

Program Maestro

WORK INSTRUCTIONS |

Creating an Order Confirmation on the Ariba Network for Enterprise Account suppliers

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Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

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Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Work instruction | Create a purchase order confirmation

1 Purpose of the document

This work instruction is intended for suppliers that have a business relationship with Cargill on the Ariba Network using a **full-use account**. The Ariba Network is an online platform used by Cargill to exchange business documents with suppliers, the documents in scope are purchase orders (POs), order confirmations and invoices.

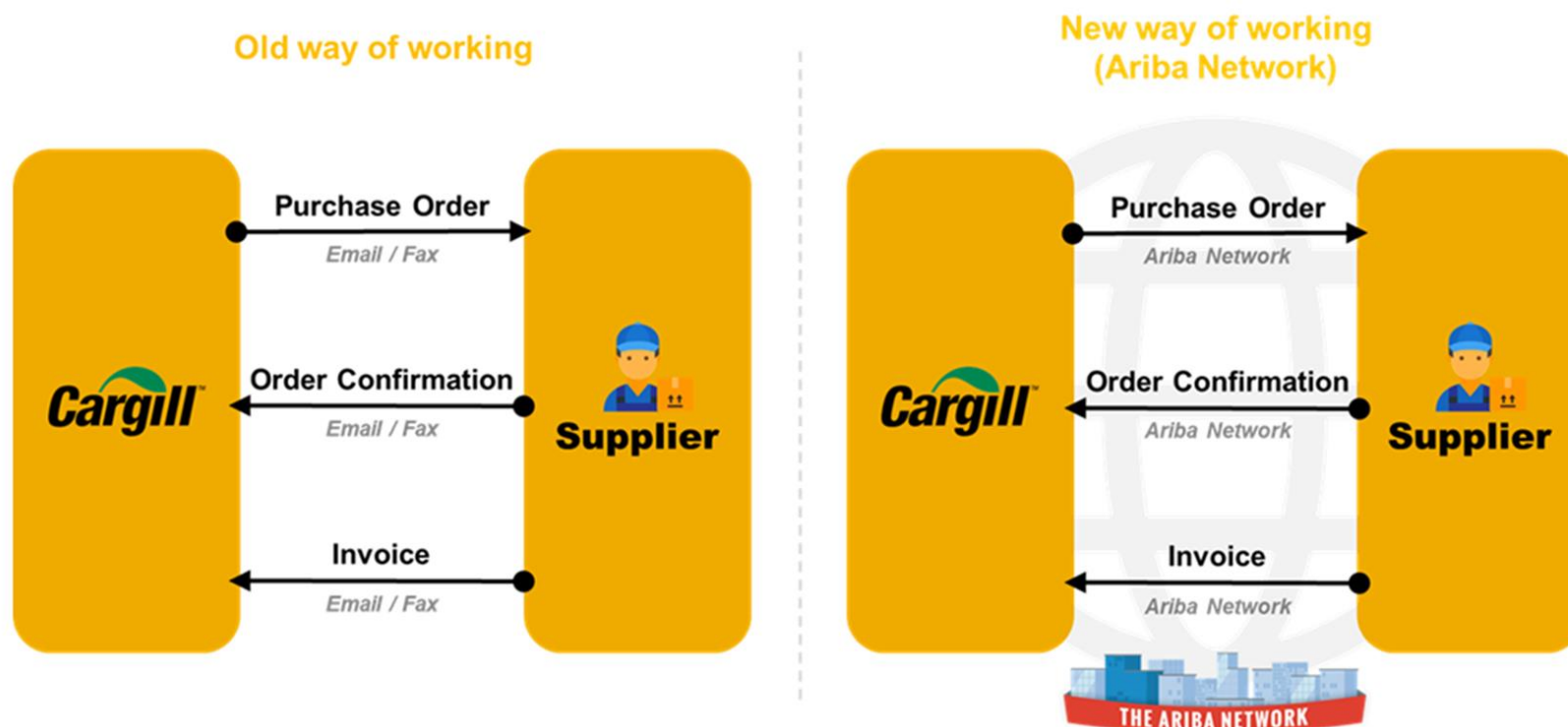
Via this work instruction, we will explain step by step how you can **confirm a purchase order**. It is important to note that a **purchase order confirmation is only required for material orders**. All the different confirmation options are clearly explained throughout this document. Should you require any additional information, we invite to explore the following support channels: (i) visit the Ariba Help Center located on the right side of your screen when logged in to your Ariba Network account, or (ii) contact Cargill's Supplier Enablement support team by sending an mail to **Supplier_Enablement_EMEA@cargill.com**.

IMPORTANT

For the best user experience of the light account on Ariba Network, we strongly recommend you to use **Internet Explorer** (not Microsoft Edge).

Graphical representation of the new way of working via the Ariba Network

Please note that once your company starts transacting with Cargill on the Ariba Network, Cargill will **no longer accept** documents that are sent by **email or fax**. All purchase orders, order confirmations, invoices and credit notes will be exchanged over the Ariba Network.



