



Cargill SAP Functional Training

Implementation Cargill Agricultural Supply Chain North America - Canada


Supplier Communication

Cargill Strategic Sourcing and Procurement North America

For Internal and External Stakeholders



Cargill Agricultural Supply Chain North America – Canada

SAP Implementation


July 8, 2019; August 12, 2019; September 9, 2019

**Some of the locations impacted may be in your system(s) under previous names
such as Cargill Ag Horizons, Cargill Grain, or Cargill Limited.**

We are working to establish common processes and technology



ACTION ITEMS NEEDED FROM YOU:

- **Go-Live Notice/Letter** - Read the CASCNA 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

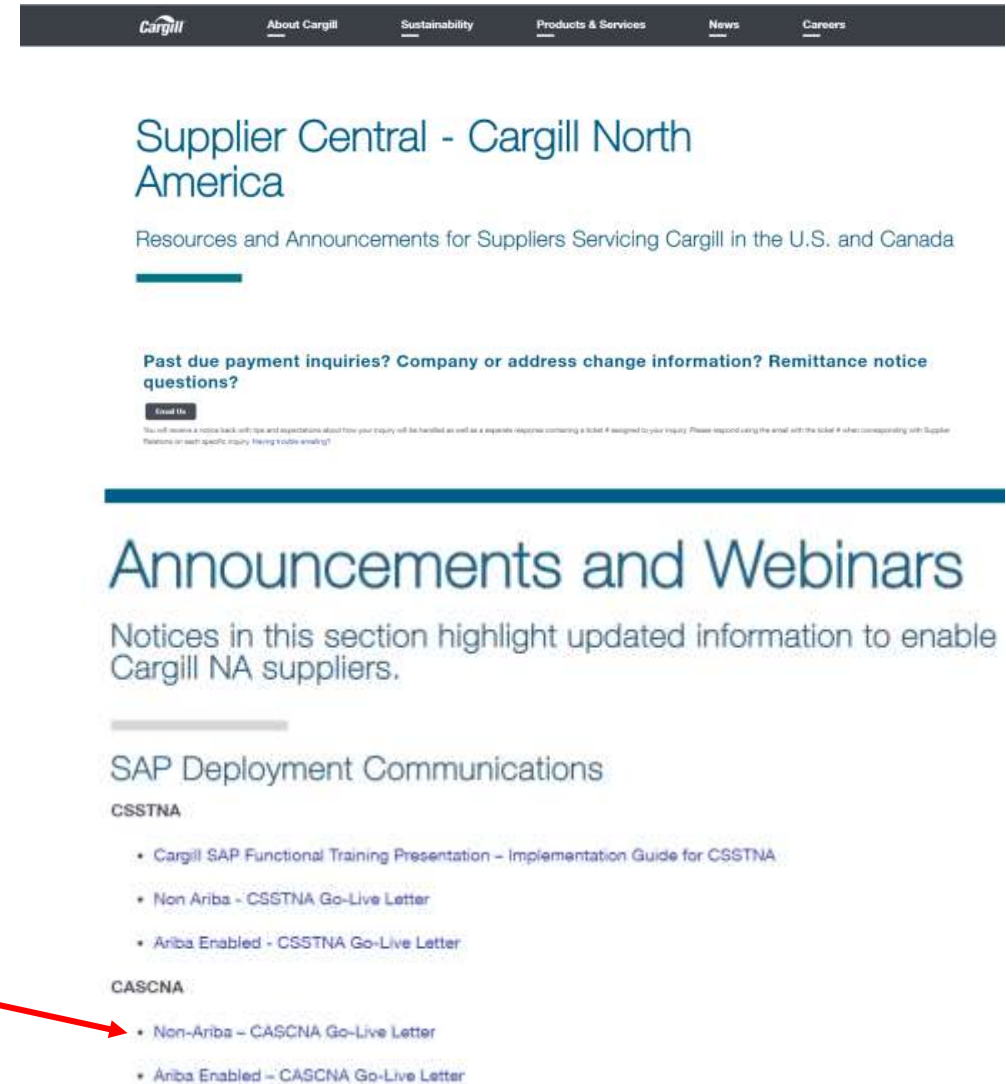
- For those not familiar with Ariba, it is an application that Cargill uses for procurement and invoice processing once suppliers are set up on SAP. It is possible that you may transact via Ariba in the future.
- **Please Note:** If your company is already on Ariba, some of the specific content in the 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 Cargill Agricultural Supply Chain North America – Canada Go Live letter on Supplier Central under the Announcements & Webinars section.



