Program Maestro

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

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

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2 Open a Cargill purchase order

   Step 1. Check your mailbox for new Cargill purchase orders sent from Ariba.

**IMPORTANT**
Please note that you are **only able to open the Cargill purchase order through the interactive email** you receive from Ariba. Consequently, it is very important to store Ariba emails in your mailbox.

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

Step 3. Log in to your Ariba Network account using your web browser.

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

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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".
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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.

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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 »

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.

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

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**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.

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Step 3. Click Next when finished.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part / Description</th>
<th>Customer Part #</th>
<th>Qty (Unit)</th>
<th>Need By</th>
<th>Unit Price</th>
<th>Subtotal</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>OFFRE DE PRIX NO38588 TAPIS DROP BELT 370*1300</td>
<td>200019912</td>
<td>1.0 (EA)</td>
<td>29 May 2018</td>
<td>260.85 EUR</td>
<td>260.85 EUR</td>
<td>52.17 EUR</td>
</tr>
<tr>
<td></td>
<td>Current Order Status: 1.0 Confirmed As Is</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>UCF266 PALIER SF30EC POUR VIS VERTICAL STEIN</td>
<td>200018250</td>
<td>4.0 (EA)</td>
<td>22 May 2018</td>
<td>26.76 EUR</td>
<td>107.04 EUR</td>
<td>21.41 EUR</td>
</tr>
<tr>
<td></td>
<td>Current Order Status: 4.0 Confirmed As Is</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 4. Review the order confirmation and click Submit.

<table>
<thead>
<tr>
<th>Line</th>
<th>Part # / Description</th>
<th>Customer Part #</th>
<th>Qty (Unit)</th>
<th>Need By</th>
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<th>Subtotal</th>
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<td>1.0 (EA)</td>
<td>29 May 2018</td>
<td>260.85 EUR</td>
<td>260.85 EUR</td>
<td>52.17 EUR</td>
</tr>
<tr>
<td></td>
<td><strong>Current Order Status:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>UCF26                 PALIER SF30EC POUR VIS VERTICAL STEIN</td>
<td>200018256</td>
<td>4.0 (EA)</td>
<td>22 May 2018</td>
<td>26.76 EUR</td>
<td>107.94 EUR</td>
<td>21.41 EUR</td>
</tr>
<tr>
<td></td>
<td><strong>Current Order Status:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018)</td>
<td></td>
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</table>

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**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**.

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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 »

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

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

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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.

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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

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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
3. **Click OK** when finished

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Update line items – (C) Reject

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

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

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Step 5. Review the order confirmation and click Submit.

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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.

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».

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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 »

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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
Resend a purchase order from Ariba Network to your mailbox?

If you are not able to find the interactive email from Ariba with the purchase order in your inbox, you have the possibility to resend the email to the email address used to setup your account on Ariba Network. To do this, go to the home page of your Ariba account. Here you can find an overview of the orders received, invoices sent, etc. related to all your customers on Ariba Network. Select the respective purchase order and click "Send me a copy to perform an action".

Step 1. Log in to your Ariba Network account and go to the home page.

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