

Cargill SAP Functional Training

Implementation Cargill Protein Supply Chain North America

Cargill Strategic Sourcing and Procurement North America

Supplier Communication

For Internal and External Stakeholders





Cargill Protein Supply Chain North America

SAP Implementation

July 29th

Some of the locations impacted may be in your system(s) under previous names such as Cargill Value Added Meats, Cargill Turkey Cooked Meats, Cargill Beef and Cargill Case Ready.

We are working to establish common processes and technology





ACTION ITEMS NEEDED FROM YOU:

- Go-Live Notice/Letter Read the Cargill Protein NA 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

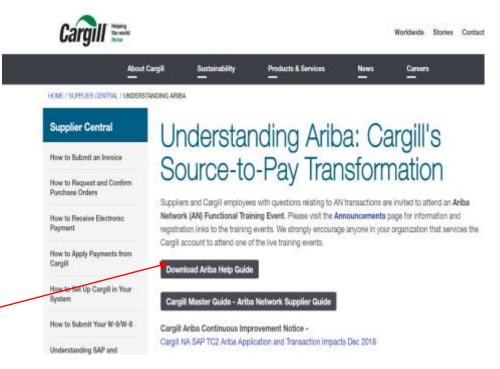


Ariba Enabled Suppliers



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 <u>Understanding Ariba</u> section of Supplier Central for information on AN transactions.
- Please refer to Cargill Ariba Functional Trainings for additional guidance on Ariba transactions. https://www.cargill.com/page/supplier-central/supplier-na-announcements
- Download the Ariba Help Guide Supplier Enablement Help Guide.
- 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





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 Cargill Protein Supply Chain North America Go Live letter on Supplier Central under the Announcements & Webinars section.



Announcements and Webinars

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

SAP Deployment Communications

Cargill Protein NA

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



SAP Purchase Orders



Sample SAP PO



Cargill Business name

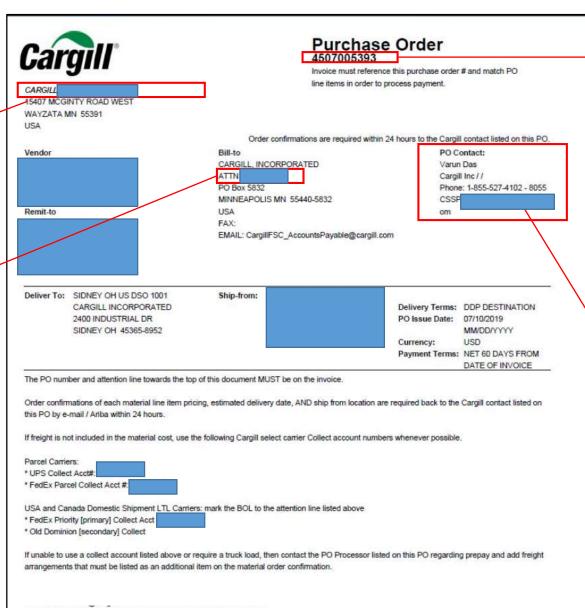
Please use the name provided in this section on all documents including invoices.



SAP Attention line

4 digits followed by the alpha with 3 digits at the end. Please reference to slide 19 for guidance. Will be referenced within the remit to address here.

FACT: Cargill requires a purchase order for all materials and services.





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.