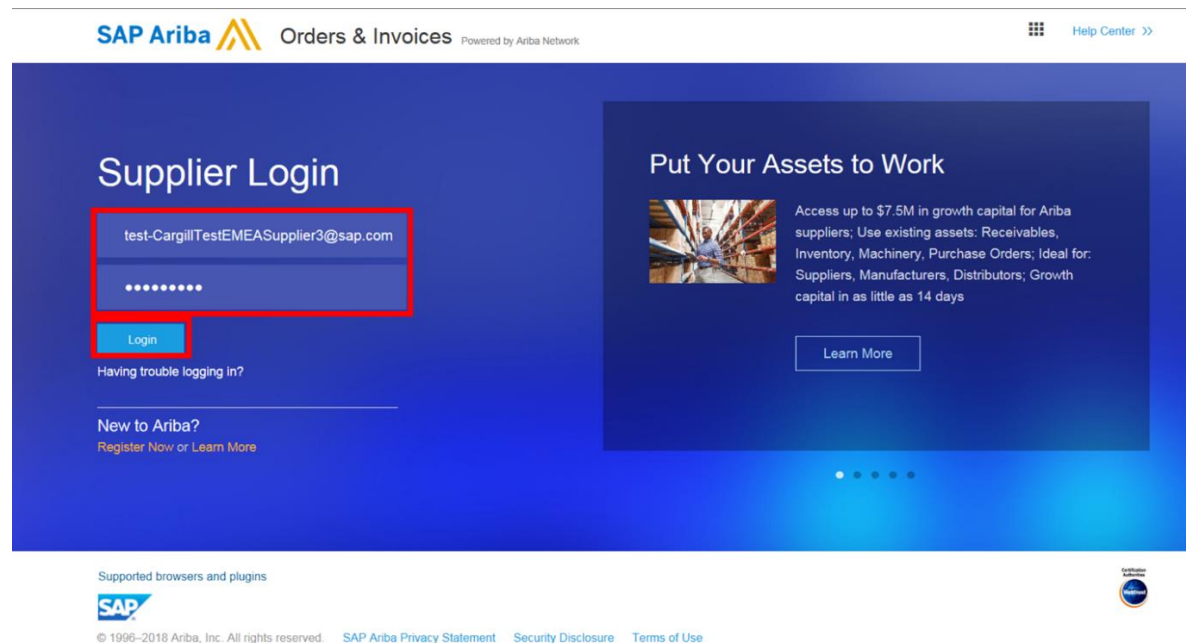
Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

2 Open a Cargill purchase order

Step 1. Log in to your Ariba Network account on www.supplier.ariba.com by using your web browser.



IMPORTANT

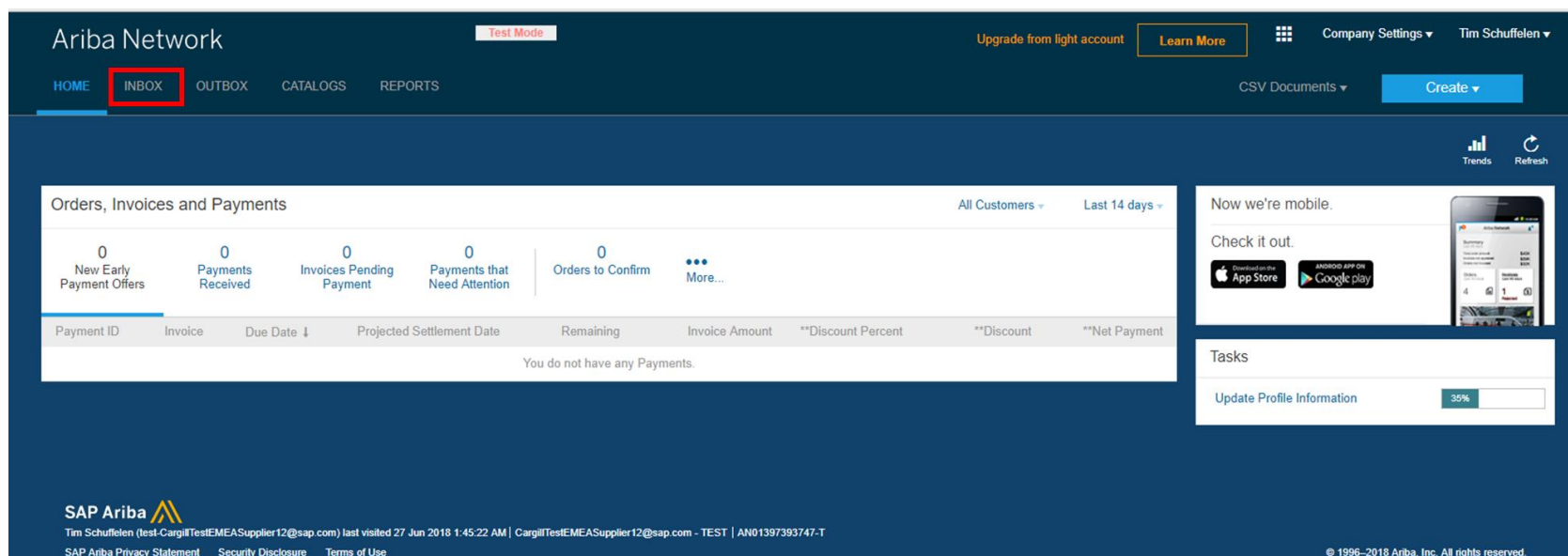
Please note that **Internet Explorer** provides the best user experience.

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 2. Open your "Inbox" to review any new or revised Purchase Orders received from Cargill



The screenshot shows the Ariba Network user interface. At the top, the 'Ariba Network' header is visible with a 'Test Mode' indicator. The navigation menu includes 'HOME', 'INBOX' (highlighted with a red box), 'OUTBOX', 'CATALOGS', and 'REPORTS'. The main content area is titled 'Orders, Invoices and Payments' and displays several metrics: '0 New Early Payment Offers', '0 Payments Received', '0 Invoices Pending Payment', '0 Payments that Need Attention', and '0 Orders to Confirm'. Below these metrics is a table with columns: 'Payment ID', 'Invoice', 'Due Date', 'Projected Settlement Date', 'Remaining', 'Invoice Amount', '**Discount Percent', '**Discount', and '**Net Payment'. The table currently shows 'You do not have any Payments.' On the right side, there is a 'Tasks' section with a progress bar for 'Update Profile Information' at 35%. The footer includes 'SAP Ariba' branding and contact information for Tim Schuffelen.

