

Program Maestro

WORK INSTRUCTIONS |

Creating an Invoice on the Ariba Network for Enterprise Account suppliers

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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

!!! IMPORTANT !!!

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.

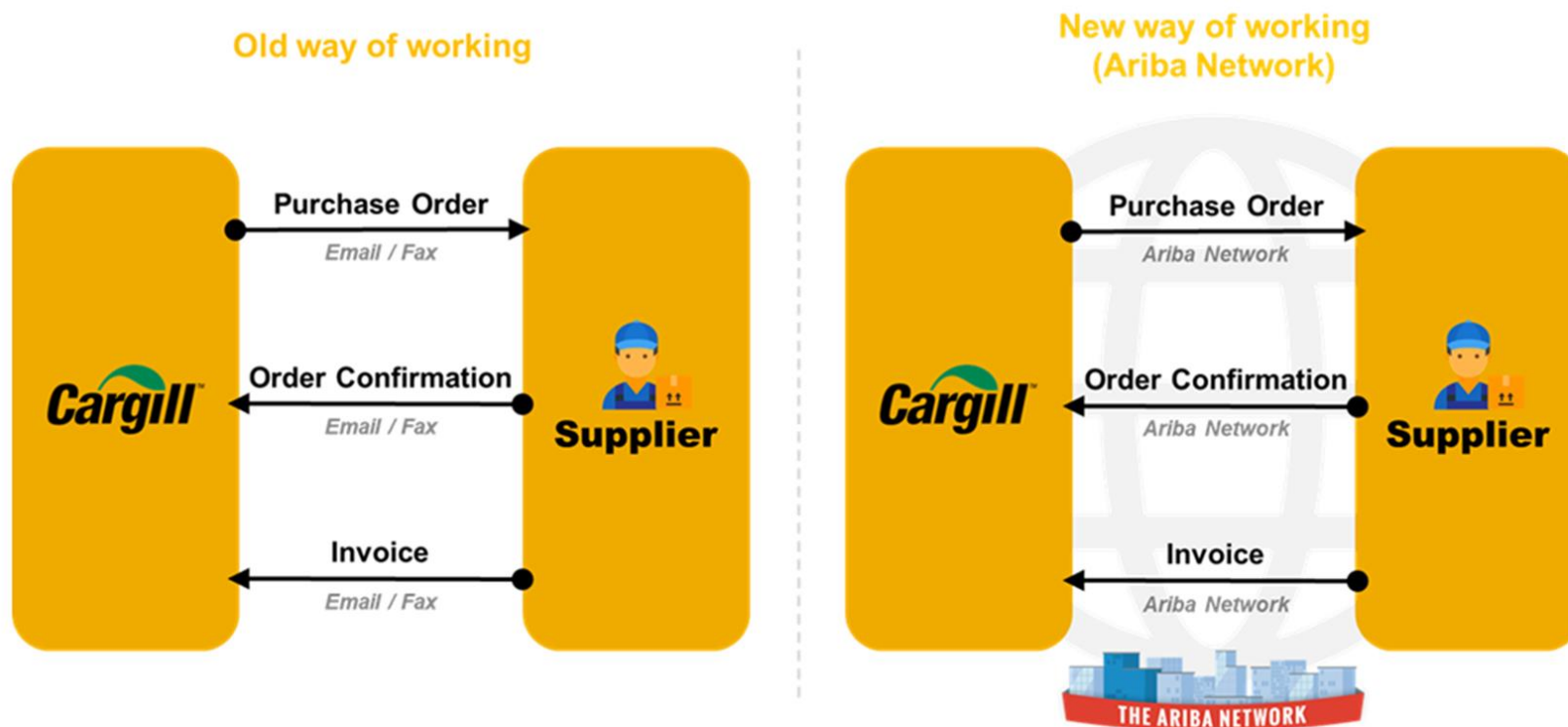
Via this work instruction, we will explain step by step how you can how you can **create an invoice** related to a purchase order for materials or services. All the different invoicing options are clearly explained throughout this document. Should you require any additional information, we invite to 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

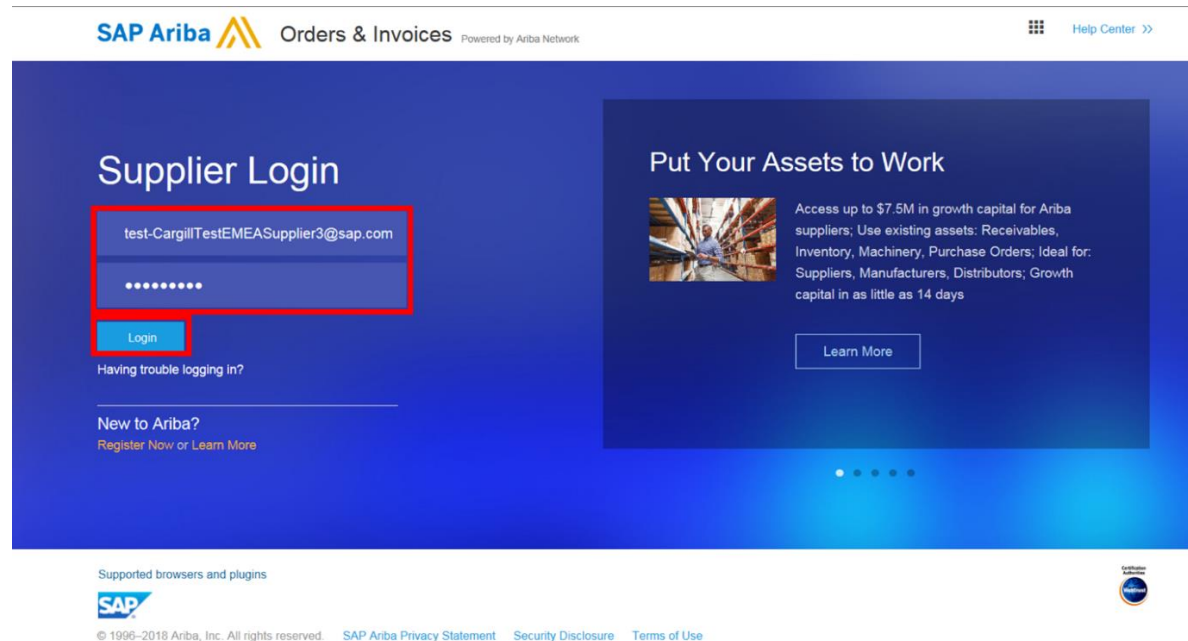
Please note that once your company starts transacting with Cargill on the Ariba Network, Cargill will **no longer accept** documents that are sent by **email or fax**. All purchase orders, order confirmations, invoices and credit notes need to be created and exchanged over the Ariba Network.