The screenshot shows the Cargill Supplier Central website for North America. The navigation bar includes links for About Cargill, Sustainability, Products & Services, News, and Careers. The main heading is 'Supplier Central - Cargill North America', with a subtitle 'Resources and Announcements for Suppliers Servicing Cargill in the U.S. and Canada'. A section titled 'Past due payment inquiries? Company or address change information? Remittance notice questions?' includes an 'Email Us' button and a disclaimer. Below this is the 'Announcements and Webinars' section, which states: 'Notices in this section highlight updated information to enable Cargill NA suppliers.' Underneath, there is a sub-section for 'SAP Deployment Communications' with two categories: 'CSSTNA' and 'CASCNA'. Each category lists two items: 'Cargill SAP Functional Training Presentation - Implementation Guide for CSSTNA' and 'Non-Ariba - CSSTNA Go-Live Letter' for CSSTNA; and 'Non-Ariba - CASCNA Go-Live Letter' and 'Ariba Enabled - CASCNA Go-Live Letter' for CASCNA. A red arrow points from the text in the first bullet point of the main text to the 'Non-Ariba - CASCNA Go-Live Letter' link in the screenshot.

SAP Purchase Orders

Sample SAP PO

1.

Cargill Business name

Please use this full name on all documents including invoices

2.

SAP Attention line

Will be referenced within the remit to address here.

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

Cargill

Purchase Order
4506769292
Invoice must reference this purchase order # and match PO line items in order to process payment.

GST/HST Registration Number
129260675RT

CARGILL LIMITED - CARGILL LIMITEE
300 - 240 GRAHAM AVENUE
WINNIPEG MB R3C 0J7
CANADA
GST Registration Number
129260675RT

Order confirmations are required within 24 hours to the Cargill contact listed on this PO.

Vendor: [Redacted]

Remit-to: [Redacted]
CANADA

Bill-to: **CARGILL LIMITED - CARGILL LIMITEE**
ATTN: [Redacted]
WINNIPEG MB R3C 2Z4
CANADA
FAX:
EMAIL: CargillFSC_AccountsPayable@cargill.com

PO Contact:
Anil Kumar Billa
Cargill Inc //
Phone: 855-527-4102 - 3550
Cargill_CASC_SAP@cargill.com

Deliver To: CLAVET SK CA GOSC 1019
CARGILL LTD
1 CHEVIOT RD
CLAVET-SEDGWICK SK S0K 0Y0

Ship-from: [Redacted]

Delivery Terms: DDP DESTINATION
PO Issue Date: 05/02/2019
MM/DD/YYYY
Currency: CAD
Payment Terms: NET 60 DAYS FROM
DATE OF INVOICE

The PO number and attention line towards the top of this document MUST be on the invoice.

Order confirmations of each material line item pricing, estimated delivery date, AND ship from location are required back to the Cargill contact listed on this PO by e-mail / Ariba within 24 hours.

If freight is not included in the material cost, use the following Cargill select carrier Collect account numbers whenever possible.

Parcel Carriers:
* UPS Collect Acct#: [Redacted]
* FedEx Parcel Colle [Redacted]

USA and Canada Domestic Shipment LTL Carriers: mark the BOL to the attention line listed above
* FedEx Priority [primary] Collect Acct # [Redacted]
* Old Dominion [secondary] Collect Acct #: Not Applicable

If unable to use a collect account listed above or require a truck load, then contact the PO Processor listed on this PO regarding prepay and add freight arrangements that must be listed as an additional item on the material order confirmation.