IMPORTANT

If you have specified "Email" as the Routing Method for Orders on your Ariba Network account (Company Settings), you will receive an email notification each time a new or revised order is sent by Cargill.

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 4. Open the order by clicking on the order number.

Ariba Network

Test Mode

Company Settings Tim Schuffelen

HOME INBOX OUTBOX CATALOGS REPORTS

CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Contracts More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (73)

Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
☐ Order	4505636384	1	Cargill - TEST		ORLEANS FR CME SAINT CYR-EN-VAL, 75 France	FRANCE SECURITE SAINT HERBLAIN France	1,000.00 EUR	3 Jul 2018	Invoiced	Invoice	1,050.00 EUR	Original	Actions
☐ Order	4504640096	2	Cargill - TEST		ORLEANS FR CME SAINT CYR-EN-VAL, 75 France	FRANCE SECURITE SAINT HERBLAIN France	200.00 EUR	6 Jun 2018	Invoiced	Invoice	200.00 EUR	Changed	Actions
☐ Order	4504640096	1	Cargill - TEST		ORLEANS FR CME SAINT CYR-EN-VAL, 75 France	FRANCE SECURITE SAINT HERBLAIN France	254.00 EUR	6 Jun 2018	Obsoleted	Invoice	0.00 EUR	Original	Actions
☒ Order	4504639645	1	Cargill - TEST		ORLEANS FR CME SAINT CYR-EN-VAL, 75 France	FRANCE SECURITE SAINT HERBLAIN France	100.00 EUR	22 May 2018	Confirmed	Invoice	0.00 EUR	Original	Actions
☐ Order	4504639644	1	Cargill - TEST		ORLEANS FR CME SAINT CYR-EN-VAL, 75 France	FRANCE SECURITE SAINT HERBLAIN France	100.00 EUR	22 May 2018	Invoiced	Invoice	100.00 EUR	Original	Actions

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice
Manage Time & Expenses
Hide
Resend Failed Orders

Page 1

Confirm Entire Order
Update Line Items
Reject Entire Order

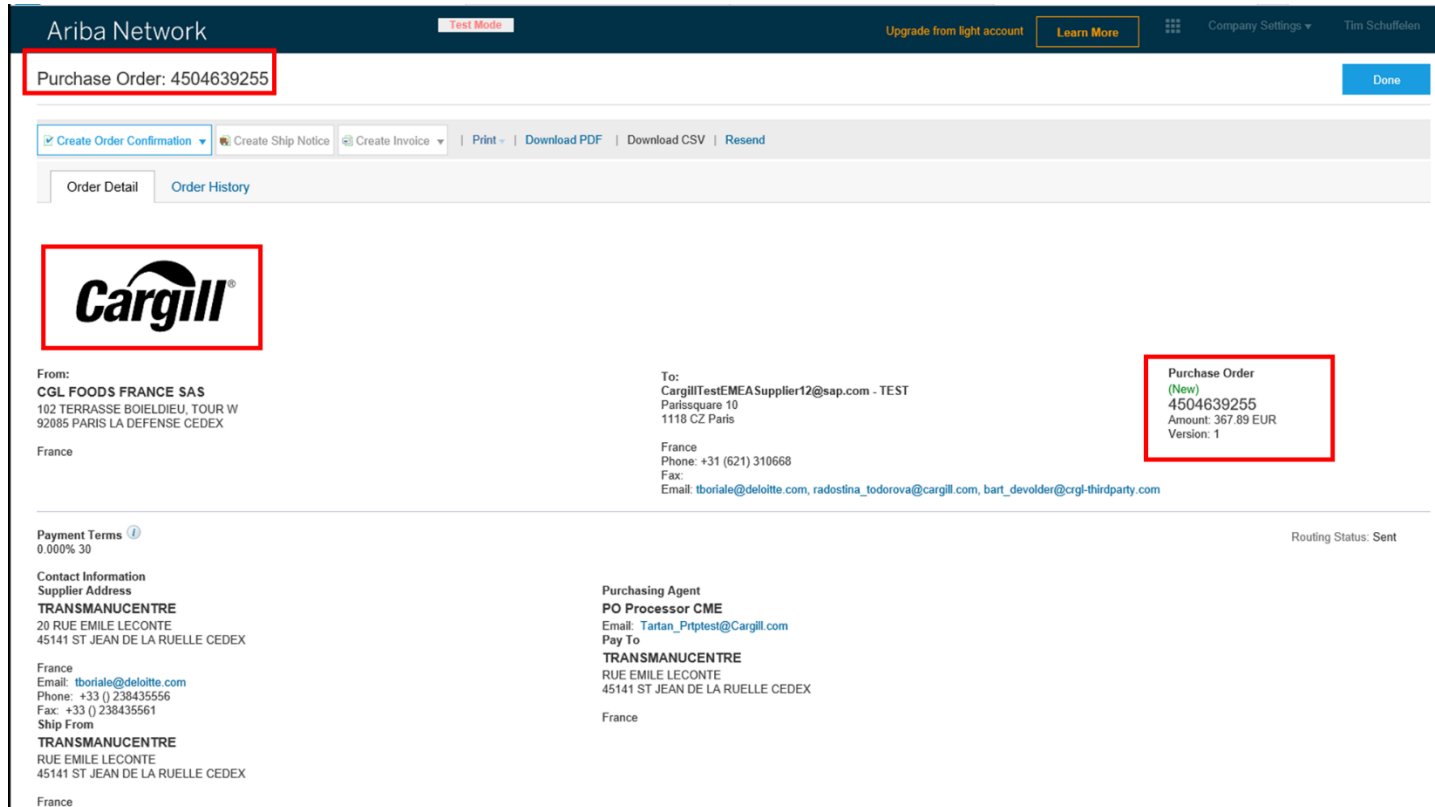
Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 5. Review the purchase order.

