

Program Maestro

WORK INSTRUCTIONS |

Creating an Invoice on the Ariba Network for Standard Account suppliers

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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.

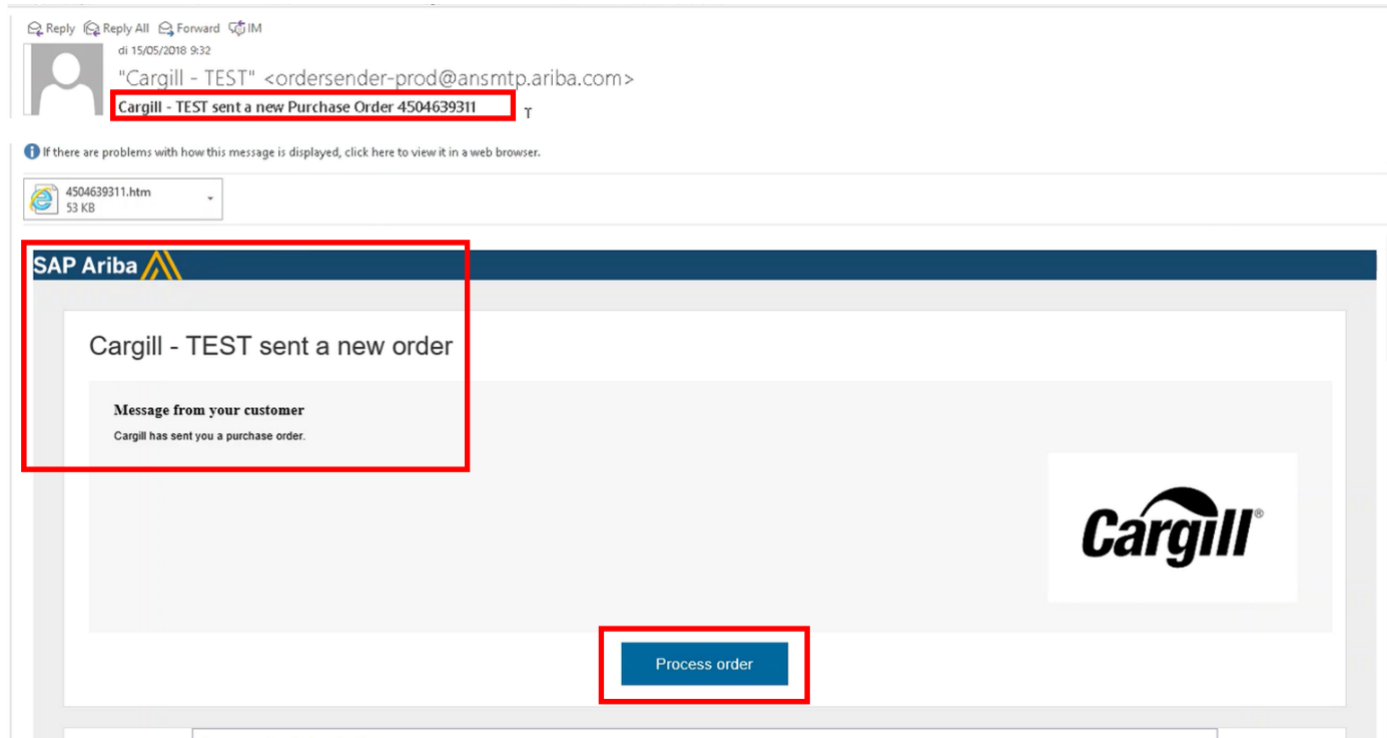
Via this work instruction, we will explain step by step how you can how you can **create an invoice** related to a purchase order for materials and/or services. All the different invoicing options are clearly explained throughout this document. Should you require any additional information, we invite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

2 Open a Cargill purchase order

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



IMPORTANT

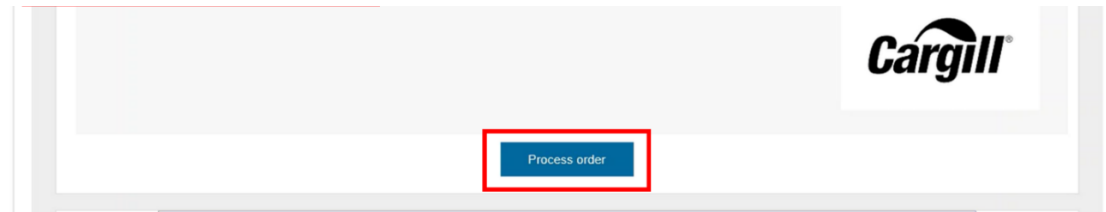
Please note that you are **only able to open the Cargill purchase order and create a corresponding invoice through the interactive email** you received from Ariba. Consequently, it is very important to store Ariba emails in your mailbox.

