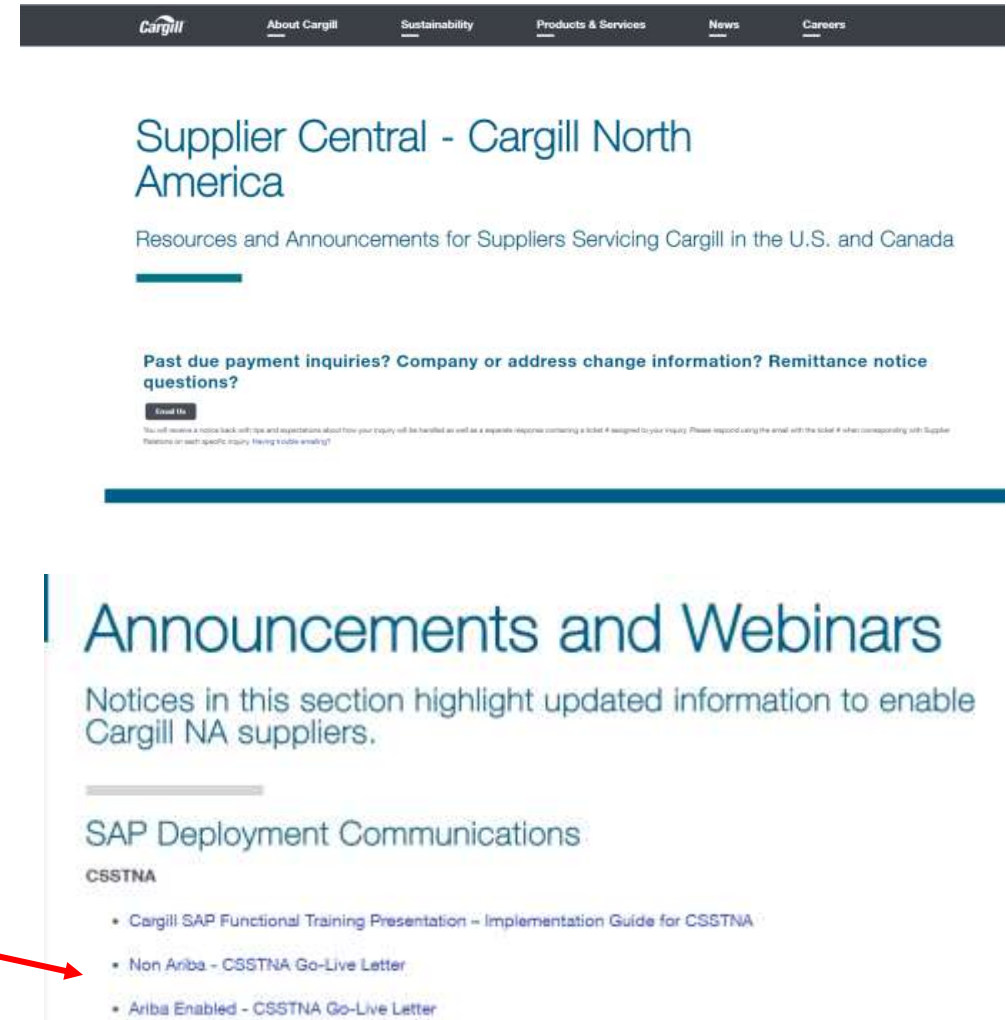
# Ariba Enabled Suppliers

- 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.
- 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\*\*](mailto: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. The main heading is "Supplier Central - Cargill North America" with a subtitle "Resources and Announcements for Suppliers Servicing Cargill in the U.S. and Canada". Below this is a section titled "Past due payment inquiries? Company or address change information? Remittance notice questions?" with a "Email Us" button and a small disclaimer. The bottom section is titled "Announcements and Webinars" and contains a sub-section for "SAP Deployment Communications" under the heading "CSSTNA". A red arrow points from the text in the first bullet point of the slide to the "SAP Deployment Communications" section in the screenshot.

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 such specific inquiry. Having trouble emailing?

Announcements and Webinars

Notices in this section highlight updated information to enable Cargill NA suppliers.

SAP Deployment Communications

CSSTNA

- Cargill SAP Functional Training Presentation - Implementation Guide for CSSTNA
- Non Ariba - CSSTNA Go-Live Letter
- Ariba Enabled - CSSTNA Go-Live Letter



# SAP Purchase Orders



# Sample SAP PO

The image shows a sample SAP Purchase Order form for Cargill. The form includes the Cargill logo, a header section with the purchase order number 1501800439, and a table of items. Red boxes and arrows highlight key information: the Cargill business name, the SAP Attention line, the Cargill PO number, and the PO contact name and email. A large 'DRAFT' watermark is overlaid on the form.

