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

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a light account
Contact – Supplier_Enablement_EMEA@cargill.com
Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a light account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 1. Once you are logged in to your Ariba Network Account, the Purchase Order will be visible. Click on « Create Invoice » and select the « Standard Invoice » from the dropdown menu.

Step 2. You receive a pop-up window stating your invoice will trigger the creation of a service entry sheet within Cargill.

Step 2. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.

Step 3. Complete the required fields (marked with an asterisk): Supplier VAT/Tax ID.

Step 4. Select the line items that need to be included in the invoice.

Step 5. Complete the « Service Start Date » and « Service End Date » related to the performed services.

Step 6. 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 7. Create a pre-defined VAT/Tax rate.

Step 8. Add the appropriate VAT/Tax rate to the line items on the invoice.

Step 9. If necessary, add attachments and / or comments to the line items of the invoice.

Step 10. Click on « Next » when finished.

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

Step 12. Your invoice is sent to Cargill.

Partial Invoicing

Create a credit memo linked to a material purchase order.

Step 1. Once you are logged in to your Ariba Network Account, the Purchase Order will be visible. Click on « Create Invoice » and select the « Line-item Credit Memo » from the dropdown menu.

Step 3. Select the invoice you need to credit and click on « Create Line-Item Credit Memo ».

Step 4. Complete the « Credit Memo # » and « Credit Memo Date » fields based on the information from your internal system.

Step 5. Enter a Reason for the Credit Memo.
Step 6. Enter the total negative quantity for each line item.

Step 7. Click on « Next »

Step 8. Review the credit memo and click on « Submit »

Step 9. Your credit memo is sent to Cargill.

7 Explanation of the Payment Terms stated on Ariba
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 light 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. The light account is an alternative to the full-use and paid version of an Ariba Network account. Any restrictions related to the functionality of a light account can be eliminated by subscribing to a full-use account on the Ariba Network.

Via this work instruction, we will explain step by step how you can create an invoice related to a purchase order for materials and/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 email 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).

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Work instruction – Create an invoice on the Ariba Network
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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.

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Contact – Supplier_Enablement_EMEA@cargill.com
2 Open a Cargill purchase order

Step 1. Access your Cargill orders via the Ariba emails in your mailbox.

IMPORTANT
Please note that you are only able to open the Cargill purchase order and create a corresponding invoice through the interactive email you received from Ariba. Consequently, it is very important to store Ariba emails in your mailbox.

Step 2. Click on the blue box « Process order ».

Work instruction – Create an invoice on the Ariba Network
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Step 3. Log in to your Ariba Network account using your web browser.

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

In case Internet Explorer is not your default web browser, you can copy the hyperlink from the purchase order by right clicking on the blue square and selecting "Copy Hyperlink".

*Work instruction* – Create an invoice on the Ariba Network
*Target audience* – Suppliers transacting with Cargill using a *light account*
*Contact* – Supplier_Enablement_EMEA@cargill.com
Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a light account
Contact – Supplier_Enablement_CMEIA@cargill.com
3 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.** Once you are logged in to your Ariba Network Account, the Purchase Order will be visible. Click on « Create Invoice » and select the « Standard Invoice » from the dropdown menu.
Step 2. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.
Step 3. 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 light account on Ariba Network".

Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a light account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 4. 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.

Work instruction – Create an invoice on the Ariba Network
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Result – Excluding a line item from an invoice:

- Exclude line item 10:
  - Type: MATERIAL
  - Description: ROULEMENT BIELE MACHOIRE ILAPAK
  - Customer Part #: 220039150
  - Quantity: 0
  - Unit: ea
  - Unit Price: 30.00 EUR
  - Subtotal: 0 EUR

- Exclude line item 20:
  - Type: MATERIAL
  - Description: ROULEMENT TRANSMISSION TEMPURA STEIN D.2
  - Customer Part #: 200041132
  - Quantity: 0
  - Unit: ea
  - Unit Price: 35.00 EUR
  - Subtotal: 0.00 EUR

Work instruction – Create an invoice on the Ariba Network
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Step 5. 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
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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.
Step 6. 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.

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Step 7. 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.
Step 8. Click on « Next » when finished.

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

**Target audience** – Suppliers transacting with Cargill using a light account

**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 9. Review the invoice and click on «Submit».

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Target audience – Suppliers transacting with Cargill using a light account
Contact – Supplier_Enablement_EMEA@cargill.com
Step 10. 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 **light account**
**Contact** – Supplier_Enablement_EMEA@cargill.com
4 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 are logged in to your Ariba Network Account, the Purchase Order will be visible. Click on « Create Invoice » and select the « Standard Invoice » from the dropdown menu.
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 light account
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**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.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part ID / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Not Available Service for Plant Orinana</td>
</tr>
<tr>
<td>26</td>
<td>Not Available Service for Plant Orinana</td>
</tr>
</tbody>
</table>

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

**Target audience** – Suppliers transacting with Cargill using a **light account**

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

Step 2. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.
Step 3. 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 light account on Ariba Network".
Step 4. 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.
Step 5. Complete the « Service Start Date » and « Service End Date » related to the performed services.

<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>1</td>
<td></td>
<td>SERVICE</td>
<td>Not Available</td>
<td>(DO NOT USE) DETENTION/DEM LOADING CHG</td>
<td>DET2</td>
<td>2</td>
<td>ACT</td>
<td>25.00 EUR</td>
<td>50.00 EUR</td>
</tr>
</tbody>
</table>

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

**Target audience** – Suppliers transacting with Cargill using a light account

**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 6. 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 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 ».

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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.

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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.

A. 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.
Step 9. If necessary, you can add comments to the line items of the invoice.

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

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Contact – Supplier_Enablement_EMEA@cargill.com
Step 11. Review the invoice and click on « Submit ».
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.
5 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.

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Contact – Supplier_Enablement_EMEA@cargill.com
6 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 Open a Cargill purchase order” to open the Cargill purchase order and create a corresponding credit memo through the interactive email you received from Ariba.

Step 1. Once you are logged in to your Ariba Network Account, the Purchase Order will be visible. Click on « Create Invoice » and select the « Line-item Credit Memo » from the dropdown menu.

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

**Target audience** – Suppliers transacting with Cargill using a light account

**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 3. Select the invoice you need to credit and click on « Create Line-Item Credit Memo ».

Step 4. Complete the « Credit Memo # » and « Credit Memo Date » fields based on the information from your internal system.
Step 5. Enter a Reason for the Credit Memo.

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

**Target audience** – Suppliers transacting with Cargill using a **light account**

**Contact** – Supplier_Enablement_EMEA@cargill.com
Step 6. Enter the total negative quantity for each line item.

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

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Target audience – Suppliers transacting with Cargill using a light account
Contact – Supplier_Enablement_EMEA@cargill.com

Step 7. Click on « Next ».

Step 8. Review the credit memo and click on « Submit ».
Step 9. 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.

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