



July 31, 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 Agricultural Supply Chain North America – Canada business locations on the following three dates: **July 8, 2019; August 12, 2019; September 9, 2019**. A complete listing of locations impacted can be found in Exhibit A of this letter. Some of the locations impacted may be in your system(s) under previous names such as Cargill Ag Horizons, Cargill Crush, or Cargill Biodiesel.

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 LAST LIVE training** that will be held Wednesday, July 31, 2019.
- Watch the training video found on Supplier Central [Play recording](#)** that provides details on the new process and changes.

It is very important that you thoroughly read the enclosed information.

This letter includes a summary of the following changes:

- Summary of Changes
 - Purchase Orders
 - Invoicing
 - Remittance Changes
 - Payments
 - Impacted Plant locations
- Exhibit A - Impacted Plant locations

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 Agricultural Supply Chain North America – Canada Locations



SUMMARY OF CHANGES: This letter details changes that will apply to your transactions with the affected locations beginning **July 8, 2019; August 12, 2019; September 9, 2019.**

- 1.) **Purchase Orders:** Cargill Agricultural Supply Chain North America – Canada Locations will be using SAP for purchases made with your company on or after the **July 8, 2019; August 12, 2019; September 9, 2019** migration to SAP. Please see Exhibit A for more information.

Cargill suppliers that are currently live on the Ariba network should continue to transact as of today.

- All purchase orders will be solely sent via Ariba Network.

Material Purchase Order Confirmation:

- Material Purchase Order confirmations must be done by the supplier in Ariba
- Service POs do not require a PO confirmation.
- To ensure prompt and accurate payment, your order confirmation **must** match Cargill's purchase order.
- Order confirmations of each material line item pricing, estimated delivery date, AND ship from location are required back by Ariba within 24 hours .

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.

Changes to Existing Purchase Orders:

Legacy purchase orders will be completed and paid through the current process. Any new Purchase Orders processed on **July 8, 2019; August 12, 2019; September 9, 2019** forward will be found in the Ariba Network and will be processed using the Ariba Business Rules.

Cargill will not be liable to the supplier for any duplicate orders shipped to us in error. The supplier will be liable for any and all costs; including all return costs for deliveries made in error.

Failure to provide a timely purchase order confirmation will result in a delay of payment.

- 2.) **Invoicing Changes:**

All POs need to be invoiced through Ariba and All Purchase Orders need to be invoiced through Ariba and NOT sent to a Plant location for processing.

- 3.) **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>.**

- 4.) **Payments:** To provide easier reconciliation payments for the listed Impacted Plant locations will be combined with all other plants using the same remittance information.

Suppliers with questions on payments from Cargill should refer to the transactions status in AN prior to contacting Cargill's Supplier Relations team.



5.) **Impacted Plant locations:** These locations will be consolidated into existing structure of SAP. Please see Exhibit A for the list of plant locations effected.

✓ **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_CASC_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_CASC_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_CASC_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> .

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



Exhibit A - Locations Impacted

Go Live 1 - July 8th, 2019

Plant Code	Street Address	City	Region	Postal Code
1EHA	3 MILES W OF BALCARRES ON HWY 10 1/2 MILE N ON COTTON RD	BALCARRES	SK	S0G 0C0
1BJG	101 RAILWAY AVENUE	BLACKIE	AB	T0L 0J0
1EHC	HIGHWAY 24 & AGRIMUM RD-RR 221 IN WHEATLAND COUNTY	CARSELAND	AB	T0J 0M0
1CPT	MOUNTAIN ROAD AND WHITMORE AVENUE	DAUPHIN	MB	R7N 2V4
1BJH	13020- 127TH AVENUE	EDMONTON	AB	T5L 4Z5
1EHE	235036 TWP RD 322	EQUITY	AB	T0M 2C0
1EHH	0.25 MILE SOUTH OF AIRPORT ON HWY 5	LETHBRIDGE	AB	T1J 4P9
1EHI	2801-1 AVENUE SOUTH	LETHBRIDGE	AB	T1J 4P9
1BHZ	RR#1 SITE 2 JUNCTION HIGHWAY 35 AND 335	RIDGEDALE	SK	S0E 1L0
1ADI	BRANT RD25 & HWY 403	RAYMORE	SK	S0A 3J0
1CQB	709 AVENUE B WEST	WYNYARD	SK	S0A 4T0
1EHS	2 MILES EAST ON HIGHWAY 16	YORKTON	SK	S3N 3R2