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

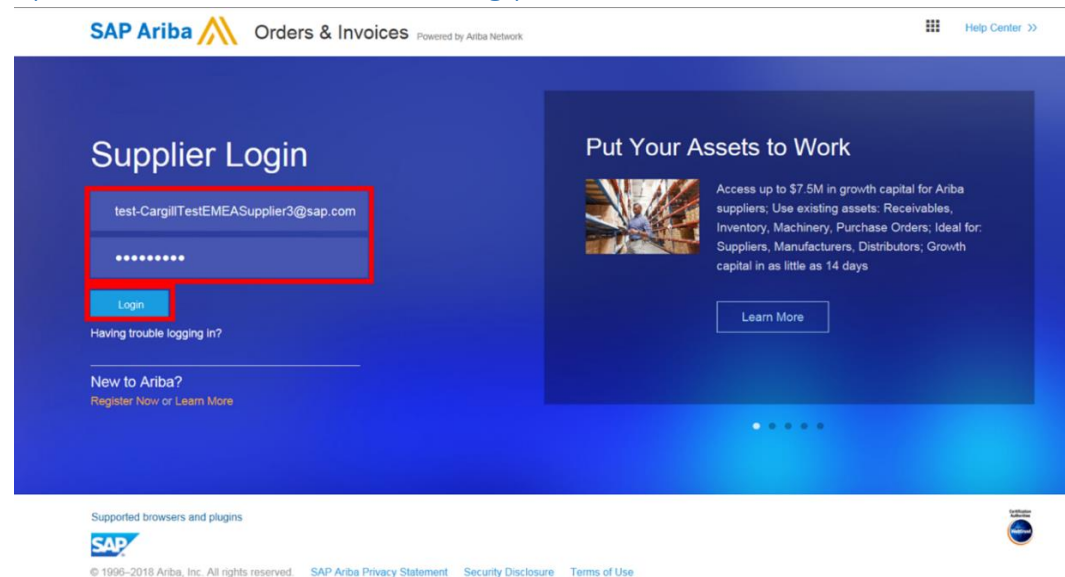
Work instruction – Create an invoice on the Ariba Network

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

Contact – Supplier_Enablement_EMEA@cargill.com



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

Message from your customer

Cargill has sent you a purchase order.



Process order

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba [Who Is...](#) w.ariba.com.

From:
CGL FOODS FRANCE SAS
102 TERRASSE ROTONDIÈRE TOLBIAC W

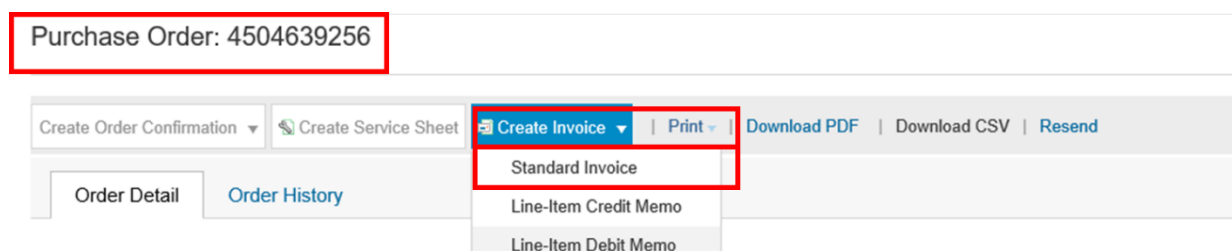
To: CarqillTestEMEASupplier12@sap.com - TEST
Parissquare 10
110 000

Purchase Order
(New)
4504639312

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.




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 **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.