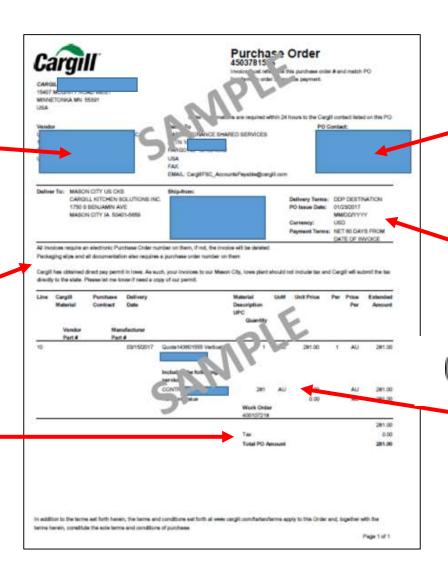


Sample SAP PO

Be sure your company name is listed correctly

Follow any special instructions

Verify taxes are correct



Contact the Cargill contact on each PO with changes or corrections

Verify currency terms & incoterms correct

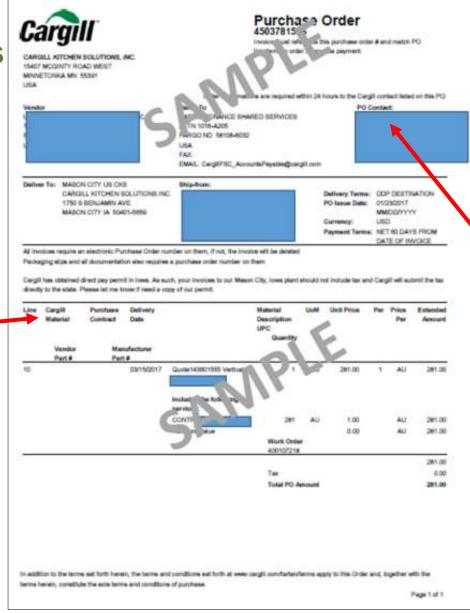
UOM on all your documents must match UOM on Cargill PO



Sample SAP PO

Materials Numbers & Descriptions

Cargill material numbers and descriptions will change



Questions on new material #'s can be directed to the PO contact

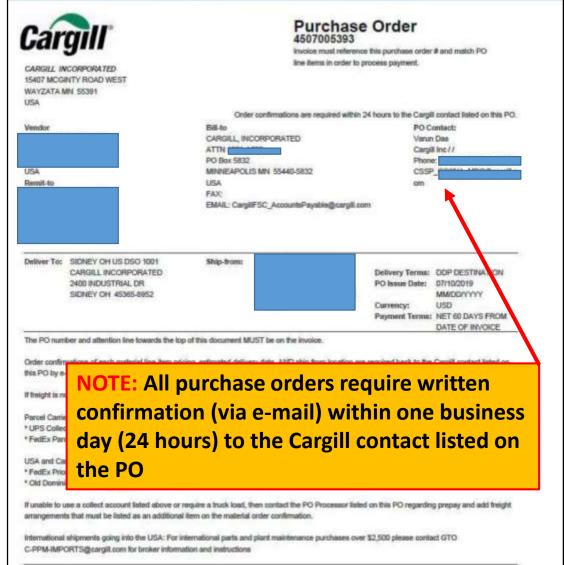


SAP Purchase Orders

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





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.



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 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.

All invoices must be submitted based on your PO, if you are unsure of where to submit your invoice contact Supplier Relations.

If you are Ariba Enabled, invoices should be submitted via Ariba network.



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 <u>Receiving and Confirming Purchase</u> <u>Orders</u> for additional information about POs and PO confirmation requirements.)
- Cargill business name and "Attn Line" number (<u>Access a complete list of Cargill locations</u> 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



Impacted Plant Locations and Attention Lines

Please review the list to first identify the location you are doing business with and confirm that the Old Attention Line next to it matches what you are using today to submit your invoices.

If the invoice attention line you use today is not listed, please continue with your current process.

Question related to plant locations and attention lines contact Cargill CSSP Cargill_CSSP_Communication@cargill.com