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 by using your web browser.



IMPORTANT

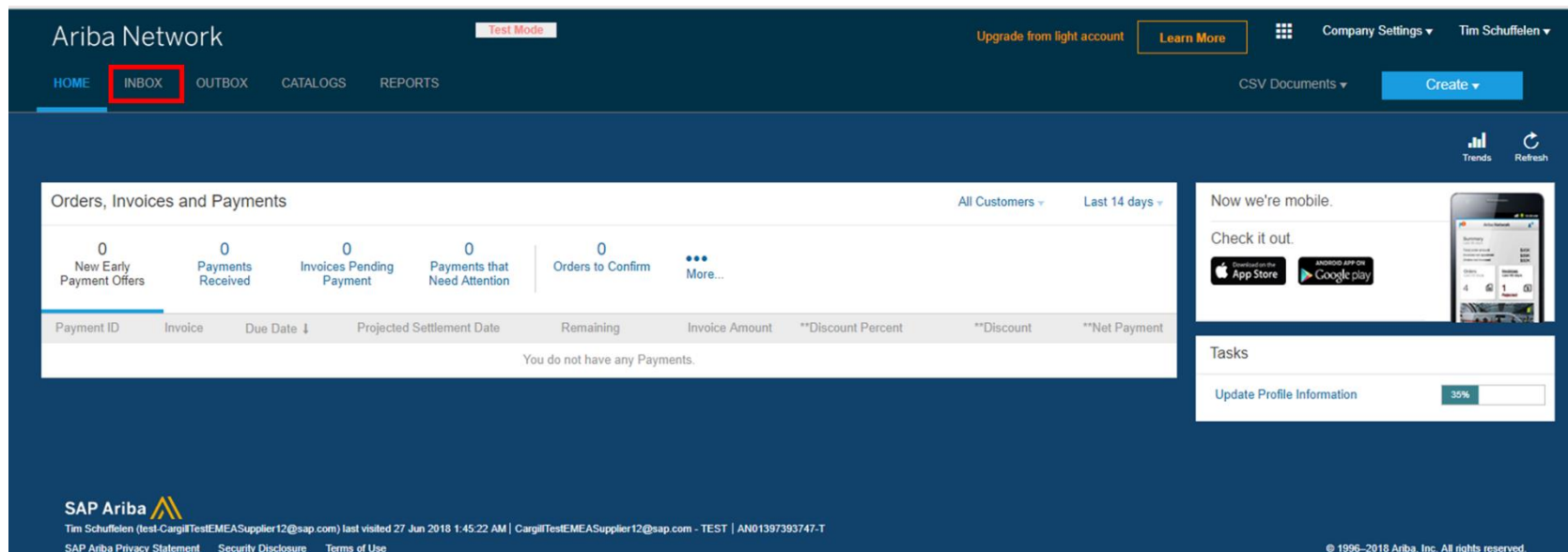
Please note that **Internet Explorer** provides the best user experience.

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



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

HOME **INBOX** OUTBOX CATALOGS REPORTS CSV Documents Create

Orders, Invoices and Payments All Customers Last 14 days

0 New Early Payment Offers 0 Payments Received 0 Invoices Pending Payment 0 Payments that Need Attention 0 Orders to Confirm More...

Payment ID	Invoice	Due Date ↓	Projected Settlement Date	Remaining	Invoice Amount	**Discount Percent	**Discount	**Net Payment
You do not have any Payments.								

SAP Ariba
Tim Schuffelen (test.CargillTestEMESupplier12@sap.com) last visited 27 Jun 2018 1:45:22 AM | CargillTestEMESupplier12@sap.com - TEST | AN01397393747-T
SAP Ariba Privacy Statement Security Disclosure Terms of Use © 1996–2018 Ariba, Inc. All rights reserved.

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.

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

Customer: All Customers

Order Number: 4504639634

☐ Partial number ☒ Exact number

Search Reset

Orders and Releases (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input checked="" type="radio"/> Order	4504639634	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

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

Standard Invoice
 Credit Memo
 Line-Item Credit Memo
 Line-Item Debit 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 4. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.