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4504639256

Invoice #: *

Invoice Date: *

3 Jul 2018

Remit To

20 Rue Emile Leconte ▼

Saint-Jean-de-la-Ruelle

France

Bill To: CGL FOODS FRANCE SAS

PARIS LA DEFENSE CEDEX

France

Subtotal: 320.00 EUR

Total Tax: 0.00 EUR

Total Amount without Tax: 320.00 EUR

Amount Due: 320.00 EUR

View/Edit Addresses

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: CargillTestEMEASupplier12@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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

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".

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 **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.

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 **light 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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

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».

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

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 **light 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	* Rate	Tax Description
<input checked="" type="radio"/> VAT	20 %	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.

IncoTerm: FOB
Incoterm Description: ORIGIN

Add to Header

Line Items

Insert Line Item Options

☐ Tax Category: VAT

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

Taxes

20% VAT / Standart TAX Ra...

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

D

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

- Select the appropriate VAT/Tax rate from the drop-down menu.
- Select all the line items to which this VAT/Tax rate needs to be applied.
- 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"/> 10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea	30.00 EUR	0.00 EUR

- 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"/> 10	<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 services please leave the field blank.

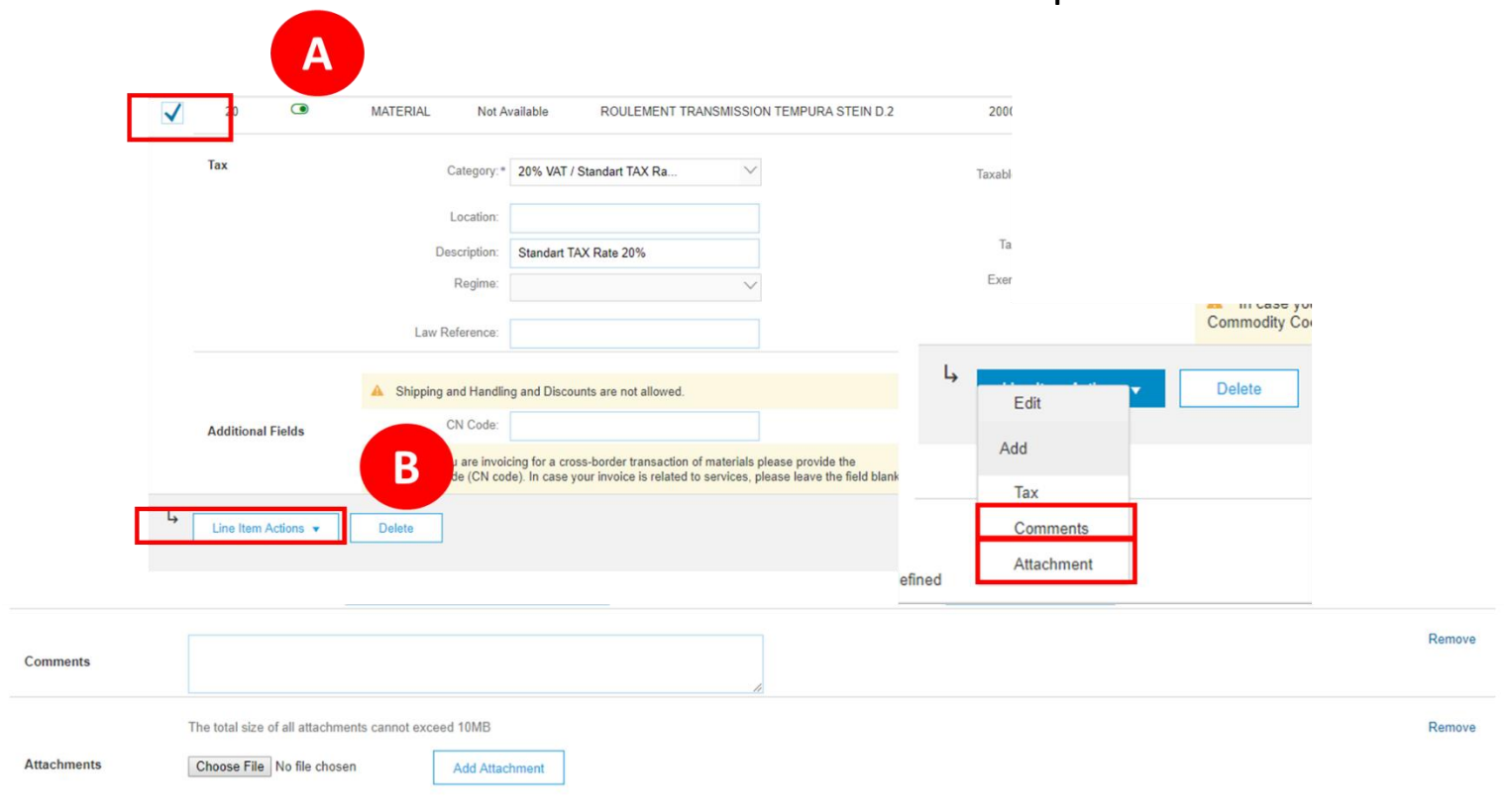
Work instruction – Create an invoice on the Ariba Network

