



April 29, 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.

This letter contains details you will need to know about the SAP implementation that is affecting Cargill Starches, Sweeteners & Texturizers North America business locations June 1, 2019. A complete listing of locations impacted 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.
- Attend** at least one of the informational webinars that will review the details and answer your questions. The dates and the webinars can be found at this link: <http://www.cargill.com/suppliercentral>. Please contact us at Cargill_SSTNA_SAP@cargill.com if you run into issues. We strongly suggest all suppliers attend the webinar.

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 Plant locations and Attn Lines

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 **June 1, 2019**.

- 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 June 1, 2019 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 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 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 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.



Please look at this list to identify an attention line example you are using today to submit your invoices to determine what the attention line should be in the future. 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.

Current Attention Line		Future Attention Line
16914-51512171		1001-A461-3AAF
16915-51512171		1001-A462-3AAF
12824-50145816		1001-A463-3AAF
12765-50145729		1001-A463-3AAF
12760-50145729		1001-A463-3ABA
12768-50467661		1001-A463-3ABA
12761-50145816		1001-A463-3AAF
12766-50145816		1001-A463-3AAF
12763-50145816		1001-A463-3AAF
12694-50145733		1001-A463-3AAF
12698-50145733		1001-A463-3AAF
12780-50145816		1001-A463-3AAF
12682-50145732		1001-A463-3AAF
12689-50145732		1001-A463-1CDE
12679-50145729		1001-A463-1ADQ
12757-50145729		1001-A463-1BLQ
12785-50145729		1001-A463-1AJB
12719-50145735		1001-A463-1BLT
12709-50145733		1001-A463-1BIM
12799-51369511		1001-A463-1BLU
12729-50145736		1001-A463-1BLZ
12779-50406196		1001-A463-1BMC
Invoices mailed directly to 1705 Kellie DR Blair NE 68008		1001-A463-3ABA

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.

If you have any questions regarding this implementation, please attend a LIVE Q&A webinar that will review the details and provide a format for you to ask questions. Please contact us at Cargill_SSTNA_SAP@cargill.com for webinar dates and invitations. ***We strongly encourage you to attend these webinars!***

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

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

SAP Attention line will be referenced within the remit to address here.

Item	Cargill Material	Position	Contract	Delivery Date	Material Description	Unit	Quantity	Unit Price	Per	Contract	Contract Amount
01	10000000				Wheat	EA	1000	1.00			1000.00
					Shipping Charges						100.00
					Other Charges						100.00
											2100.00



Exhibit B - Locations Impacted

Business Name	Street Address	City	State	Postal Code	Plant Code	Location Type
CARGILL INCORPORATED	650 INDUSTRIAL PARK DR	BLAIR	NE	68008-2666	1ADQ	MANUFACTURING
CARGILL INCORPORATED	760 US HIGHWAY 60	BOVINA	TX	79009-3908	1BLQ	MANUFACTURING
CARGILL INCORPORATED	1710 16TH ST SE	CEDAR RAPIDS	IA	52401-2638	1CDE	MANUFACTURING
CARGILL INCORPORATED	1 RIVERSIDE LANE # C	CHATTANOOGA	TN	37406-1725	1BLS	MANUFACTURING
CARGILL INCORPORATED	2888 FM 1727	DALHART	TX	79022-8361	1AJB	MANUFACTURING
CARGILL INCORPORATED	3201 NEEDMORE RD	DAYTON	OH	45414-4309	1BLT	MANUFACTURING
CARGILL INCORPORATED	17540 MONROE WAPELLO RD	EDDYVILLE	IA	52553-8032	1BIM	MANUFACTURING
CARGILL INCORPORATED	1285 APPLETON RD	ELKTON	MD	21921-3913	2AFW	MANUFACTURING
CARGILL INCORPORATED	1950 HARVEST AVE	FORT DODGE	IA	50501-8828	1BLU	MANUFACTURING
CARGILL INCORPORATED	9702 CLINTON DR	HOUSTON	TX	77029-4330	1BLV	MANUFACTURING
CARGILL INCORPORATED	2800 LYNWOOD RD	LYNWOOD	CA	90262-4010	1BLX	MANUFACTURING
CARGILL INCORPORATED	2330 BUOY STREET	MEMPHIS	TN	38113-0368	1BLZ	MANUFACTURING
CARGILL INCORPORATED	2 S HORTON STREET	SEATTLE	WA	98134-1810	1BMA	MANUFACTURING
CARGILL INCORPORATED	5425 W TYSON AVE	TAMPA	FL	33611-3227	1BMB	MANUFACTURING
CARGILL INCORPORATED	18049 COUNTY ROAD 8	WAHPETON	ND	58075-9700	1BMC	MANUFACTURING
CARGILL INCORPORATED	1120 MILLBURY STREET	WORCESTER	MA	01607-1415	1BMD	MANUFACTURING
CARGILL INCORPORATED	1705 KELLIE DR	BLAIR	NE	68008-0530	3ABA	OFFICE
CARGILL INCORPORATED	308 6TH AVE SE	CEDAR RAPIDS	IA	52401-2014	3AAO	OFFICE
CARGILL INCORPORATED	15407 MCGINTY RD W	HENNEPIN	MN	55391-2365	3AAF	OFFICE
CARGILL INCORPORATED	800 NW 62ND AVE STE 290	MIAMI	FL	33126-4992	3AAT	OFFICE
CARGILL INCORPORATED	14800 28 th Ave N	HENNEPIN	MN	55391-2365	4ACG	R&D
CARGILL INCORPORATED	12111 LYNN AVE S	SAVAGE	MN	55378-14875	4AAB	R&D