Qty	Plant	Material	UoM	Description	Unit Price	Quantity	Value	Amount
1	1501	15010001	KG	15010001	1.00	1.00	1.00	1.00

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

2.

Follow any special instructions

3.

Verify taxes are correct

**Cargill**  
 CARGILL KITCHEN SOLUTIONS, INC.  
 1547 MCINTY ROAD WEST  
 MINNETONKA MN 55397  
 USA

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

Vendor: [Redacted]  
 To: MTC FINANCE SHARED SERVICES  
 TN 1015-A205  
 FWDO NO. 58108-4032  
 USA  
 FAX: [Redacted]  
 EMAIL: CargillFSC\_AccountsPayable@cargill.com

PO Contact: [Redacted]

Deliver To: MASON CITY US OHS  
 CARGILL KITCHEN SOLUTIONS INC.  
 1750 S BENJAMIN AVE  
 MASON CITY IA 50401-6989

Ship-From: [Redacted]

Delivery Terms: DDP DESTINATION  
 PO Issue Date: 01/25/2017  
 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 slip and all documentation also requires 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	Price Per	Extended Amount
10			03/15/2017	Quota 14361155 Various	1	281.00	1	AU	281.00
				Include the following services: CONTINENTAL	281	AU	1.00	AU	281.00
				Work Order 450102218					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/fats/terms](http://www.cargill.com/fats/terms) apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

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Contact the Cargill contact on each PO with changes or corrections

4.

Verify currency terms & incoterms correct

5.

UOM on all your documents must match UOM on Cargill PO

# Sample SAP PO

## Materials Numbers & Descriptions

Cargill material numbers and descriptions will change

**Cargill** Purchase Order 45037815

Invoice that references this purchase order # and match PO number on order for payment.

CARGILL KITCHEN SOLUTIONS, INC.  
15407 MOONBAY ROAD WEST  
MINNETONKA MN 55301  
USA

PO Terms: All items are required within 24 hours to the Cargill contact listed on this PO

Vendor: [Redacted] To: CARGILL SERVICE SHARED SERVICES  
ATTN: 1016-4205  
FAX: 56108-4030  
USA  
EMAIL: CargillFSC\_AccountsPayable@cargill.com

PO Contact: [Redacted]

Deliver To: MASON CITY US OHS  
CARGILL KITCHEN SOLUTIONS, INC.  
1750 S BENJAMIN AVE  
MASON CITY IA 50401-9999

Ship-From: [Redacted]

Delivery Terms: DDP DESTINATION  
PO Issue Date: 01/23/2017  
Currency: USD  
Payment Terms: NET 90 DAYS FROM DATE OF INVOICE

All invoices require an electronic Purchase Order number on them, if not, the invoice will be deleted.  
Packaging slip and all documentation also requires 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 LFC	UOM	Unit Price	Per	Price	Extended Amount
10			03/15/2017	Quilted 1400/1555 Vertico		281.00	1	AU	281.00
				Included for food service					
				CONTR	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/external/terms](http://www.cargill.com/external/terms) apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

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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 58105-6032  
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 Price	Extended Amount
				Quantity					
	<b>Vendor Part #</b>	<b>Manufacturer Part #</b>							
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/tarant/terms](http://www.cargill.com/tarant/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  
15607 MCGINTY ROAD WEST  
WAYZATA MN 55391  
USA

Vendor: [Redacted] LLC

PO Contact:  
Rajeshwar Reddy  
Cargill Inc  
Phone: 01-006-4045-3230  
Global\_Processing@car  
gill.com

Delivery 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: 03/10/2016  
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.

**Purchase Order Change**

**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](mailto: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.

Invoices are required for all purchase orders going forward, a goods receipt in our system will no longer generate a payment to you.

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

## Locations Impacted and Go Live Date

**Go Live 1 – September 1, 2019**

We have 2 different activation dates for the plants that make up the CSSTNA business, please see below to reference the plant and their respective activation date.