The first section of the purchase order contains general information related to the order, i.e., **order number**, Cargill site, order status, payment terms, Cargill contact, etc.



Ariba Network Test Mode Upgrade from light account Learn More Company Settings Tim Schuffelen

Purchase Order: 4504639255 Done

☒ Create Order Confirmation ☐ Create Ship Notice ☐ Create Invoice

Order Detail **Order History**



From:
CGL FOODS FRANCE SAS
102 TERRASSE BOIELDIEU, TOUR W
92085 PARIS LA DEFENSE CEDEX
France

To:
CargillTestEMEA_Supplier12@sap.com - TEST
Parissquare 10
1118 CZ Paris
France
Phone: +31 (621) 310668
Fax:
Email: tboriale@deloitte.com, radostina_todorova@cargill.com, bart_devolder@crgl-thirdparty.com

Purchase Order (New)
4504639255
Amount: 367.89 EUR
Version: 1

Payment Terms ⓘ
0.000% 30

Contact Information
Supplier Address
TRANSMANUCENTRE
20 RUE EMILE LECONTE
45141 ST JEAN DE LA RUE LLE CEDEX
France
Email: tboriale@deloitte.com
Phone: +33 () 238435556
Fax: +33 () 238435561
Ship From
TRANSMANUCENTRE
RUE EMILE LECONTE
45141 ST JEAN DE LA RUE LLE CEDEX
France

Purchasing Agent
PO Processor CME
Email: Tartan_Ptptest@cargill.com
Pay To
TRANSMANUCENTRE
RUE EMILE LECONTE
45141 ST JEAN DE LA RUE LLE CEDEX
France

Routing Status: Sent

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

The second section of the purchase order contains detailed information related to the requested **materials or services**, i.e., shipping address, line item information containing description, quantity, delivery date, price, etc.

Other Information

Customer VAT/Tax ID: FR31387589179
Company Registration: 387589179 RCS NANTERRE
Number:

Incoterms Information

Incoterm Code: FOB (ORIGIN)

Term: En complément des dispositions prévues à la présente commande, les termes et conditions de nos conditions générales d'achat consultables sur le site web www.cargill.com/page/cargill-po-terms s'appliquent et constituent ensemble les seules conditions d'achat applicables.

Order confirmation: Merci de confirmer cette commande sous 24h au contact suivant

Business Activity: Société par action simplifiée au Capital social de 12 958 250€

Ship All Items To

ORLEANS FR CME
349 RUE DES FOUGERES
45590 SAINT CYR-EN-VAL
75
France
Ship To Code: 1AAZ
Phone: +33 () (33) 02 38 69 58 00
Fax: +33 () (33) 02 38 69 58 39

Bill To

CGL FOODS FRANCE SAS
102 TERRASSE BOIELDIEU, TOUR W
92085 PARIS LA DEFENSE CEDEX
France

Deliver To

Line Items [Show Item Details](#)

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
10	OFFRE DE PRIX N08588	200019912	Material	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR	Details
	TAPIS DROP BELT 370*1300								
20	UCF206	200018250	Material	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR	Details
	PALIER SF30EC POUR VIS VERTICAL STEIN								

Order submitted on: Monday 14 May 2018 3:00 PM GMT+03:00
Received by Ariba Network on: Monday 14 May 2018 11:08 AM GMT+03:00
This Purchase Order was sent by Cargill - TEST AN01013749109-T and delivered by Ariba Network.

Sub-total: 367.89 EUR
Total Tax: 73.58 EUR
Est. Grand Total: 441.47 EUR

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Done

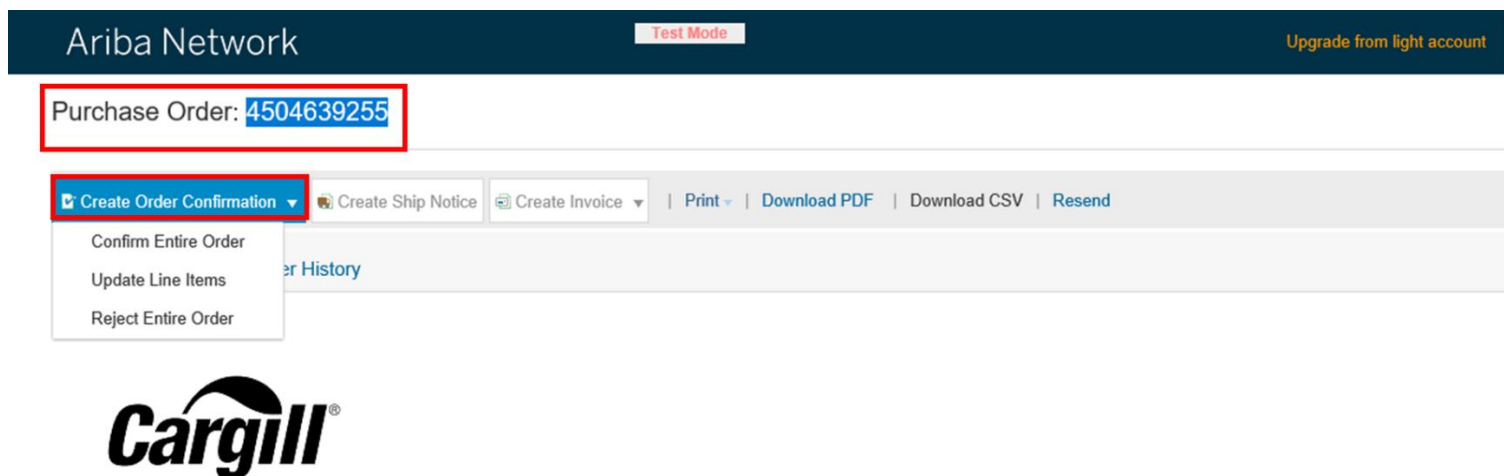
Work instruction – Create an order confirmation on the Ariba Network
Target audience – Suppliers transacting with Cargill using a **full-use account**
Contact – Supplier_Enablement_EMEA@cargill.com