Create Invoice

UpdateSaveExitNext

▼ Invoice Header

* Indicates required fieldAdd to Header ▼

Summary

Purchase Order: 4504639256

Invoice #: *

Invoice Date: * 3 Jul 2018

Subtotal: 320.00 EUR

Total Tax: 0.00 EUR

Total Amount without Tax: 320.00 EUR

Amount Due: 320.00 EUR

Remit To 20 Rue Emile Leconte ▼

Saint-Jean-de-la-Ruelle

France

Bill To: CGL FOODS FRANCE SAS

PARIS LA DEFENSE CEDEX

France

View/Edit Addresses

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: CargillTestEMEA_Supplier12@sap.com - TEST

Ship To: ORLEANS FR CME SAINT CYR-EN-VAL

View/Edit Addresses

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".

Supplier VAT

Supplier VAT/Tax ID:*	<input type="text"/>
Supplier Commercial Identifier:	<input type="text"/>
Supplier Commercial Credentials:	<input type="text"/>
IncoTerm:	FOB
Incoterm Description:	ORIGIN

Customer VAT

Customer VAT/Tax ID:*	<input type="text" value="FR31387589179"/>
-----------------------	--

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.

Line Items 2 Line Items, 2 Included, 2 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea ⓘ	30.00 EUR	0.00 EUR

Tax

Additional Fields

⚠ Shipping and Handling and Discounts are not allowed.

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT TRANSMISSION TEMPURA STEIN D.2	200041132	0	ea ⓘ	35.0 EUR	0.00 EUR

Tax

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

Result – Excluding a line item from an invoice :

Line Items 2 Line Items, 1 Included, 2 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea ⓘ	30.00 EUR	0 EUR
Excluded line items cannot be modified.										
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT TRANSMISSION TEMPURA STEIN D.2	200041132	0	ea ⓘ	35.00 EUR	0.00 EUR

Tax

⚠ Shipping and Handling and Discounts are not allowed.

CN Code:

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».

Line Items 2 Line Items, 1 Included, 2 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: VAT VAT 20% VAT / Standard 20% VA... Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input type="checkbox"/>	MATERIAL	Not Available	ROULEME	220039150	0	ea	30.00 EUR	0 EUR
20	<input type="checkbox"/>	MATERIAL	Not Available	ROULEME	200041132	0	ea	35.00 EUR	0.00 EUR

Excluded line items cannot be modified.

Tax

Shipping and Handling and Discounts are not all

Additional Fields

CN Code: A Configure Tax Menu

In case you are invoicing, order transaction or material please provide the Commodity Code (CN code). In case your invoice is related to services, please leave the field blank.

B. Click on « Create ».

Configure Tax

* Tax Category	* Rate	Tax Description
No items		

Create B

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.

Configure Tax

* Tax Category	* Rate	Tax Description
<input checked="" type="radio"/> VAT	20 %	Standart TAX Rate 20%

|

C

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

IncoTerm: FOB
Incoterm Description: ORIGIN

Line Items

Insert Line Item Options

☐ Tax Category: VAT

No.	Include	Type	Part #	Description
10	<input type="radio"/>	MATERIAL	Not Available	ROULEMEN
<i>Excluded line items cannot be modified.</i>				
20	<input checked="" type="radio"/>	MATERIAL	Not Available	ROULEMEN

Taxes

20% VAT / Standart TAX Ra...

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax

Special Handling ☐ Discount

Customer Part #

220039150

200041132

D

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.

Line Items 2 Line Items, 2 Included, 2 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 20% VAT / Standart TAX Ra... ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea	30.00 EUR	0.00 EUR

- D. For each line item, you can still change the VAT/Tax rate by changing the Category from the dropdown menu.

Line Items 2 Line Items, 2 Included, 2 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 20% VAT / Standart TAX Ra... ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea	30.00 EUR	0.00 EUR

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

[Remove](#)

Shipping and Handling and Discounts are not allowed.

Additional Fields

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 carriages please leave the field blank.