3.

Cargill PO Number

Must be included on invoice for payment to be issued.

4.

PO Contact Name & email

Email is the preferred method of communication
Questions regarding orders should be directed to this contact.



Sample SAP PO

1.

Be sure your company name is listed correctly

Cargill
Purchase Order
 45037815
 Invoice must reference this purchase order # and match PO
 Invoice must be submitted within 24 hours to the Cargill contact listed on this PO

Vendor: [Redacted]
 To: FINANCE SHARED SERVICES
 PO/DO NO: 58108-4032
 USA
 FAX:
 EMAIL: CargillFSC_AccountsPayable@cargill.com

PO Contact: [Redacted]

Contact the Cargill contact on each PO with changes or corrections

2.

Follow any special instructions

Deliver To: MASON CITY US OHS
 CARGILL KITCHEN SOLUTIONS INC.
 1750 S BENJAMIN AVE
 MASON CITY IA 50401-6989

Ship-From: [Redacted]

Delivery Terms: DDP DESTINATION
 PO Issue Date: 01/25/2017
 Currency: USD
 Payment Terms: NET 60 DAYS FROM DATE OF INVOICE

All invoices require an electronic Purchase Order number on them, if not, the invoice will be deleted
 Packaging slip and all documentation also requires a purchase order number on them.

Cargill has obtained direct pay permit in Iowa. As such, your invoices to our Mason City, Iowa plant should not include tax and Cargill will submit the tax directly to the state. Please let me know if need a copy of our permit.

4.

Verify currency terms & incoterms correct

3.

Verify taxes are correct

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description UPC	Unit	Unit Price	Per Price	Extended Amount
Vendor Part #	Manufacturer Part #	Quantity						
10			03/15/2017	Quota 143801555 Various	1	281.00	1 AU	281.00
				Included the following services: CONTIN...	281	AU		281.00
				Work Order 450102218		0.00		0.00
				Tax				281.00
				Total PO Amount				281.00

5.

UOM on all your documents must match UOM on Cargill PO



Sample SAP PO

Materials Numbers & Descriptions

Cargill material numbers and descriptions will change

Cargill **Purchase Order**
45037815

Invoice total reference: This purchase order # and match PO
Invoice order reference: This purchase order # and match PO

CARGILL KITCHEN SOLUTIONS, INC.
15407 MCCOINTY ROAD WEST
MINNETONKA MN 55301
USA

PO Terms: All items are required within 24 hours to the Cargill contact listed on this PO

Vendor: [Redacted] To: CARGILL SERVICE SHARED SERVICES
ATTN: 1016-4205
FAX: 56108-4030
USA
FAC: [Redacted]
EMAIL: CargillFSC_AccountsPayable@cargill.com

PO Contact: [Redacted]

Deliver To: MASON CITY US OHS
CARGILL KITCHEN SOLUTIONS, INC.
1750 S BENJAMIN AVE
MASON CITY IA 50401-6989

Ship-From: [Redacted]

Delivery Terms: DDP DESTINATION
PO Issue Date: 01/23/2017
Currency: USD
Payment Terms: NET 90 DAYS FROM
DATE OF INVOICE

All invoices require an electronic Purchase Order number on them, if not, the invoice will be deleted
Packaging slip and all documentation also requires a purchase order number on them

Cargill has obtained direct pay permit in Iowa. As such, your invoices to our Mason City, Iowa plant should not include tax and Cargill will submit the tax directly to the state. Please let me know if need a copy of our permit.

