Program Maestro

WORK INSTRUCTIONS |
Creating an Invoice on the Ariba Network for Enterprise Account suppliers

Work instruction – Create an invoice 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 invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 2. You receive a pop-up window stating your invoice will trigger the creation of a service entry sheet within Cargill.

Step 3. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.

Step 4. Complete the required fields (marked with an asterisk): Supplier VAT/Tax ID.

Step 5. Select the line items that need to be included in the invoice.

Step 6. Complete the « Service Start Date » and « Service End Date » related to the performed services.

Step 7. Add any other materials or services that were required to perform the services by clicking on « Add/Update » and select the appropriate action from the dropdown menu.

Step 8. Create a pre-defined VAT/Tax rate.

Step 9. Add the appropriate VAT/Tax rate to the line items on the invoice.

Step 10. If necessary, add attachments and / or comments to the line items of the invoice.

Step 11. Click on « Next » when finished.

Step 12. Review the invoice and click on « Submit ».

Step 13. Your invoice is sent to Cargill.

Partial Invoicing

Create a credit memo linked to a material purchase order.

Step 1. Once you have selected the appropriate purchase order in your Inbox or invoice in your Outbox. Click on « Create Invoice » and select the « Line-item Credit Memo » from the dropdown menu.

Step 2. Select the invoice you need to credit and click on « Create Line-Item Credit Memo ».

Step 3. Complete the « Credit Memo # » and « Credit Memo Date » fields based on the information from your internal system.

Step 4. Enter a Reason for the Credit Memo.

Step 5. Enter the total negative quantity for each line item.

Step 6. Click on « Next ».

Work instruction – Create an invoice 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 invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
As of your go-live date, all Purchase Orders will be communicated through the Ariba Network, order confirmation and invoicing must be carried out **ONLY through the Ariba Network**, meaning that Cargill will no longer accept your invoices via mail/Tungsten. The only exception are blanket POs. Cargill may cancel remaining months of that PO and will reissue via the Ariba Network. In this instance you will be contacted to reiterate the new number.

**Work instruction | Create an invoice**

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 create an invoice related to a purchase order for materials or services. All the different invoicing 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 full-use 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 send by email or fax. All purchase orders, order confirmations, invoices and credit notes need to be created and exchanged over the Ariba Network.

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

Please note that **material purchase orders always need to be confirmed before you can create an invoice**.

**Step 1. Log in to your Ariba Network account on** [www.supplier.ariba.com](http://www.supplier.ariba.com) **by using your web browser**.

**IMPORTANT**

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

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**Work instruction** – Create an invoice 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 Purchase Orders from Cargill that need to be invoiced

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 invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 3. Select the order that needs to be invoiced and click on « Create Invoice » and select the « Standard Invoice » from the dropdown menu.

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 4. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 5. Complete the required fields (marked with an asterisk): Supplier VAT/Tax ID.

Please note you can find detailed instructions on how to add your VAT number to your company profile on Ariba in the work instruction "Create and configure a full-use account on Ariba Network".

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 6. Select the line items that need to be included in the invoice.

**IMPORTANT**
By default, all line items of the Purchase Order are included in the invoice. You can deselect a line item by clicking the green button in the Include column next to the line item No.
**Result – Excluding a line item from an invoice:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Line Item Options</th>
<th>Type</th>
<th>Part #</th>
<th>Description</th>
<th>Customer Part #</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><img src="excluded.png" alt="Excluded" /></td>
<td>MATERIAL</td>
<td>Not Available</td>
<td>ROULEMENT BIELE MACHOIRE ILAPAK</td>
<td>220039150</td>
<td>0</td>
<td>ea</td>
<td>30.00 EUR</td>
<td>0 EUR</td>
</tr>
<tr>
<td>20</td>
<td><img src="excluded.png" alt="Excluded" /></td>
<td>MATERIAL</td>
<td>Not Available</td>
<td>ROULEMENT TRANSMISSION TEMPURA STEIN D.2</td>
<td>200041132</td>
<td>0</td>
<td>ea</td>
<td>35.00 EUR</td>
<td>0.00 EUR</td>
</tr>
</tbody>
</table>

**Work instruction** – Create an invoice on the Ariba Network

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

**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 7. Create a pre-defined VAT/Tax rate.

The below steps will describe how you can create a pre-defined VAT/Tax rate that can be automatically applied to line items and invoices. The creation of the VAT/Tax rate only needs to be done once, and can be repeated to add another VAT/Tax rate.

A. Click on the drop-down menu and select the option «Configure Tax Menu».

B. Click on «Create».

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
C. Complete the required fields Rate (%) and Tax Description and click on «OK» when finished.

D. The pre-defined VAT/Tax rate will now be available in the dropdown menu with general taxes.

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 8. Add the appropriate VAT/Tax rate to the line items on the invoice.

A. Select the appropriate VAT/Tax rate from the drop-down menu.
B. Select all the line items to which this VAT/Tax rate needs to be applied.
C. Click on « Add to Included Lines » to apply the VAT/Tax rate to the selected line items.