3 Confirm a Cargill purchase order

There are three different options to confirm a Cargill purchase order on Ariba Network by using the drop-down menu at the top left corner « Create Order Confirmation »:

- (i) **OPTION A** - Confirm entire order
- (ii) **OPTION B** - Update line items
- (iii) **OPTION C** - Reject entire order

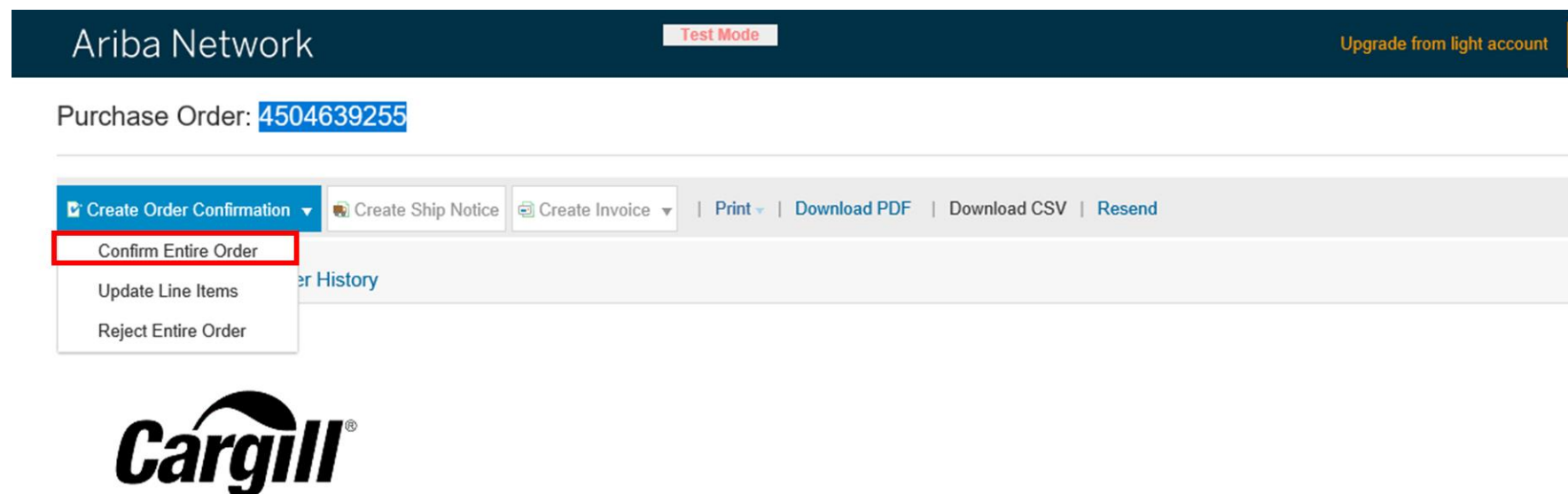
In the next paragraphs, each of the three options are clearly explained.



4 OPTION A – Confirm entire order

In case you are able to fulfill the complete order including the stated quantities, prices, etc., please select OPTION A to confirm the entire order.

Step 1. Select the first option from the drop-down menu « Confirm Entire Order »



The screenshot shows the Ariba Network interface. At the top, there is a dark blue header with the text 'Ariba Network' on the left, 'Test Mode' in a red box in the center, and 'Upgrade from light account' on the right. Below the header, the 'Purchase Order' number '4504639255' is displayed. A toolbar contains several buttons: 'Create Order Confirmation' (highlighted with a red box and a dropdown menu open), 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The dropdown menu for 'Create Order Confirmation' shows three options: 'Confirm Entire Order' (highlighted with a red box), 'Update Line Items', and 'Reject Entire Order'. The Cargill logo is visible at the bottom of the interface.

IMPORTANT

Cargill requires suppliers to confirm material orders on the Ariba Network. Purchase orders that contain services (and materials) do not need to be confirmed on the Ariba Network.

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 2. Enter a confirmation number and select a scheduled shipment date and delivery date.

Ariba Network

[Test Mode](#)
[Upgrade from light account](#)
[Learn More](#)

[Exit](#)
[Next](#)

1

Confirm Entire Order

2

Review Order Confirmation

▼
Order Confirmation Header
* Indicates required field

Confirmation #:

Associated Purchase Order #:

4504639255

Customer:

Cargill - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

📅

Est. Delivery Date: *

📅

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
Current Order Status: 1.0 Confirmed As Is							
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
Current Order Status: 4.0 Confirmed As Is							

13 | Page

Work instruction – Create an order confirmation on the Ariba Network
Target audience – Suppliers transacting with Cargill using a **full-use account**
Contact – Supplier_Enablement_EMEA@cargill.com

IMPORTANT

- If you specify a scheduled shipment date or delivery date, it will automatically apply to all line items included in the purchase order.
- If you need to **update the unit price** and / or **specify a different scheduled shipment date or delivery date** for each line item, please select **option B** – Update line items for more information
- Entering a value in the following fields will trigger an automatic email send to the Cargill buyer: add estimated shipping costs, change the tax percentage, add comments.

Step 3. Click Next when finished.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300 Current Order Status: 1.0 Confirmed As Is	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN Current Order Status: 4.0 Confirmed As Is	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 4. Review the order confirmation and click Submit.

Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Tim Schuffelen

Confirming PO
Previous
Submit
Exit

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 06/13/2018

Supplier Reference:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
Current Order Status: 1.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018)							
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
Current Order Status: 4.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018)							

Previous
Submit
Exit

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 5. Your order confirmation is sent to Cargill.

