



August 31, 2021

Dear Valued Ariba 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 the following Cargill Incorporated locations effective October 4, 2021.** *Reference Exhibit A at the end of this letter for the complete list of impacted locations.* Thank you, in advance, for your full engagement in responding to our requests and adoption of new processes required to support this critical initiative.

Suppliers onboarded on to Ariba Network will resume to transact via Ariba, additionally you may start receiving purchase orders from the Cargill Incorporated business locations listed on page 3 of this letter.

**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. ***Please ensure that all effected branches are informed of the switch as they might not be actively transacting with Cargill on Ariba.***

Suppliers with questions on payments should refer to the transaction status in AN prior to contacting Cargill's Supplier Relations team. The email address is: [Fsc\\_SupplierRelations@cargill.com](mailto:Fsc_SupplierRelations@cargill.com).

If you have any questions regarding this letter and/or transition activities, please contact our transition team. The email address is: [cargillsaproject\\_communication@cargill.com](mailto:cargillsaproject_communication@cargill.com)

Regards,

**Cargill Incorporated**



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

**Transition Activities**

Category	Description
<b>Purchase Order Transition</b>	<b><u>Transition: Open Purchase Orders:</u></b> <ul style="list-style-type: none"><li>• Open Purchase Orders which have not been shipped or invoiced at the time of Go Live will be recreated in Cargill's new SAP instance</li><li>• The recreated purchase order will have a new number</li><li>• The Cargill project team will provide a cross-reference of the old to new Purchase Order numbers</li><li>• The conversion purchase order will be sent to the Ariba network with reference to the old order in the header text</li><li>• The conversion purchase order will require confirmation (if needed for invoicing)</li></ul>
<b>Invoicing Transition</b>	<b><u>Transition: Invoicing Converted Orders</u></b> <ul style="list-style-type: none"><li>• Invoicing can be done using the new purchase order number in the Ariba network</li><li>• The Cargill project team will provide a cross-reference of the old to new Purchase Order numbers</li></ul>
<b>Orders Pending Invoicing</b>	<ul style="list-style-type: none"><li>• The Cargill project team is actively reaching out to Suppliers to complete pending invoicing via Ariba</li><li>• At the time of Go Live, orders which have not been invoiced through the network will be communicated by the Cargill</li><li>• Invoices not posted by Go Live will need to be submitted by e-mail</li><li>• The Cargill project team will communicate purchase orders where Ariba invoicing was not completed, and invoicing will need to be completed by e-mail</li></ul> Please e-mail Invoices to <a href="mailto:CargillFSC_AccountsPayable@cargill.com">CargillFSC_AccountsPayable@cargill.com</a>



**Post Transition Activities**

Category	Description
<b>Purchase Order Confirmations</b>	<ul style="list-style-type: none"> <li>For Material Ariba Purchase Orders received through Ariba, the order confirmations should be created in the network.</li> <li>Post order confirmation, you can proceed to submit the invoice in Ariba.</li> </ul>
<b>Invoicing</b>	<p><b><u>Invoicing Through Ariba Network</u></b></p> <ul style="list-style-type: none"> <li>Purchase Orders received through Ariba network should be invoiced in Ariba Network only.</li> <li>Invoices submitted manually for Ariba purchase orders will be rejected by Cargill.</li> <li>Order confirmation must match Cargill's purchase order to ensure prompt and accurate payment.</li> </ul> <p><b><u>Purchase Orders Received Outside of Ariba:</u></b></p> <ul style="list-style-type: none"> <li>Please continue to submit invoices to accounts payable.</li> <li>You can visit <a href="#">NA - Supplier Invoicing</a> for additional information.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>Suppliers should use the <a href="#">Cargill - Ariba Master guide</a> (link to PDF) to understand the business processes required by Cargill via the Ariba Network.</li> <li>Cargill Suppliers that need support using AN or if you have any issues pertaining to Ariba, consult <a href="#">SAP Ariba Customer Support</a></li> <li>If your question is regarding specifics on a Purchase Order, (such as pricing, UOM, status, or order material details), please contact the Cargill buyer contact.</li> </ul>

**Exhibit A - 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