Go Live 2 - August 12th, 2019

Plant Code	Street Address	City	Region	Postal Code
1BHX	46036 HWY 56 RR1	CAMROSE	AB	T4V 2M9
1CPV	RAILWAY AVENUE	CANWOOD	SK	S0J 0K0
1CQC	HIGHWAY 11 NORTH OF DAVIDSON	DAVIDSON	SK	S0G1A0
1EHD	7 KILOMETERS SOUTHWEST OF MELITA	ELVA	MB	R0M 1L0
1EHJ	RR 201 77250 RANGE RD	MCLENNAN	AB	T0H 2L0
1CPQ	2 MILE ROAD	MORRIS	MB	R0G 1K0
1CPR	HIGHWAY 2 EAST OF JUNCTION HIGHWAY 2 AND 10	NESBITT	MB	R0K 1P0
1CPY	12202 DURUM AVENUE	NORTH BATTLEFORD	SK	S9A 2Y8
1EHL	3 MILES SOUTH OF HIGHWAY 21 AND 24	OAKNER	MB	R0M 0T0
1EHM	3 MILES EAST ON HIGHWAY 7	ROSETOWN	SK	S0L 2V0
1EHN	HIGHWAY 49	RYCROFT	AB	T0H 3A0
1BVZ	CNR RIGHT OF WAY 100 1ST STREET EAST	UNITY	SK	S0K 4L0
1EHP	HIGHWAY 16 EAST HTP ELEVATOR	VERMILION	AB	T9X 2B2
1EHQ	13115 TOWNSHIP ROAD 480	VIKING	AB	T0B4N0



Go Live 3 - September 9th, 2019

Plant Code	Street Address	City	Region	Postal Code
1EHB	CORNER OF HIGHWAY 806 AND HIGHWAY 9	BEISEKER	AB	TOM 0G0
1BHW	300 SIMPSON AVE	BIRCH HILLS	SK	S0J 0G0
1CPW	HIGHWAY 316	CLAVET	SK	S0K 0Y0
1CPX	RAILROAD AVENUE	CONGRESS	SK	S0H 0Y0
1CPS	JUNCTION HIGHWAY 2 AND 13	ELM CREEK	MB	R0G 0N0
1BJX	9805- 102ND AVENUE	FAIRVIEW	AB	T0H 1L0
1EHF	4 MILES EAST OF KINDERSLY ON HIGHWAY 7	KINDERSLEY	SK	S0L1S0
1EHG	RR # 1 49532 RANGE ROAD 262 HWY 39	LEDUC	AB	T9G 0E3
1EHT	2 MILES EAST OF HWY 35 ON HWY 691	MANNING	AB	T0H 2M0
1BVD	1 N RAILWAY AVE AND CNR OF 6TH ST	MARWAYNE	AB	T0B 2X0
1EHK	HIGHWAY 1 AND 32ND AVENUE	MOOSE JAW	SK	S6H 7T2
1BJI	380 QUEENS ROAD EAST JUNCTION OF HWY 260 & 265	PLUMAS	MB	R0J 1P0
1EHU	HIGHWAY 6 7 MILES SOUTH OF HIGHWAY 1	ROWATT	SK	S4P 3W5
1CPU	2 MILES SOUTH ON HIGHWAY 83	SWAN RIVER	MB	R0L 1Z0
1EHO	HIGHWAY 16 EAST AND 62ND STREET	VEGREVILLE	AB	T9C 1S3
1EHR	5 KILOMETERS WEST OF WINKLER JUNCTION HIGHWAY 3 AND ROAD 25	WINKLER	MB	R6W 4B9