D. For each line item, you can still change the VAT/Tax rate by changing the Category from the dropdown menu.
Step 9. If necessary, add attachments and/or comments to the line items of the invoice.

A. Select the line item for which you want to add an attachment or comment by checking the box next to the line item No.
B. Click on «Line Item Actions» and select Comments or Attachment from the dropdown menu.

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 10. Click on « Next » when finished.

<table>
<thead>
<tr>
<th>No.</th>
<th>Include</th>
<th>Type</th>
<th>Part #</th>
<th>Description</th>
<th>Customer Part #</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td></td>
<td>MATERIAL</td>
<td>Not Available</td>
<td>ROULEMENT TRANSMISSION TEMPURA STEIN D 2</td>
<td>200041132</td>
<td>0</td>
<td>es</td>
<td>35.00 EUR</td>
<td>0.00 EUR</td>
</tr>
</tbody>
</table>

**Tax**

- **Category:** 20% VAT / Standart TAX Ra.
- **Location:**
- **Description:** Standart TAX Rate 20%
- **Regime:**
- **Law Reference:**

- **Taxable Amount:** 0.00 EUR
- **Rate:** 20
- **Tax Amount:** 0.00 EUR
- **Exempt Detail:** (no value)

- **Date Of Supply:** 2 Jul 2018

**Attachments**

- **Choose File:** No file chosen
- **Add Attachment**

**Additional Fields**

- **CN Code:**

**Messages:**

- **Warning:** Shippping and Handling and Discounts are not allowed.

**Information:**

- **Note:** In case you are invoicing for a cross-border transaction of materials please provide the Commodity Code (CN code). In case your invoice is related to services, please leave the field blank.

**Buttons:**

- **Line Item Actions:**
- **Delete**

**Next** button highlighted.
Step 11. Review the invoice and click on « Submit ».

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 12. Your invoice is sent to Cargill.

**IMPORTANT**
You are able to print a copy of the Ariba invoice. In order to be compliant with local legislation, we advise you to check the internal processes within your organization regarding invoice archiving requirements.
Step 13. Find your invoice on your Ariba account

You can **search** your invoice by going to your "Outbox", then search based on the **purchase order number** or **invoice number**.

![Image of Ariba Network interface](image-url)
Step 14. Check the status of the invoice.

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

Follow the steps in section “2 Open a Cargill purchase order” to open the Cargill purchase order and create a corresponding invoice through the interactive email you received from Ariba.

Step 1. Once you have selected the appropriate purchase order in your Inbox. Click on « Create Invoice » and select the « Standard Invoice » from the dropdown menu.

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **full-use account**  
**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 2. You receive a pop-up window stating your invoice will trigger the creation of a service entry sheet within Cargill.

**IMPORTANT**
As soon as you have submitted your invoice on Ariba this will trigger a service entry sheet (SES) within the Cargill ERP system. The Cargill requester is responsible for validating the SES.

**Work instruction** – Create an invoice 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 invoice on the Ariba Network

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

Contact – Supplier_Enablement_EMEA@cargill.com

**IMPORTANT**

Ariba Network will not allow you to invoice multiple parent lines on a single service PO at the same time. Consequently, you will be prompted with a question which parent line you want to invoice. Select the appropriate line of the service PO that you want to invoice and click on « Next » when finished. Proceed with the steps as outlined below.

In case all parent lines on the service PO need to be invoiced, you need to create a separate invoice for each parent line.
Step 3. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 4. Complete the required fields (marked with an asterisk): Supplier VAT/Tax ID.

Please note you can find detailed instructions on how to add your VAT number to your company profile on Ariba in the work instruction "Create and configure a full-use account on Ariba Network".
Step 5. Select the line items that need to be included in the invoice.

**IMPORTANT**
By default, **all line items** of the Purchase Order are included in the invoice. You can deselect a line item by clicking the green button in the Include column next to the line item No.

**Result – Excluding a line item from an invoice:**

**Work instruction** – Create an invoice 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 invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 6. Complete the « Service Start Date » and « Service End Date » related to the performed services.

**Work instruction** – Create an invoice on the Ariba Network

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

**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 7. Add any other materials or services that were required to perform the services by clicking on « Add/Update » and select the appropriate action from the dropdown menu.

**IMPORTANT**
Do not forget to add the appropriate VAT/Tax rate for any additional materials or services that were added to the invoice.
Step 8. Create a pre-defined VAT/Tax rate.

The below steps will describe how you can create a pre-defined VAT/Tax rate that can be automatically applied to line items and invoices. The creation of the VAT/Tax rate only needs to be done once, and can be repeated to add another VAT/Tax rate.

A. Click on the drop-down menu and select the option « Configure Tax Menu ».

B. Click on « Create ».

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
C. Complete the required fields Rate (%) and Tax Description and click on « OK » when finished.

D. The pre-defined VAT/Tax rate will now be available in the dropdown menu with general taxes.

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 9. Add the appropriate VAT/Tax rate to the line items on the invoice.