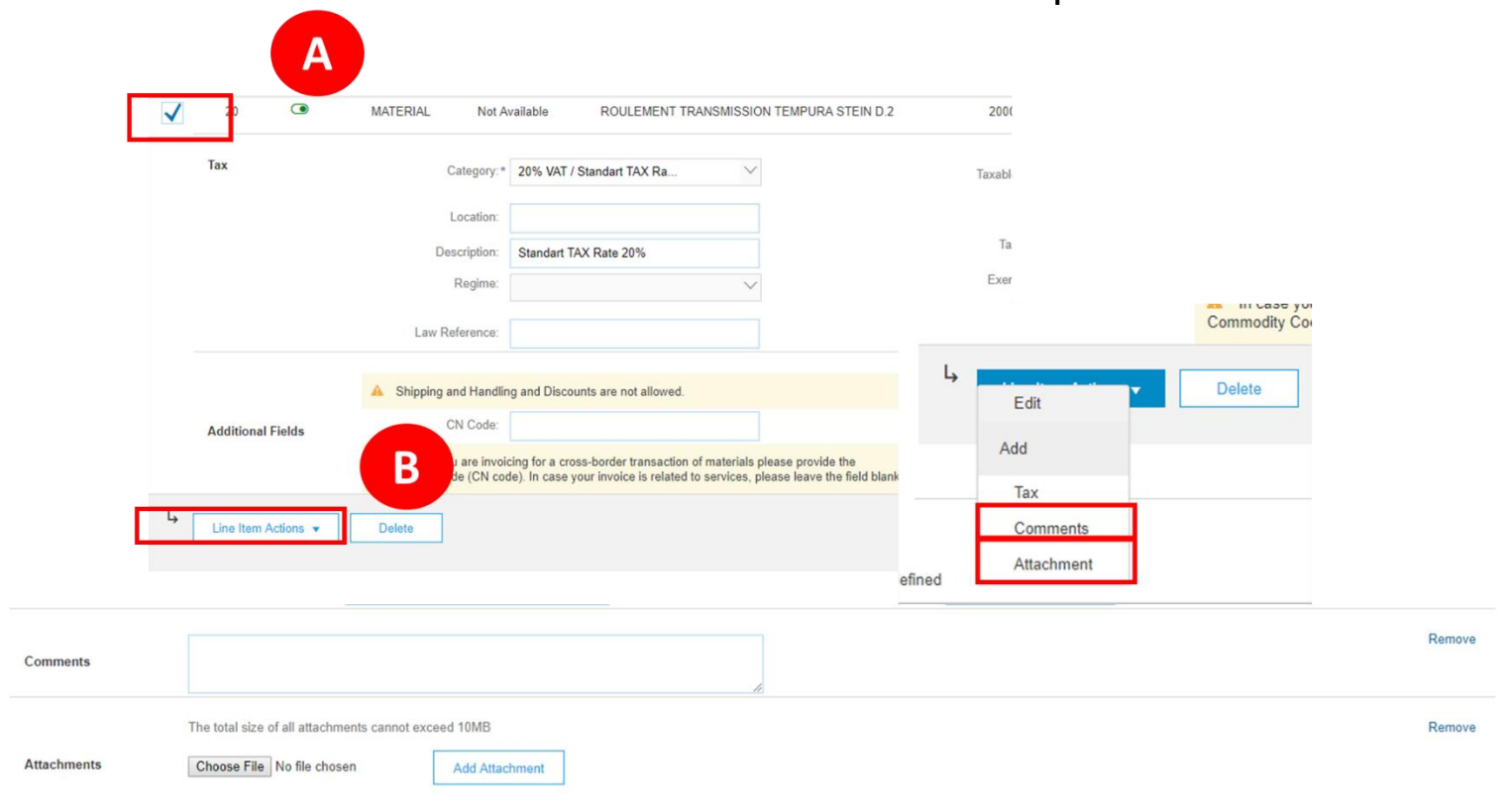
Work instruction – Create an invoice on the Ariba Network

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

Contact – Supplier_Enablement_EMEA@cargill.com

Step 9. 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.



The screenshot displays the Cargill invoice system interface. At the top, a line item is selected, indicated by a red box and a red circle with the letter 'A'. The line item details include:

- Line Item No.: 200
- Material: MATERIAL
- Status: Not Available
- Description: ROULEMENT TRANSMISSION TEMPURA STEIN D.2
- Quantity: 2000

 Below the line item details, there are fields for Tax, Category, Location, Description, Regime, and Law Reference. A warning message states: "Shipping and Handling and Discounts are not allowed."

At the bottom of the line item details, there is a red box and a red circle with the letter 'B' highlighting the 'Line Item Actions' dropdown menu. The dropdown menu is open, showing options: Edit, Add, Tax, Comments, and Attachment. The 'Comments' and 'Attachment' options are highlighted with red boxes.

Below the line item details, there are sections for Comments and Attachments. The Comments section has a text area and a 'Remove' button. The Attachments section has a 'Choose File' button, 'No file chosen' text, an 'Add Attachment' button, and a 'Remove' button. A note states: "The total size of all attachments cannot exceed 10MB".

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.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	20		MATERIAL	Not Available	ROULEMENT TRANSMISSION TEMPURA STEIN D.2	200041132	0	ea	35.00 EUR	0.00 EUR

Tax

Category: * 20% VAT / Standart TAX Ra...
Taxable Amount: 0.00 EUR [Remove](#)

Location:
Rate(%): 20

Description: Standart TAX Rate 20%
Tax Amount: 0.00 EUR

Regime:
Exempt Detail: (no value)

Law Reference:
Date Of Supply: * 2 Jul 2018

The total size of all attachments cannot exceed 10MB [Remove](#)

Attachments

Choose File No file chosen [Add Attachment](#)

Additional Fields

Shipping and Handling and Discounts are not allowed.

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

Line Item Actions
Delete

Update

Save

Exit

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

Step 11. Review the invoice and click on « Submit ».

Create Invoice

[Previous](#)
[Save](#)
[Submit](#)
[Exit](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is: Netherlands. The document's destination country is: France. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : test2346
 Invoice Date : Monday 2 Jul 2018 6:24 PM GMT+03:00
 Original Purchase Order : 4504639951

Subtotal : 200.00 EUR
 Total Tax : 40.00 EUR
 Total Amount without Tax : 200.00 EUR
 Amount Due : 240.00 EUR

REMIT TO:

Cargill Test EMEA Supplier 4 - TEST

Postal Address:
 7 Rue Gaston Ramon
 57062 Metz

France
 Remit To ID: 41643164136

BILL TO:

CGL FOODS FRANCE SAS

Postal Address (CARGILL FOODS FRANCE S.A.S.):
 102 TERRASSE BOIELDIEU, TOUR W
 92085 PARIS LA DEFENSE CEDEX

France

SUPPLIER:

Cargill Test EMEA Supplier 4 - TEST

Postal Address:
 Evert van de Beekstraat 378
 1118 CZ Schiphol
 Netherlands

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.