Attention Line	Plant Code	Business Name	Street Address	City	State	Zip
1001-A463-1CDE	1CDE	CARGILL INCORPORATED	1710 16TH ST SE	CEDAR RAPIDS	IA	52401-2638
1001-A463-1AJB	1AJB	CARGILL INCORPORATED	2888 FM 1727	DALHART	TX	79022-8361
1001-A463-1BLT	1BLT	CARGILL INCORPORATED	3201 NEEDMORE RD	DAYTON	OH	45414-4309
1001-A463-1AGQ	1AGQ	CARGILL INCORPORATED	1041 E GARFIELD AVE	DECATUR	IL	62526-4854
1001-A463-1CAI	1CAI	CARGILL INCORPORATED	765 E PYTHIAN AVE	DECATUR	IL	62526-2412
1001-A211-1ANK	1ANK	CARGILL INCORPORATED	1844 SUMMER ST	HAMMOND	IN	46320-2236
1001-A234-1CHY	1CHY	CARGILL INCORPORATED	1100 INDIANAPOLIS BLVD	HAMMOND	IN	46320-1019
1001-A463-1BLX	1BLX	CARGILL INCORPORATED	2800 LYNWOOD RD	LYNWOOD	CA	90262-4010
1001-A463-1BLZ	1BLZ	CARGILL INCORPORATED	2330 BUOY STREET	MEMPHIS	TN	38113-0368
1109-A216-1CHI	1CHI	DRY CORN INGREDIENTS INCORPORATED	616 S JEFFERSON ST	PARIS	IL	61944-2043
1109-A216-1DXB	1DXB	DRY CORN INGREDIENTS INCORPORATED	104 MCMILLAN ST	PARIS	IL	61944-2043
1001-A463-1BMC	1BMC	CARGILL INCORPORATED	18049 COUNTY ROAD 8	WAHPETON	ND	58075-9700
1001-A463-1BMD	1BMD	CARGILL INCORPORATED	1120 MILLBURY STREET	WORCESTER	MA	01607-1415
1001-A463-2GTB	2GTB	CARGILL INCORPORATED	1345 76TH AVE SW	CEDAR RAPIDS	IA	52404-7038
1001-A463-2GTM	2GTM	CARGILL INCORPORATED	2780 HIGHLAND AVE	CINCINNATI	OH	45212-2408
1001-A463-2GTC	2GTC	CARGILL INCORPORATED	5328 TREMONT AVE	DAVENPORT	IA	52807-2639
1001-A463-2ANS	2ANS	CARGILL INCORPORATED	20 EAKER ST	DAYTON	OH	45402-2550
1001-A463-2GTL	2GTL	CARGILL INCORPORATED	2311 45TH ST S	FARGO	ND	58104
1001-A463-2GTD	2GTD	CARGILL INCORPORATED	8556 COUNTY ROAD 140	FINDLAY	OH	45840-1833
1001-A463-2GTG	2GTG	CARGILL INCORPORATED	500 57TH ST	MARION	IA	52302-3801
1001-A463-2AYK	2AYK	CARGILL INCORPORATED	2885 W DIEHL RD	NAPERVILLE	IL	60563-8742
1109-A463-2ARQ	2ARQ	DRY CORN INGREDIENTS INCORPORATED	2201 PEDCO RD	PARIS	IL	61944-2043
1001-A463-2GTI	2GTI	CARGILL INCORPORATED	1610 ALTORFER DR	PEORIA	IL	61615-1923
1001-A463-2GTJ	2GTJ	CARGILL INCORPORATED	1114 5TH ST	SIoux CITY	IA	51101-1906
1001-A463-2GTK	2GTK	CARGILL INCORPORATED	809 W RUSSELL ST	SIoux FALLS	SD	57104-1360
1001-A463-2AET	2AET	CARGILL INCORPORATED	1100 COMMERCIAL DRIVE	WALFORD	IA	52351-5470
1001-A463-3AAO	3AAO	CARGILL INCORPORATED	308 6TH AVE SE	CEDAR RAPIDS	IA	52401-2014
1001-A463-3AAF	3AAF	CARGILL INCORPORATED	15407 MCGINTY RD W	HENNEPIN	MN	55391-2365
1001-A463-3AAT	3AAT	CARGILL INCORPORATED	800 NW 62ND AVE STE 290	MIAMI	FL	33126-4992