Once you have successfully submitted the order confirmation, the order status will change to **Confirmed**.

Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Tim Schuffelen

Purchase Order: 4504639255
Done

Create Order Confirmation
Create Ship Notice
Create Invoice
Print
Download PDF
Download CSV
Resend

Order Detail
Order History



From:
CGL FOODS FRANCE SAS
102 TERRASSE BOIELDIEU, TOUR W
92085 PARIS LA DEFENSE CEDEX

France

To:
CargillTestEMEASupplier12@sap.com - TEST
Parissquare 10
1118 CZ Paris

France
Phone: +31 (621) 310668
Fax:
Email: tboriale@deloitte.com, radostina_todorova@cargill.com, bart_devolder@crgl-thirdparty.com

Purchase Order
(Confirmed)

4504639255
Amount: 367.89 EUR
Version: 1

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Work instruction – Create an order confirmation on the Ariba Network

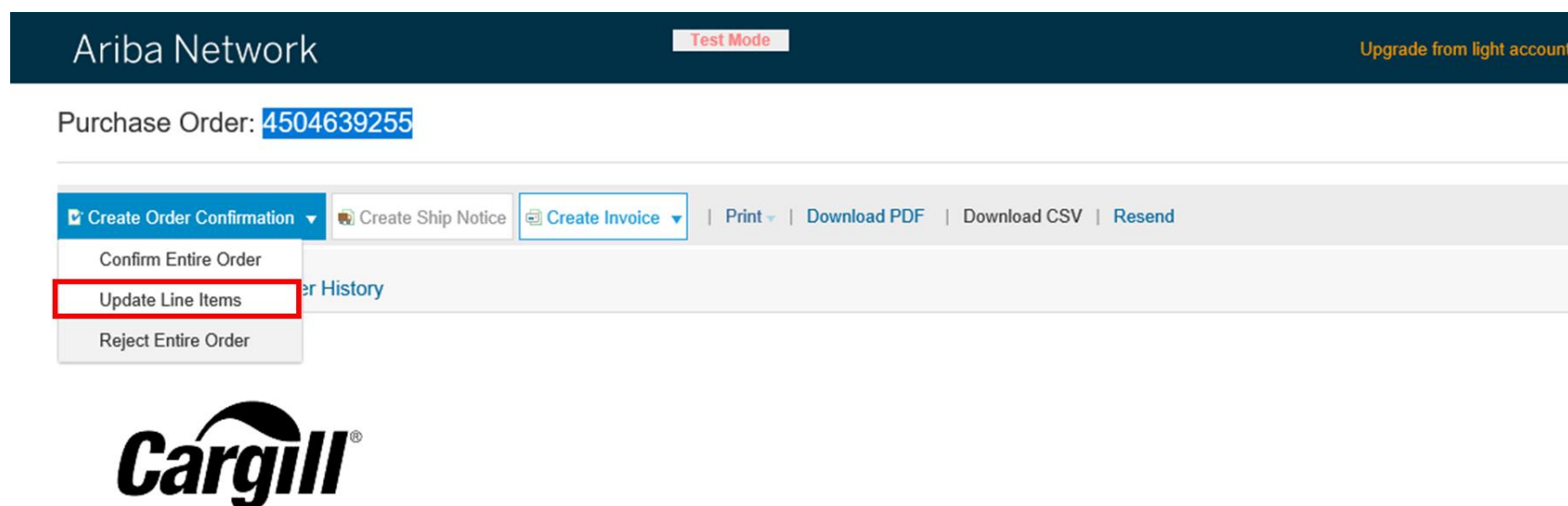
Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

5 OPTION B – Update line items

In case you are not able to fulfill all line items in the purchase order and/or need to **update the unit price**, please select OPTION B to update the line items. By doing so you can send a request to adjust the purchase order. Thus, by doing so the purchase order is not changed instantly. The proposed change will arrive at Cargill and needs approval first. It is important to have a correct purchase order in order invoice swiftly.

Step 1. Select the second option from the drop-down menu « Update Line Items »



The screenshot displays the Ariba Network interface. At the top, the header includes the 'Ariba Network' logo, a 'Test Mode' indicator, and a link to 'Upgrade from light account'. Below the header, the 'Purchase Order' number '4504639255' is shown. A navigation bar contains several buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. A dropdown menu is open under 'Create Order Confirmation', with 'Update Line Items' highlighted by a red rectangle. Other options in the dropdown are 'Confirm Entire Order' and 'Reject Entire Order'. The Cargill logo is visible at the bottom of the interface.

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 2. Enter a confirmation number and select a scheduled shipment date and delivery date.

Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Tim Schuffelen

Confirming PO
Exit
Next

1 Update Item Status
2 Review Confirmation

Order Confirmation Header
* Indicates required field

Confirmation #:
Associated Purchase Order #: 4504636332
Customer: Cargill - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION
☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:
Est. Delivery Date:
Est. Shipping Cost:
Comments:

NOTE

If the delivery address is **different** from the one specified on the purchase order, please use the **comments section in the order confirmation.**

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 3. Scroll down and choose one of the following options

- A. **Confirm (with changes):** You are able to fulfill the line item but need to update the unit price or estimated shipment/delivery date.
- B. **Backorder:** You need to backorder part of the line item quantity to a later estimated shipment/delivery date.
- C. **Reject:** You are not able to fulfill part of the quantity of the line item.

IMPORTANT

In case you need to update the unit price on the purchase order, please select option A and click Details to enter the correct unit price. Please note there is a 10% tolerance in place for unit price changes.