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description LPC	Quantity	UOM	Unit Price	Per Price	Price	Extended Amount
10			03/15/2017	Quilt143801555 Vertice	1		281.00	1	AU	281.00
				Included for food service CONTRACT	281	AU	1.00		AU	281.00
							0.00		AU	281.00
				Work Order 400107218						281.00
				Tax						0.00
				Total PO Amount						281.00

In addition to the terms set forth herein, the terms and conditions set forth at www.cargill.com/external/terms apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

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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

Cargill
CARGILL COCOA & CHOCOLATE, INC.
20 NORTH BROAD STREET
LITITZ PA 17543
USA

Purchase Order
4501800439
Please include the PO number on your invoice

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

Vendor
vendor 2
37 CEDAR LN
ENGLEWOOD NJ 07631
USA

Remit-To
CARGILL FINANCE SHARED SERVICES
ATTN 1015-A202
6032 PO BOX
FARGO ND 58108-6032
USA
FAX: (701) 271 5930
EMAIL: CargillFSC_AccountsPayable@cargill.com

PO Contact:
K655124
Cargill_CASL_SAP@cargill.com

Deliver To: MILWAUKEE WI US 1015 COGNA
CARGILL COCOA & CHOCOLATE, INC
12500 W. CARMEN AVENUE
MILWAUKEE WI 53225-6100

Ship-from: test
37 CEDAR LN
ENGLEWOOD NJ 07631
USA

Delivery Terms: FOB ORIGIN
PO Issue Date: 01/21/2015
MM/DD/YYYY
Currency: USD
Payment Terms: NET 60 DAYS FROM
DATE OF INVOICE

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description UPC	UoM	Unit Price	Per	Price Per	Extended Amount
	Vendor Part #	Manufacturer Part #		Quantity					
10	110012697		01/26/2015	test material	LB	50.00	100	LB	45.00
				Item Tax			0.00		0.00
				Shipping Condition Vendor Planned					45.00
				Tax					0.00
				Total PO Amount					45.00

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

In addition to the terms set forth herein, the terms and conditions set forth at www.cargill.com/tarant/terms apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

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.

Cargill
Sold-to:
CARGILL, INCORPORATED
15607 MCGINTY ROAD WEST
WAYZATA MN 55391
USA

Vendor: [Redacted] L.L.C.

PO Contact:
Rajeshwar Reddy
Cargill Inc
Phone: 01-0080-4045-3230
Global_Processing@argill.com

Order confirmations are required within 24 hours to the Cargill contact listed on this PO.

Deliver To: CHARLOTTE NC US 1001
CARGILL INCORPORATED
5000 S BLVD
CHARLOTTE NC 28217-2700

Ship-from: [Redacted] USA

Delivery Terms: DDP DESTINATION
PO Issue Date: 03/10/2016
MM/DD/YYYY
Currency: USD
Payment Terms: NET 30 DAYS FROM
DATE OF INVOICE

---[DELIVERY REQUIREMENTS]---
PLEASE ENSURE ALL NECESSARY DOCUMENTS (BIOL, COA, PACKING SLIP, ETC.)
HAVE CORRECT/MATCHING DATES, QUANTITIES AND REFERENCE VALID PURCHASE
ORDER NUMBER AND THAT THEY ARE WITH THE DRIVER AT TIME OF DELIVERY.
**PLEASE NOTE ANY DELIVERIES NOT COMPLYING WITH THE PAPERWORK
REQUIREMENT WILL BE REJECTED AT TIME OF ARRIVAL.

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.

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

Impacted Plant Locations and Attention 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.


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

Effective Date	City	Province	Old Attention Line on Invoice	New Required Attention Line on Invoice
7/8/2019	Balcarres	SK	17115-50463211	1019-A256-1EHA
7/8/2019	Blackie	AB	17115-50463161	1019-A256-1BJG
7/8/2019	Carseland	AB	17115-50463171	1019-A256-1EHC
7/8/2019	Dauphin	MB	17115-50463213	1019-A256-1CPT
7/8/2019	Edmonton	AB	17115-50463204	1019-A256-1BJH
7/8/2019	Equity	AB	17115-50463162	1019-A256-1EHE
7/8/2019	Lethbridge - Grain	AB	17115-50463156	1019-A256-1EHI
7/8/2019	Lethbridge - Crop Inputs	AB	17115-50463156	1019-A257-1EHH
7/8/2019	Nicklen Siding	SK	17115-50463170	1019-A256-1BHZ
7/8/2019	Raymore	SK	17115-50463211	1019-A257-1ADI
7/8/2019	Wynyard	SK	17115-50463211	1019-A257-1CQB
7/8/2019	Yorkton	MB	17115-50467176	1019-A256-1EHS
8/12/2019	Camrose	AB	17115-50463169	1019-A256-1BHX
8/12/2019	Canwood	SK	17115-50463179	1019-A257-1CPV
8/12/2019	Davidson	SK	17115-50463216	1019-A256-1CQC
8/12/2019	Elva	MB	17115-50469934	1019-A256-1EHD
8/12/2019	McLennan	AB	17115-50463207	1019-A256-1EHJ