defined

Invoice test2346 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

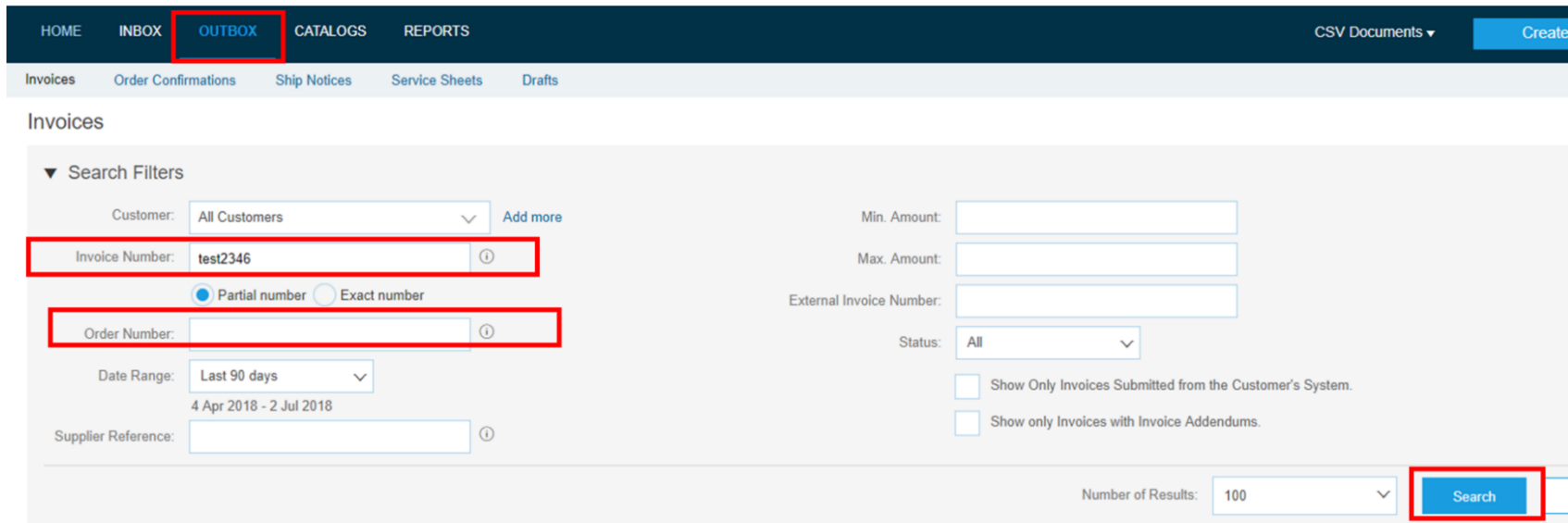
defined

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**.



HOME INBOX **OUTBOX** CATALOGS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

▼ Search Filters

Customer: All Customers Add more

Invoice Number: test2346 ⓘ

☒ Partial number ☐ Exact number

Order Number: ⓘ

Date Range: Last 90 days
4 Apr 2018 - 2 Jul 2018

Supplier Reference: ⓘ

Min. Amount:

Max. Amount:

External Invoice Number:

Status: All

☐ Show Only Invoices Submitted from the Customer's System.

☐ Show only Invoices with Invoice Addendums.

Number of Results: 100

Search

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 14. Check the status of the invoice.

HOME
INBOX
OUTBOX
CATALOGS
REPORTS

CSV Documents
Create

Invoices
Order Confirmations
Ship Notices
Service Sheets
Drafts

Invoices

▼ Search Filters

Customer:
All Customers
Add more

Invoice Number:
test2346

☒ Partial number
☐ Exact number

Order Number:

Date Range:
Last 90 days
4 Apr 2018 - 2 Jul 2018

Supplier Reference:

Min. Amount:

Max. Amount:

External Invoice Number:


Status:
All

☐ Show Only Invoices Submitted from the Customer's System.

☐ Show only Invoices with Invoice Addendums.

Number of Results:
100
Search
Reset

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
 test2346	Cargill - TEST	4504639951	Online	Supplier	Order	2 Jul 2018	240.00 EUR	Sent	Sent

Create Line-Item Credit Memo
Create Line-Item Debit Memo
Edit
Copy

Create Non-PO Invoice
Create Contract 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.

Purchase Order: 4504639256

Create Order Confirmation ▾

Create Service Sheet

Create Invoice ▾

Print ▾

Download PDF

Download CSV

Resend


Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo



From:

CGL FOODS FRANCE SAS
102 TERRASSE BOIELDIEU, TOUR W
92085 PARIS 14 DEFENSE CEDEX

To:

CargillTestEMEA_Supplier12@sap.com - TEST
Parissquare 10
1118 CZ Paris

Work instruction – Create an invoice on the Ariba Network

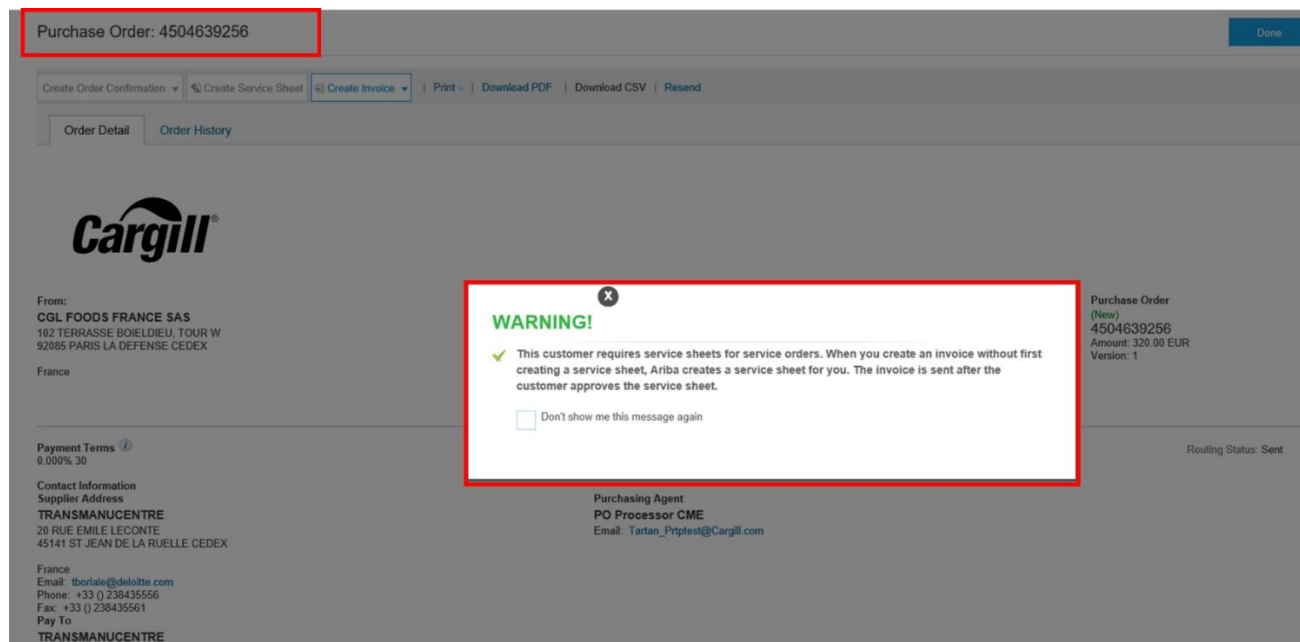
Target audience – Suppliers transacting with Cargill using a **full-use account**

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

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.

Select Item to Create Invoice with Auto-Generated Service Sheet

Next

Exit

Line Items

Line #	Part ID / Description
<input checked="" type="radio"/> 10	Not Available  Service for Plant Orleans
<input type="radio"/> 20	Not Available  Service for Plant Orleans

 Service Sheet Required.

Next

Exit

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

Ariba Network
Test Mode

Company Settings ▾
Tim Schuffelen

Create Invoice

Update
Save
Exit
Next

▼ Invoice Header
* Indicates required field
Add to Header ▾

Summary

Purchase Order: 4504639671

Invoice #: *

Invoice Date: *

Remit To:

Flour Mill/Arlesey Rd ▾

Hitchin

United Kingdom

Bill To: CGL FOODS FRANCE SAS

PARIS LA DEFENSE CEDEX

France

Subtotal: 50.00 EUR

Total Tax: 0.00 EUR

Total Amount without Tax: 50.00 EUR

Amount Due: 50.00 EUR

[View/Edit Addresses](#)

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".

Supplier VAT

Supplier VAT/Tax ID:*	<input type="text"/>
Supplier Commercial Identifier:	<input type="text"/>
Supplier Commercial Credentials:	<input type="text"/>
IncoTerm:	FOB
Incoterm Description:	ORIGIN

Customer VAT

Customer VAT/Tax ID:*	<input type="text" value="FR31387589179"/>
-----------------------	--

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. 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.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	repairs					
	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT ⓘ	25.00 EUR	50.00 EUR

Service Period

Service Start Date: * ⓘ ! Required Field

Service End Date: * ⓘ ! Required Field

Tax

Additional Fields

⚠ Shipping Documents, Pricing Details, and Discounts are not allowed.

↳ [Line Item Actions](#) [Delete](#)

[Update](#)
[Save](#)
[Exit](#)
[Next](#)

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.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options ☐ Tax Category: ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	repairs					
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT ⓘ	25.00 EUR	50.00 EUR

[Add/Update](#)

Service Period

Service Start Date: *

! Required Field

Service End Date: *

! Required Field

Tax

Additional Fields ⚠ Shipping Documents, Pricing Details, and Discounts are not allowed.

↳ [Line Item Actions](#) [Delete](#)

[Update](#)
[Save](#)
[Exit](#)
[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

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.

Line Items

Insert Line Item Options

☒ Tax Category: ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	repairs					
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT	25.0 EUR	50.00 EUR

Service Period

Service Start Date: *

Service End Date: *

Tax

Add/Update

- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material

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. 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».

Line Items 1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

☒ Tax Category: VAT

No.	Include	Type	Part #	Description
1			Not Available	repairs
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT U

Service Period: Service Start Date: *

Tax: Service End Date: *

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Add to Included Lines

Customer Part #	Quantity	Unit	Unit Price	Subtotal
DET2	2	ACT	25.00 EUR	50.00 EUR

Add/Update

B. Click on « Create ».

Configure Tax

* Tax Category	* Rate	Tax Description
No items		
<div> Create Cancel </div>		

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.

Configure Tax

OK Cancel

* Tax Category VAT * Rate 20 % Tax Description Standart TAX Rate 20%

Delete Create

OK Cancel

C

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

Line Items

Insert Line Item Options

✓ Tax Category: 20% VAT / Standart Tax Ra...

Taxes

20% VAT / Standart Tax Ra...

