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
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.
  • To avoid payment delays, please be sure to confirm payment terms, currency, incoterms, and taxes are correct.

• 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 Starches Sweeteners & Texturizer North America Go Live letter on Supplier Central under the Announcements & Webinars section.
SAP Purchase Orders
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.
4. Contact the Cargill contact on each PO with changes or corrections.
5. Verify currency terms & incoterms correct.
6. UOM on all your documents must match UOM on Cargill PO.
Sample SAP PO
Materials Numbers & Descriptions

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

Cargill material numbers and descriptions will change
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 (Incoterm)
- 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

NOTE: All purchase orders require written confirmation (via e-mail) within one business day (24 hours) to the Cargill contact listed on the PO
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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.
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.
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

Please review this 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 on your future invoices.

If you do not see an attention line you use today listed, please continue to send invoice as you do if you do not receive a Purchase Order in the future that indicates something different.

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<th>Future Attention Line</th>
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<td></td>
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Invoices mailed directly to 1705 Kellie Dr Blair NE 68008
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 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.
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 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.

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