# Attention Line

## Locations Impacted and Go Live Date

### Go Live 2 – November 1, 2019

Attention Line	Plant Code	Business Name	Street Address	City	State	Zip
1001-A463-1CBM	1CBM	CARGILL INCORPORATED	3582 MCCALL PL	ATLANTA	GA	30340-2802
1001-A463-1ADQ	1ADQ	CARGILL INCORPORATED	650 INDUSTRIAL PARK DR	BLAIR	NE	68008-2666
1001-A463-1BLQ	1BLQ	CARGILL INCORPORATED	760 US HIGHWAY 60	BOVINA	TX	79009-3908
1001-A463-1BLS	1BLS	CARGILL INCORPORATED	1 RIVERSIDE LANE # C	CHATTANOOGA	TN	37406-1725
1001-A207-1ADP	1ADP	CARGILL INCORPORATED - VITAMIN E	17540 MONROE WAPELLO RD	EDDYVILLE	IA	52553-8032
1001-A463-1BIM	1BIM	CARGILL INCORPORATED	17540 MONROE WAPELLO RD	EDDYVILLE	IA	52553-8032
1764-A414-1DVM	1DVM	EDDYVILLE CHLOR-ALKALI, LLC	1194 720 AVE	EDDYVILLE	IA	52553-8528
1001-A463-1DXC	1DXC	CARGILL INCORPORATED	1285 APPLETON RD	ELKTON	MD	21921-3913
1001-A463-1BLU	1BLU	CARGILL INCORPORATED	1950 HARVEST AVE	FORT DODGE	IA	50501-8828
1001-A463-1BLV	1BLV	CARGILL INCORPORATED	9702 CLINTON DR	HOUSTON	TX	77029-4330
1109-A216-1BLW	1BLW	DRY CORN INGREDIENTS INCORPORATED	1730 W MICHIGAN ST	INDIANAPOLIS	IN	46222-3855
1001-A463-1BMA	1BMA	CARGILL INCORPORATED	2 S HORTON STREET	SEATTLE	WA	98134-1810
1001-A463-1BMB	1BMB	CARGILL INCORPORATED	5425 W TYSON AVE	TAMPA	FL	33611-3227
1001-A463-2GTA	2GTA	CARGILL INCORPORATED	1450 FRONT ST	BLAIR	NE	68008-1638
1001-A463-2BEY	2BEY	CARGILL INCORPORATED	222 S CUMBERLAND ST	FREMONT	IA	52561-9718
1001-A463-2AYD	2AYD	CARGILL INCORPORATED	10364 S 136TH ST	OMAHA	NE	68138-3903
1001-A463-2GTE	2GTE	CARGILL INCORPORATED	13028 CARY CR	LA VISTA	NE	68138-3722
1001-A463-2GTH	2GTH	CARGILL INCORPORATED	2523 EDWARD BABE GOMEZ AVE	OMAHA	NE	68107-4431
1001-A463-3ABA	3ABA	CARGILL INCORPORATED	1705 KELLIE DR	BLAIR	NE	68008-0530
1001-A463-4ACG	4ACG	CARGILL INCORPORATED	14800 28TH AVE N	PLYMOUTH	MN	55447-4873
1001-A463-4AAB	4AAB	CARGILL INCORPORATED	12111 LYNN AVE S	SAVAGE	MN	55378-1475

# 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.

**Cargill**

**PAYMENT NOTIFICATION**

Vendor: \_\_\_\_\_  
 Tax ID #: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Date: 03/06/2015  
 Address: \_\_\_\_\_

Vendor Payee #: \_\_\_\_\_  
 Payment Method: LOCAL ELECTRONIC PAYMENT  
 Account Number: \_\_\_\_\_  
 Payment Amount: 3,415.14 USD  
 Payment Discount: \_\_\_\_\_  
 Withholding Tax Total Amount: 0.00

Company Code: 1001  
 Name: CGL INC  
 Address: MOGENTY ROAD WEST  
 Tax ID #: 41017020

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0105943910		0.00	4.00	90.76	880.43

Cargill Invoice # 6301427299

Purchase Order # 4100150359

Purchase Location TACR, LANGRIG, NY, USA

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0105277067008002	27.35	0.55	1.30	1.01	27.35

Cargill Invoice # 5201427291

Purchase Order # 4100166796

Purchase Location IADC, GRANTSVILL, UT, USA

If you have any questions please contact us at:  
 North America: fax: supplierrelations@cargill.com or 1-800-613-1098  
 Europe: apak\_sapdesk@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.

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**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		Vendor Payee #	
Tax ID #		Payment Method	LOCAL ELECTRONIC PAYMENT
Contact		Account Number	
Fax #		Payment Amount	1,616.54 USD
Date	03/06/2015	Payment Discount	
Address		Withhold/Tax Total Amount	0.00

Company Code : 1001  
Name : CDL INC  
Address : MOGRITY ROAD WEST  
Tax ID # : 410177080

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
5100949210	885.43	0.00	4.00	30.78	885.43

Supplier's Packing Slip/BOL Number

Cargill Invoice #	Purchase Order #	Purchase Location	Cargill's Plant Location
6201427290	4100150892	IACR, LANGIAC, NY, USA	

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0126277007008900	27.35	0.00	1.20	1.01	27.35

Cargill Invoice #	Purchase Order #	Purchase Location
6251427291	4100160700	IADC, GRANTSVILL, UT, USA

If you have any questions please contact us at:  
North America: fac\_suppliermail@argill.com or 1-800-513-1088  
Europe: apuk\_helpdesk@argill.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.

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# 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. Reasons or with 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?

Send 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

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

# Thank You