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
Current Order Status ☒ 1.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018) Confirm: Backorder: Reject: Details ⓘ							
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
Current Order Status ☒ 4.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018) Confirm: Backorder: Reject: Details ⓘ							

↳ [Confirm All](#) **A** **B** **C**

[Exit](#) [Next](#)

Update line items – (A) Confirm (with changes)

1. **Enter** the quantity of the line item that you are able to confirm (with changes) in the **Confirm** field
2. **Click Details** to enter the estimated shipment/delivery date, updated unit price (within tolerances) and Comments
3. **Click OK** when finished

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Ariba Network

[Test Mode](#)
[Upgrade from light account](#)
[Learn More](#)

[OK](#)
[Cancel](#)

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10	Not Available test material for TRANSMANUCENTRE	4.0	EA	28 Mar 2018		30.00 EUR	120.00 EUR	24.00 EUR

New Order Status: **2 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price: 30.00 EUR

Price Unit Quantity:

Unit Conversion:

Price Unit:

Supplier Part: **Not Available**

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test material for TRANSMANUCENTRE

Pricing Description:

Subtotal: ① 84.00 EUR

OK

Cancel

Update line items – (B) Backorder

1. **Enter** the quantity of the line item that you need to backorder in the **Backorder** field
2. **Click Details** to enter the estimated shipment/delivery date and Comments

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

3. Click OK when finished

Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Tim Schuffelen

OK
Cancel

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10	Not Available test material for TRANSMANUCENTRE	4.0	EA	28 Mar 2018		30.00 EUR	120.00 EUR	24.00 EUR

New Order Status: 2 Backordered

Est. Shipping Date:
Est. Delivery Date:

Comments:

OK
Cancel

Update line items – (C) Reject

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

1. **Enter** the quantity of the line item that you are not able to fulfil in the **Reject** field
2. **Click Details** to enter a Comment
3. **Click OK** when finished

Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Tim Schuffelen

OK

Cancel

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10	Not Available test material for TRANSMANUCENTRE New Order Status: 2 Rejected	4.0	EA	28 Mar 2018		30.00 EUR	120.00 EUR	24.00 EUR

Comments:

OK

Cancel

Step 4. When finished, click Next review the complete order confirmation.

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX NØ8588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
Current Order Status							
☒ 1.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018)							
Confirm:		Backorder:		Reject:		Details ⓘ	
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
Current Order Status							
☒ 4.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018)							
Confirm:		Backorder:		Reject:		Details ⓘ	

↳

Confirm All

Exit

Next

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 5. Review the order confirmation and click Submit.

Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Tim Schuffelen

Confirming PO
Previous
Submit
Exit

1 Update Item Status
2 Review Confirmation

Confirmation #:
Supplier Reference:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300 Current Order Status: 1 Confirmed With New Date (Estimated Shipment Date: 17 Jun 2018 ; Estimated Delivery Date: 18 Jun 2018)	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN Current Order Status: 4.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018)	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR

Previous
Submit
Exit

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 6. Your (partial) order confirmation is sent to Cargill.

Once you have successfully submitted the (partial) order confirmation, the order status will change to **(Partially) Confirmed**.

Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Tim Schuffelen

Purchase Order: 4504636332
Done

Create Order Confirmation
Create Ship Notice
Create Invoice
Print
Download PDF
Download CSV
Resend

Order Detail
Order History



From:
CGL FOODS FRANCE SAS
102 TERRASSE BOIELDIEU, TOUR W
92085 PARIS LA DEFENSE CEDEX

France

To:
CargillTestEMEASupplier12@sap.com - TEST
Parissquare 10
1118 CZ Paris

France
Phone: +31 (621) 310668
Fax:
Email: tboriale@deloitte.com, radostina_todorova@cargill.com, bart_devolder@crgl-thirdparty.com

Purchase Order
(Partially Confirmed)
4504636332
Amount: 120.00 EUR
Version: 1

IMPORTANT

In case you have not confirmed all line item quantities included in the purchase order, you will need to confirm or reject the remaining line item quantities at a later point in time. In order to do this, please access the purchase order via the link in the Ariba email and perform the steps described in section « Update line items ».

Work instruction – Create an order confirmation on the Ariba Network

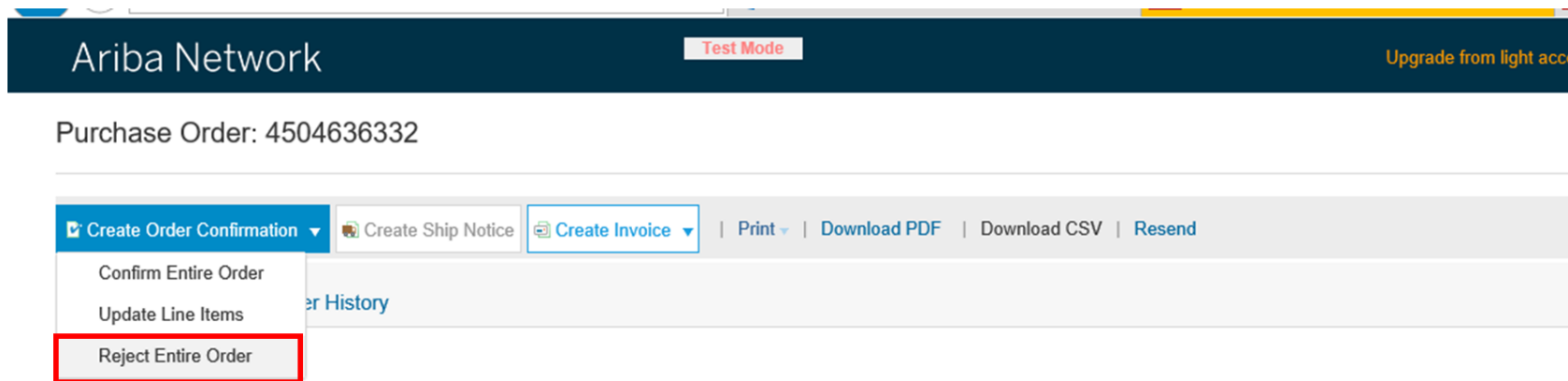
Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

6 OPTION C – Reject entire order

In case you are not able to fulfill the complete order, please select OPTION C to reject the order.

