



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.

It is very important that you thoroughly read the information regarding this change in this email and located on <http://www.cargill.com/suppliercentral> and make the necessary changes and submissions to Cargill as a failure to do so will result in delayed payment.

This letter contains details you will need to know about the SAP implementation that is affecting Cargill Starches, Sweeteners & Texturizers North America business locations either **September 1, 2019 or November 1, 2019**. A complete listing of locations impacted and their respective Go Live Date can be found in Exhibit B of this letter. 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. 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.
- 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 Locations, New Attn Lines and Go Live Date

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 Starches, Sweeteners & Texturizers North America

SUMMARY OF CHANGES: This letter details changes that will apply to your transactions with the affected locations beginning either **September 1, 2019** or **November 1, 2019**, as outlined in Exhibit B.

- 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 Starches, Sweeteners & Texturizer's North America will be using SAP for purchases made with your company on or after the Go Live Date listed in Exhibit B for the designated plants 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 today you submit an invoice and reference a Work Order Number on your invoice, in the future you must reference a Purchase Order number in order to get paid.**
 - 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 Exhibit B) 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.

✓ **Action Required:**

- If today you do not send in an invoice, going forward you **must** submit an invoice in order to be paid. A receipt in our system will no longer generate a payment to you.

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_SSTNA_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.

Watch the training video found on Supplier Central [Play Recording](#) that provides details on the new process and changes.

Questions regarding a specific Cargill order should be directed to the PO contact. Please note that the Cargill_SSTNA_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

Purchase Order
456189439

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	Plant	Material	Description	UoM	QTY	Unit Price	Total Price
01	10000001	10000001	10000001	EA	1	100.00	100.00



Exhibit B - Cargill Plant and 3rd Party Warehouse Locations Impacted and Go Live Date

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.

Go Live 1 – September 1, 2019

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



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