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

D

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.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 20% VAT / Standart Tax Ra... ☐ Discount **C** Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	repairs					
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT	25.00 EUR	50.00 EUR

Service Period **B** Date: * Service End Date: *

Tax

- 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.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT	25.00 EUR	50.00 EUR

Service Period Service Start Date: * Service End Date: *

Tax

Category: * 20% VAT / Standart Tax Ra... **D**

Location:

Description: Standart Tax Rate 20%

Regime:

Law Reference:

Taxable Amount: 50.00 EUR

Tax Rate Type:

Rate(%): 20

Tax Amount: 10.00 EUR

Exempt Detail: (no value)

Date Of Supply: * 3 Jul 2018

Remove

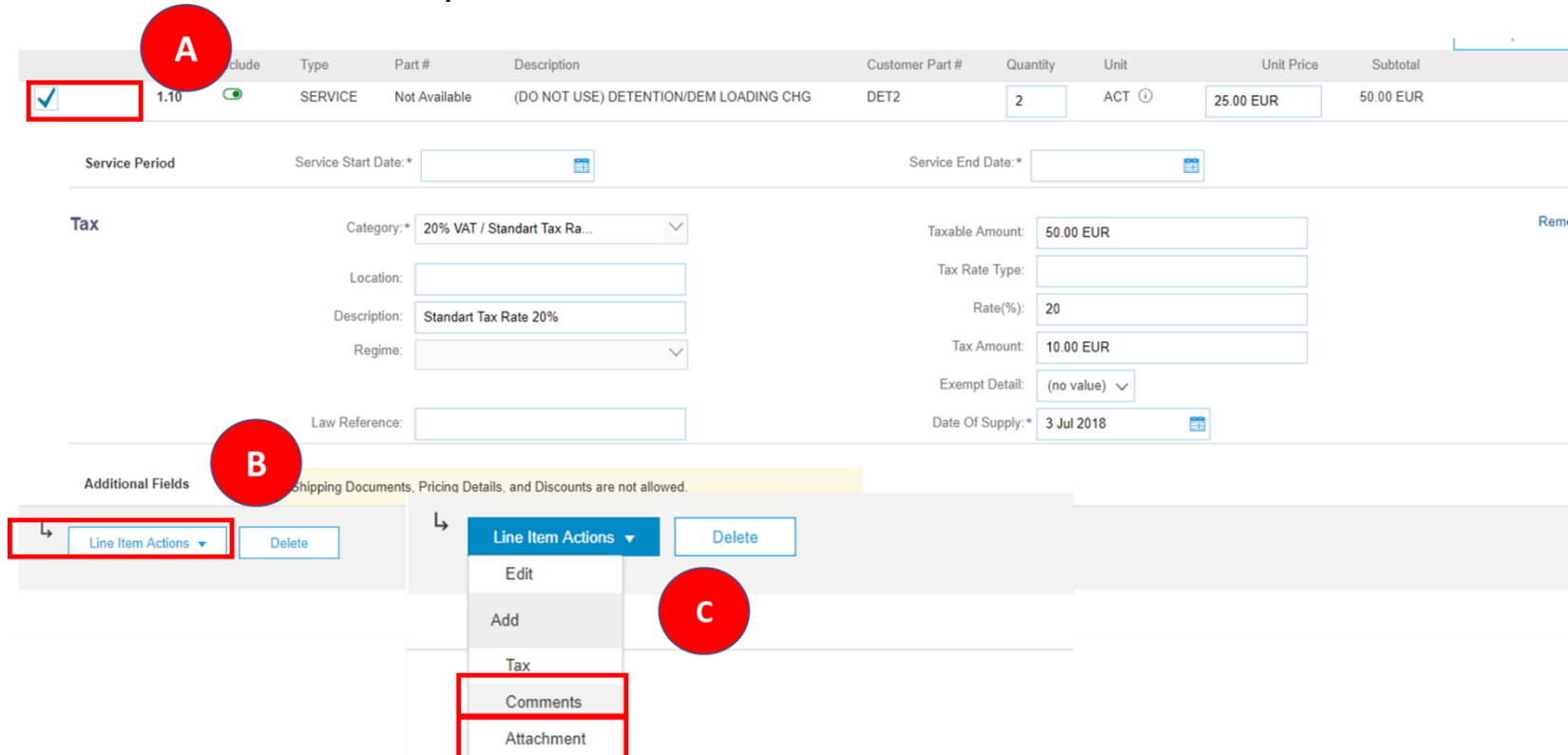
Work instruction – Create an invoice on the Ariba Network

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

Contact – Supplier_Enablement_EMEA@cargill.com

Step 10. If necessary, add comments to the line items of the invoice.

- A. Select the line item for which you want to add comments by checking the box next to the line item No.
- B. Click on « Line Item Actions »
- C. Select Comments from the dropdown menu.



The screenshot displays the Cargill invoice system interface. At the top, a table lists line items. The first line item is selected, indicated by a red box and a red circle labeled 'A'. Below the table, the 'Service Period' section shows 'Service Start Date' and 'Service End Date' fields. The 'Tax' section includes 'Category', 'Location', 'Description', 'Regime', 'Taxable Amount', 'Tax Rate Type', 'Rate(%)', 'Tax Amount', 'Exempt Detail', and 'Date Of Supply'. The 'Additional Fields' section is highlighted in yellow. Below this, the 'Line Item Actions' dropdown menu is open, showing options: 'Edit', 'Add', 'Tax', 'Comments', and 'Attachment'. The 'Comments' option is highlighted with a red box and a red circle labeled 'C'. The 'Line Item Actions' dropdown is also highlighted with a red box and a red circle labeled 'B'.

Line Item No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT	25.00 EUR	50.00 EUR

Service Period

Service Start Date: *

Service End Date: *

Tax

Category: * 20% VAT / Standart Tax Ra...