A. Select the appropriate VAT/Tax rate from the drop-down menu.
B. Select all the line items to which this VAT/Tax rate needs to be applied.
C. Click on « Add to Included Lines » to apply the VAT/Tax rate to the selected line items.

D. For each line item, you can still change the VAT/Tax rate by changing the Category from the dropdown menu. Please ensure that the Date of Supply corresponds with the appropriate date entered for Service Start and End Date.
Work instruction – Create an invoice 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 invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 12. Review the invoice and click on « Submit ».

Step 13. Your invoice is sent to Cargill.

IMPORTANT
You are able to print a copy of the Ariba invoice. In order to be compliant with local legislation, we advise you to check the internal processes within your organization regarding invoice archiving requirements.

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
4 Partial Invoicing
In case you agreed with Cargill to invoice partially, you will have to invoice multiple times per purchase order. For invoicing more than once, there are two options:

- One line item per partial invoice
- One line item for the total amount to invoice

In case one line item is created per partial invoice, you will have to exclude the irrelevant line items and only include the line item your invoicing for via this invoice. This can be done by clicking the switch for those line items in column “Include”. See the screenshot below for clarification.

In case you have one line item for which you want to invoice partially, you will have to adjust the line item quantity on the invoice. Thus, this should not be done by adjusting the Unit Price. Namely, adjusting the Unit Price would lead to an invoice for the entire delivered quantity for a lower price, which is not the case here. Hence, the Quantity should be adjusted. In case you have for example a 30%/70% invoice agreement, you can adjust the Quantity to 30% and 70% respectively. In the case above, where the total Quantity to invoice is 2, you can create a 30% invoice by adjusting the Quantity to 0,6 (30% of 2). The second invoice then can be Quantity 1,4 by which the entire Quantity will be consumed after 100% of the invoices is submitted. Please note that the Subtotal amount will be adjusted accordingly by adjusting the Quantity.

**Work instruction** – Create an invoice on the Ariba Network
**Target audience** – Suppliers transacting with Cargill using a full-use account
**Contact** – Supplier_Enablement_EMEA@cargill.com
5  Create a **credit memo** linked to a **material** purchase order

**IMPORTANT**
Please note that Cargill **only allows** suppliers to create a credit memo on Ariba for **material purchase orders**. In addition, suppliers are requested to always credit the full amount of the invoice.

Suppliers that need to **create a credit memo for service purchase orders** are requested to contact Cargill.

Follow the steps in section 2 to select the purchase order from Cargill in your Inbox or invoice in your Outbox that needs to be credited.

**Step 1.** Once you have selected the appropriate purchase order in your Inbox or invoice in your Outbox. Click on « Create Invoice » and select the « Line-item Credit Memo » from the dropdown menu.
Step 2. Select the invoice you need to credit and click on « Create Line-Item Credit Memo ».

Step 3. Complete the « Credit Memo # » and « Credit Memo Date » fields based on the information from your internal system.

**Work instruction** – Create an invoice on the Ariba Network

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

**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 4. Enter a Reason for the Credit Memo.

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a full-use account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 5. Enter the total negative quantity for each line item.

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Insert Line Item Options</th>
<th>Tax Category:</th>
<th>Shipping Documents</th>
<th>Special Handling</th>
<th>Discount</th>
<th>Add to Included Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Include</td>
<td>Type</td>
<td>Part #</td>
<td>Description</td>
<td>Customer Part #</td>
<td>Quantity</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>MATERIAL</td>
<td>367-4092</td>
<td>Vernisse Femelle NPh-E</td>
<td></td>
<td>-5</td>
</tr>
</tbody>
</table>

**Tax**
- Category: VAT
- Description: 
- Rate(%): 20
- Tax Amount: -207.65 EUR

**Additional Fields**
- Shipping and Handling are not allowed.
- CN Code: [ ]
- Commodity Code (CN code): In case you are invoicing for a cross-border transaction of materials please provide the Commodity Code (CN code). In case your invoice is related to services, please leave the field blank.
- Date Of Supply: 17 May 2018

**IMPORTANT**
Suppliers are requested to always credit the full amount of the invoice.

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**Work instruction** – Create an invoice on the Ariba Network
**Target audience** – Suppliers transacting with Cargill using a full-use account
**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 6. Click on « Next ».

Step 7. Review the credit memo and click on « Submit ».

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

Step 8. Your credit memo is sent to Cargill.

IMPORTANT
You are able to print a copy of the Ariba credit memo. In order to be compliant with local legislation, we advise you to check the internal processes within your organization regarding credit memo archiving requirements.
6 Explanation of the Payment Terms stated on Ariba

The Payments Term on your Purchase Order from Cargill on Ariba is noted in the following way:

Example: 0.000% 30

- 0.000% refers to the early payment discount in case Cargill pays earlier than the agreed payment period
- 30 refers to the actual payment term of 30 days

Work instruction – Create an invoice on the Ariba Network
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Contact – Supplier_Enablement_EMEA@cargill.com