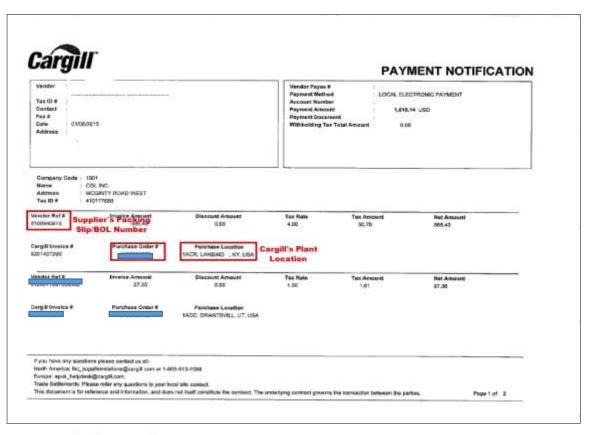
City	State/Province	Old Attn Line Reference	New Attn Line Reference	Business Name
Monett	MO	11537-51219462	1114-A336	Cargill Turkey Production LLC
Purdy	MO	11537-51219462	1114-A336	Cargill Turkey Production LLC
Springdale	AR	11537-51219462	1114-A336	Cargill Turkey Production LLC
Gentry	AR	11537-51219462	1114-A336	Cargill Turkey Production LLC
Harrisonburg	VA	11530-51239876	1114-A336	Cargill Turkey Production LLC
Albert Lea	MN	11519-51255975	1017-A334	Cargill Turkey and Cooked Meats
Brampton	ON	11340-51257024	1019-A276	Cargill Turkey and Cooked Meats
Butler	WI	11192-50952906	1017-A276	Cargill Turkey and Cooked Meats
California	MO	11510-50265116	1017-A335	Cargill Turkey and Cooked Meats
Chambly	QC	11381-50915444	1019-A259	Cargill Case Ready
Columbia	SC	11129-51498290	1017-A259	Cargill Case Ready
Dayton	VA	11527-50961360	1017-A335	Cargill Turkey and Cooked Meats
Dodge City	KS	11104-50037873	1017-A280	Cargill Beef
Fresno	CA	11177-51175863	1017-A280	Cargill Beef
Fresno	CA	11178-51175863	1017-A280	Cargill Beef
Ft Morgan	СО	11126-50037875	1017-A280	Cargill Beef
Ft Worth	TX	11189-51403459	1017-A276	Cargill Turkey and Cooked Meats
Guelph	ON	11385-51353645	1019-A259	Cargill Case Ready
Guelph	ON	11366-51148337	1019-A280	Cargill Beef
Mt. Crawford	VA	11528-50961356	1017-A334	Cargill Turkey and Cooked Meats
Nebraska City	NE	11112-50054713	1017-A334	Cargill Turkey and Cooked Meats
Newnan	GA	11183-50435953	1017-A259	Cargill Case Ready
Springdale	AR	11520-51219462	1017-A335	Cargill Turkey and Cooked Meats
Timberville	VA	11526-50961355	1017-A334	Cargill Turkey and Cooked Meats
Waco	TX	11522-50512494	1017-A334	Cargill Turkey and Cooked Meats
Waco	TX	11524-50512494	1017-A334	Cargill Turkey and Cooked Meats



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.



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 over/under payment
- If you are unable to apply a payment because the vendor ref # does not match your BOL or service completion document #



Payments

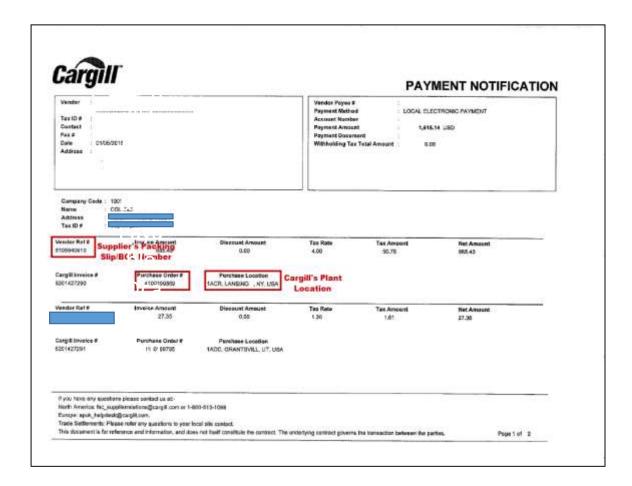


Payments

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 invoice

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.





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. http://www.cargill.com/suppliercentral
- **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.Fsc Fsc_SupplierRelations@cargill.com



Demo of Supplier Central

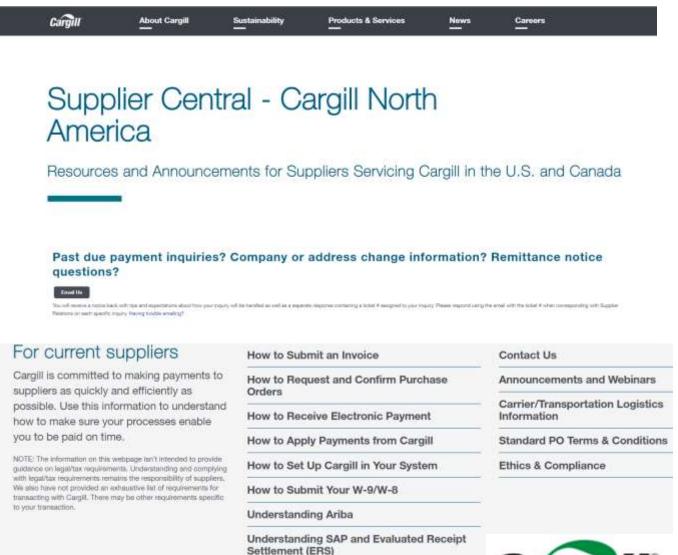


Supplier Central

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



How to submit an inquiry to Supplier Relations:

- Go to Supplier Central and use the Supplier Relations contact link
- Supplier Relations contact link will <u>create an email</u> to <u>Supplier Relations</u> 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?

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



Thank You