Location:

Description: Standart Tax Rate 20%

Regime:

Law Reference:

Taxable Amount: 50.00 EUR

Tax Rate Type:

Rate(%): 20

Tax Amount: 10.00 EUR

Exempt Detail: (no value) v

Date Of Supply: * 3 Jul 2018

Additional Fields

Shipping Documents, Pricing Details, and Discounts are not allowed.

Line Item Actions v

Delete

Edit

Add

Tax

Comments

Attachment

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

Cargill recommends to please utilize the **Comments** section while submitting invoices to provide any additional details for service purchase orders. The attachments do not interface to Cargill's ERP from Ariba which may result in SES failure or delay in approval for payments.

Step 11. Click on « Next » when finished.

1.10	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT ①	25.00 EUR	50.00 EUR
------	---------	---------------	--	------	---	-------	-----------	-----------

Service Period		Service Start Date: *	<input type="text"/>	Service End Date: *	<input type="text"/>
----------------	--	-----------------------	----------------------	---------------------	----------------------

Tax	Category: *	20% VAT / Standart Tax Ra...	Taxable Amount:	50.00 EUR	Remove
	Location:	<input type="text"/>	Tax Rate Type:	<input type="text"/>	
	Description:	Standart Tax Rate 20%	Rate(%):	20	
	Regime:	<input type="text"/>	Tax Amount:	10.00 EUR	
	Law Reference:	<input type="text"/>	Exempt Detail:	(no value)	
			Date Of Supply: *	3 Jul 2018	

The total size of all attachments cannot exceed 10MB

Attachments	Choose File	No file chosen	Add Attachment	Remove
-------------	-------------	----------------	----------------	--------

Additional Fields

⚠ Shipping Documents, Pricing Details, and Discounts are not allowed.

Line Item Actions	Delete
-------------------	--------

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 ».

Ariba Network
Test Mode
Company Settings
Tim Schuffelen

Create Invoice
Previous
Save
Submit
Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is: Netherlands. The document's destination country is: France. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : 12	Subtotal : 50.00 EUR
Invoice Date : Tuesday 3 Jul 2018 1:17 PM GMT+03:00	Total Tax : 10.00 EUR
Original Purchase Order : 4504639671	Total Amount without Tax : 50.00 EUR
	Amount Due : 60.00 EUR

Step 13. Your invoice is sent to Cargill.

defined

Invoice test2346 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

defined

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.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	repairs					
										Add/Update
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT ⓘ	25.00 EUR	50.00 EUR

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.



Purchase Order: 4504639256

Create Order Confirmation | Create Service Sheet | **Create Invoice** | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo



From:
CGL FOODS FRANCE SAS
102 TERRASSE BOELDIEU, TOUR W
92085 PARIS 14 DEFENSE CEDEX

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




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

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
  inv123 	Cargill - TEST	4504639513	Online	Supplier	Order	18 May 2018	1,200.00 EUR	On Hold	Pending Approval

[Create Line-Item Credit Memo](#)
[Create Line-Item Debit Memo](#)
[Edit](#)
[Copy](#)
[Create Non-PO Invoice](#)
[Create Contract Invoice](#)

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

Ariba Network Test Mode Company Settings Tim Schuffelen

Create Line-Item Credit Memo Update Exit Next

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

▼ Invoice Header * Indicates required field Add to Header

Summary

Credit Memo #:

Credit Memo Date:

Original Invoice No: INV4504639055

Original Invoice Date: 8 May 2018

Remit To:

Montigny-le Bretonneux
France
Bill To: CGL FOODS FRANCE SAS
PARIS LA DEFENSE CEDEX
France

Subtotal: -1,000.00 EUR
Total Tax: -200.00 EUR
Total Amount without Tax: -1,000.00 EUR
Amount Due: -1,200.00 EUR

[View/Edit Addresses](#)

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.

Credentials:

Comment

Reason for Credit Memo:*

Default Credit Memo
Comment Text:

IncoTerm: FOB
Incoterm Description: ORIGIN

Add to Header ▼

Line Items

1 Line Items,

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.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: TGAP ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	367-4092	Verrouille Femelle 3PN+E		-5	ea ⓘ	207.65 EUR	-1,038.25 EUR

Tax

Category: VAT

Location:

Description:

Regime:

Law Reference:

Date Of Supply: 17 May 2018

Taxable Amount: -1,038.25 EUR

Rate(%): 20

Tax Amount: -207.65 EUR

Exempt Detail: (no value)

[Remove](#)

Additional Fields

Shipping and Handling and Discounts are not allowed.

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

[Line Item Actions](#) [Delete](#)

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

IMPORTANT

Suppliers are requested to **always credit the full amount 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

Step 6. Click on « Next ».

Update

Exit

Next

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

Ariba Network

Test Mode

Company Settings ▼

Tim Schuffelen

Create Line-Item Credit Memo

Previous

Submit

Exit

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:France. The document's destination country is:France. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: 123)

Credit Memo Number : cr1

Credit Memo Date : Tuesday 3 Jul 2018 11:40 AM GMT+03:00

Original Invoice Number : 123

Original Invoice Date : Thursday 17 May 2018 5:07 PM GMT+03:00

Original Purchase Order : 4504636090

Subtotal : -1,038.25 EUR

Total Tax : -207.65 EUR

Total Amount without Tax : -1,038.25 EUR

Amount Due : -1,245.90 EUR

REMIT TO:

Cargill Test EMEA Supplier 6 - TEST

BILL TO:

CGL FOODS FRANCE SAS

SUPPLIER:

Cargill Test EMEA Supplier 6 - TEST

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.

defined

Invoice test2346 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

defined

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.

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

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

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

Contact – Supplier_Enablement_EMEA@cargill.com