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.



PAYMENT NOTIFICATION

Vendor		Vendor Payee #		Payment Method	LOCAL ELECTRONIC PAYMENT
Tax ID #		Account Number		Payment Amount	1,616.14 USD
Contact		Payment Document		Withholding Tax Total Amount	0.00
Fax #					
Date	01/06/2015				
Address					

Company Code : 1001
Name : CGL INC
Address : MOGRITY ROAD WEST
Tax ID # : 410177000

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
8105943910		0.00	4.00	-9.70	85.43
Supplier's Packing Slip/BOL Number					
Cargill Invoice #	Purchase Order #	Purchase Location	Cargill's Plant Location		
6201427290	4100159892	1ACR, LANGRIS, NY, USA			

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0126277067000002	27.35	0.55	1.30	1.61	27.25
Cargill Invoice #	Purchase Order #	Purchase Location			
6251427291	4100166795	1ADC, GRANTSVILLE, UT, USA			

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 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.



PAYMENT NOTIFICATION

Vendor		Vendor Payee #	
Tax ID #		Payment Method	LOCAL ELECTRONIC PAYMENT
Contact		Account Number	
Fax #		Payment Amount	1,616.54 USD
Date	01/06/2015	Payment Discount	
Address		Withhold/Tax Total Amount	0.00

Company Code : 1001
Name : CDL INC
Address : MOGRITY ROAD WEST
Tax ID # : 410177080

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
5100949210	885.43	0.00	4.00	30.78	885.43

Supplier's Packing Slip/BOL Number

Cargill Invoice #	Purchase Order #	Purchase Location	Cargill's Plant Location
6201427290	4100190892	IACR, LANGIAC, NY, USA	

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0126277007008900	27.35	0.00	1.20	1.01	27.35

Cargill Invoice #	Purchase Order #	Purchase Location
6251427291	4100186700	IADC, GRANTSVILL, UT, USA

If you have any questions please contact us at:
North America: fac_support@amline@cargill.com or 1-800-513-1088
Europe: apuk_helpdesk@cargill.com
Trade Settlements: Please refer any questions to your local site contact.
This document is for reference and information, and does not itself constitute the contract. The underlying contract governs the transaction between the parties.

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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_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

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?
[Email Us](#)

For current suppliers
Cargill is committed to making payments to suppliers as quickly and efficiently as possible. Use this information to understand how to make sure your processes enable you to be paid on time.

NOTE: The information on this webpage isn't intended to provide guidance on legal/tax requirements. Understanding and complying with legal/tax requirements remains the responsibility of suppliers. We also have not provided an exhaustive list of requirements for transacting with Cargill. There may be other requirements specific to your transaction.

How to Submit an Invoice
How to Request and Confirm Purchase Orders
How to Receive Electronic Payment
How to Apply Payments from Cargill
How to Set Up Cargill in Your System
How to Submit Your W-9/W-8
Understanding Ariba
Understanding SAP and Evaluated Receipt Settlement (ERS)

Contact Us
Announcements and Webinars
Carrier/Transportation Logistics Information
Standard PO Terms & Conditions
Ethics & Compliance

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.

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?

Send Us

You will receive a notice back with tips and expectations about how your inquiry will be handled as well as a separate response containing a ticket # assigned to your inquiry. Please respond using the email with the ticket # when corresponding with Supplier Relations on each specific inquiry. Having a ticket number?

SAMPLE EMAIL

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

Thank You