Step 1. Select the third option from the drop-down menu « Reject Entire Order »



The screenshot shows the Ariba Network interface. At the top, there is a dark blue header with the text "Ariba Network" on the left, "Test Mode" in a red box in the center, and "Upgrade from light acc" on the right. Below the header, the text "Purchase Order: 4504636332" is displayed. A horizontal bar contains several action buttons: "Create Order Confirmation" (with a dropdown arrow), "Create Ship Notice", "Create Invoice" (with a dropdown arrow), "Print", "Download PDF", "Download CSV", and "Resend". The "Create Order Confirmation" dropdown menu is open, showing three options: "Confirm Entire Order", "Update Line Items", and "Reject Entire Order". The "Reject Entire Order" option is highlighted with a red rectangular border. Below the action bar, the Cargill logo is visible.



Work instruction – Create an order confirmation on the Ariba Network

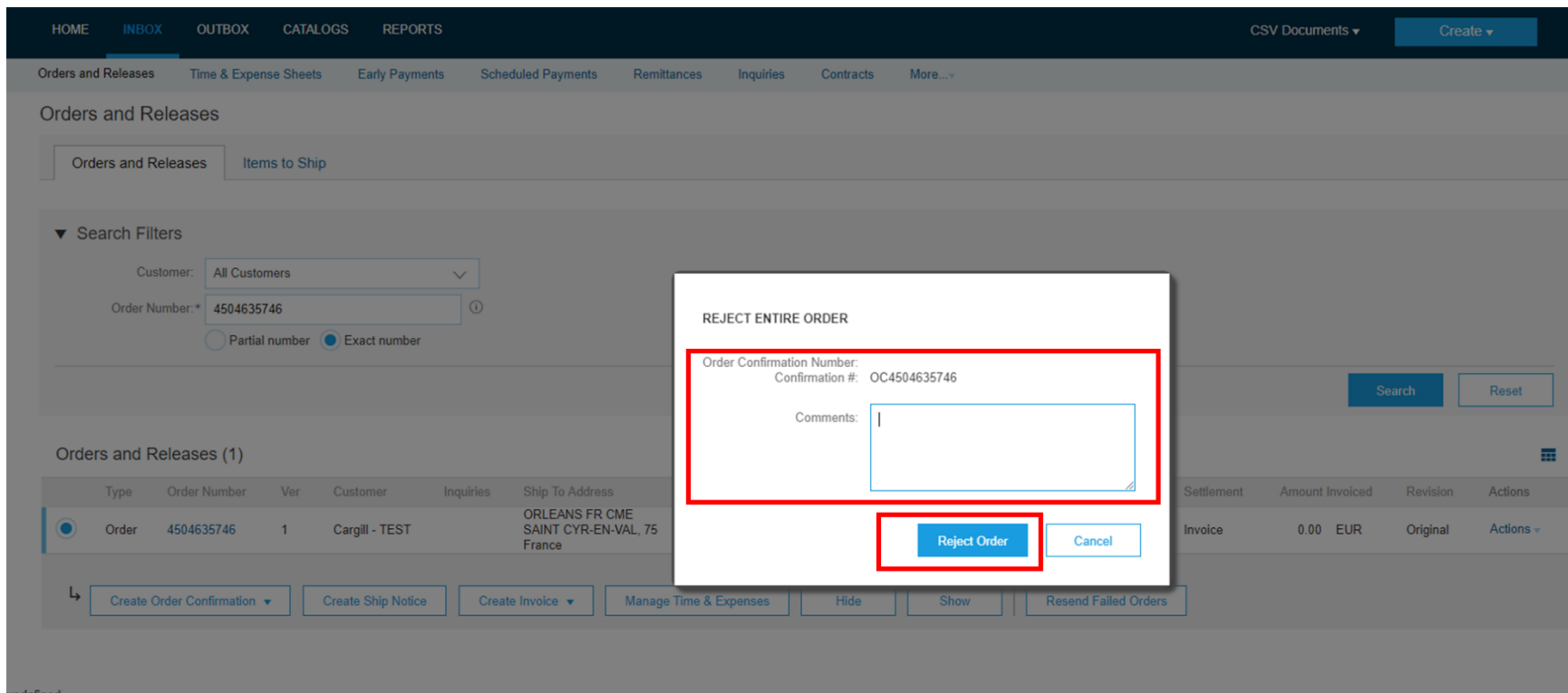
Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 2. Complete the information in the pop-up window.

Please fill in the required fields:

- N° of confirmation order
- Enter a reason for rejecting the order



The screenshot displays the Cargill Ariba Network interface. The top navigation bar includes links for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below this, a secondary navigation bar lists various transaction types like Orders and Releases, Time & Expense Sheets, etc. The main content area is titled 'Orders and Releases' and features a search filter section with a dropdown for 'Customer' (set to 'All Customers') and a text input for 'Order Number' (containing '4504635746'). Below the search filters, a table lists 'Orders and Releases (1)' with columns for Type, Order Number, Ver, Customer, Inquiries, and Ship To Address. The first row shows an 'Order' with number '4504635746' for 'Cargill - TEST'. A pop-up window titled 'REJECT ENTIRE ORDER' is overlaid on the interface. It contains a field for 'Order Confirmation Number' with the value 'OC4504635746' and a 'Comments' text area. A red rectangular box highlights the 'Reject Order' button at the bottom of the pop-up window. The background interface also includes a 'Create' button in the top right and a 'Search' button near the pop-up window.

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com

Work instruction – Create an order confirmation on the Ariba Network

Target audience – Suppliers transacting with Cargill using a **full-use account**

Contact – Supplier_Enablement_EMEA@cargill.com