



August 31, 2021

Dear Valued Supplier,

In our rapidly changing world, the expectations on serving customers continues to rise. We are pleased to inform you that our business will be upgrading several of our internal systems to SAP. This system upgrade will help us serve you better through operational effectiveness and better visibility to our supply chains.

This packet contains details you will need to know about the SAP implementation that is affecting several locations of Cargill Incorporated effective October 4, 2021. Reference Exhibit A for a complete list of impacted locations. Thank you, in advance, for responding to our requests and for adopting new processes required for this transition.

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. 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 – List of Impacted Locations
- Exhibit B - Sample SAP Purchase Order Form

If you have any questions regarding this letter and/or transition activities, please contact the Transition Team. The email address is: cargillsaproject_communication@cargill.com

Regards,

Cargill Incorporated



SUMMARY OF CHANGES: This letter details changes that will apply to your transactions with the affected locations beginning **October 4, 2021**.

- **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 locations 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-fqs>.
- **Purchase Orders:** Cargill, Incorporated locations listed in this communication will be using SAP for purchases made with your company on or after October 4, 2021 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 and/or service 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 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.



- **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](mailto:CargillFSC_AccountsPayable@cargill.com) and not to the Cargill 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. Note: If you are an Evaluated Receipt Vendor (ERS), this section does not apply.

Impacted Locations and Attn Lines

Please review the below 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. Then make note of the new, required attention line that must be used after the effective dates noted below for each location.

Material and Services rendered before the below effective date for each Cargill location should still be invoiced using the current process.

Plant Code	Street Address	Current Attn Line	Future Attn line
1DPU	2621 Eugenia Avenue, Nashville, TN 37211-2118	1653/A334	1017/A334
1DPV	3709 East 1st Street, Ft Worth, TX 76111-5804	1653/A334	1017/A334
1DPA	1529 E 23rd Street, Columbus, NE 68601-3718	1017/A334	1017/A334
1DPB	702 E 13th Street, Albert Lea, MN 56007-3250	1017/A334	1017/A334

- **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>. Go to FAQ/Payment-North America and there is a link to an SAP remittance sample at the bottom of the page in the Documents section.
- **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.*



- **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, change requests, order confirmations, invoices, and catalogs, for these scenarios should occur via the E-Commerce Provider. We will contact you directly if 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:

Category	Description
<ul style="list-style-type: none"> • Ordering Address 	<ul style="list-style-type: none"> • This is address where the materials that Cargill orders would be ordered Cargill from; note it cannot be a PO Box. • Purchase Orders will be emailed to the email address on file. • For each ordering address/contact submitted, please indicate what Cargill site it is for and if this is the primary or secondary ordering address. Purchase orders will be delivered via email to the email address on file for the supplier
<ul style="list-style-type: none"> • Goods Supplier Address 	<ul style="list-style-type: none"> • This is the address where the materials that Cargill orders would ship out from (warehouse/supplier company), it 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 instances, 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.
<ul style="list-style-type: none"> • Remittance address (Payee) 	<ul style="list-style-type: none"> • 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. Please be aware that with this transition you will begin to see Purchase Order numbers starting with 55****
- **Submit completed and signed tax forms if you have not submitted tax forms previously - Link to instructions: <http://www.cargill.com/suppliercentral>**

Questions regarding a specific Cargill order should be directed to the PO contact. Please note that the 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 – List of Impacted Locations

- **Direct Pay**: Vendor should not charge tax to Cargill as we will accrue as necessary and pay our tax directly to the States because of our Direct Pay Permit
- **Non-Direct Pay**: Vendor is expected to charge proper amount of tax when appropriate.

Plant Code	Street Address	City	State	Postal Code	Tax Status
1DPU	2621 Eugenia Avenue	Nashville	TN	37211-2118	Non-Direct Pay
1DPV	3709 East 1st Street	Fort Worth	TX	76111-5804	Direct Pay
1DPA	1529 E 23rd Street	Columbus	NE	68601-3718	Direct Pay
1DPB	702 E 13th Street	Albert Lea	MN	56007-3250	Non-Direct Pay



Exhibit B - SAMPLE of the SAP Purchase Order

Cargill Business Name
Please use the full name on all documents including invoices

SAP Attention Line
Will be referenced within the remit to address

Cargill PO Number
Must be referenced on invoice for payment to be issued.

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

Cargill

Purchase Order
5500057897
Invoice must reference this Purchase Order # and match PO line items in order to process the payment.

CARGILL MEAT SOLUTIONS CORPORATION
1000 SOUTH LAKE
WICHITA, KS, 67262
United States of America

Please confirm PO within 24 hours of receipt to the following contact:
PO Contact:
Harshit Thakur

Vendor:
PRINTPACK, INC
2800.OVERLOOK PKWY NE
ATLANTA,GA,30339-4240
United States of America

Remit To:
PRINTPACK, INC
ATLANTA,GA,30339-2430
United States of America

Ship From:
PRINTPACK, INC
2800.OVERLOOK PKWY NE
ATLANTA,GA,30339-4240
United States of America

Delivery Terms : Delivered at Place
PO Issue Date : 01/13/2021
Currency : USD
Payment Terms : 1% DISCOUNT IN 10 DAYS NE
Shipping Condition : Vendor Planning

Bill-To:
CARGILL MEAT SOLUTIONS CORPORATION
ATTN 1017 - A334
WICHITA, KS 67262-8939
USA
Email: CargillFSC_Accounts@evittle@cargill.com

Deliver To:
NEBRASKA CITY NE US CTCM 1017
CARGILL MEAT SOLUTIONS CORP
2001 INDUSTRIAL RD, PO Box 760
NEBRASKA CITY, NE, 68410-0760
United States of America

Replacement for Legacy PO# N116422

Line	Cargill Material Vendor Part#	Delivery Date	Manufacturer Part#	Material Description	Quantity	UOM	Unit Price	Pir	Price Par	Extended Amount
00010	303033577	02/24/2021		20 ML 417MM ECO-BLOCK C	1,200.00	EA	195.72	1,000	EA	234,864.00

Net amount incl surcharges & discounts 234,864.00
Total PO Amount 314,864.00