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

Contact – Supplier_Enablement_EMEA@cargill.com

Step 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.



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." Below this, there are additional fields for CN Code and a note about cross-border transactions.

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, a "No file chosen" status, 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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 8. 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...

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

The total size of all attachments cannot exceed 10MB

Attachments

No file chosen

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

Step 9. 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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 10. 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.

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.

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

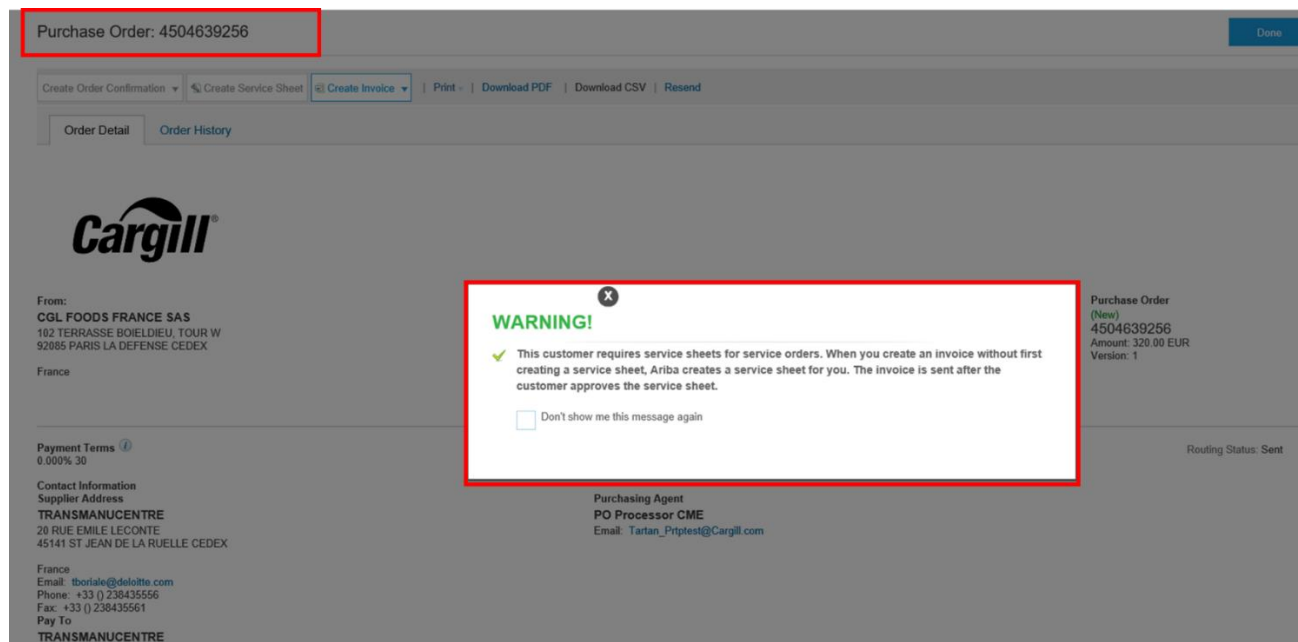
Target audience – Suppliers transacting with Cargill using a **light account**

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 **light 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 **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.

Ariba Network
Test Mode
Company Settings ▼ Tim Schuffelen

Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4504639671

Invoice #: *

Invoice Date: * 3 Jul 2018

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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

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".

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 **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.

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
▼	1			Not Available	repairs					Add/Update ▼
<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

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 5. 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

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 **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.

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 **light 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 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 **light 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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

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

- Select the appropriate VAT/Tax rate from the drop-down menu.
- Select all the line items to which this VAT/Tax rate needs to be applied.
- 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

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 Date: * Service End Date: *

Tax

- 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...

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

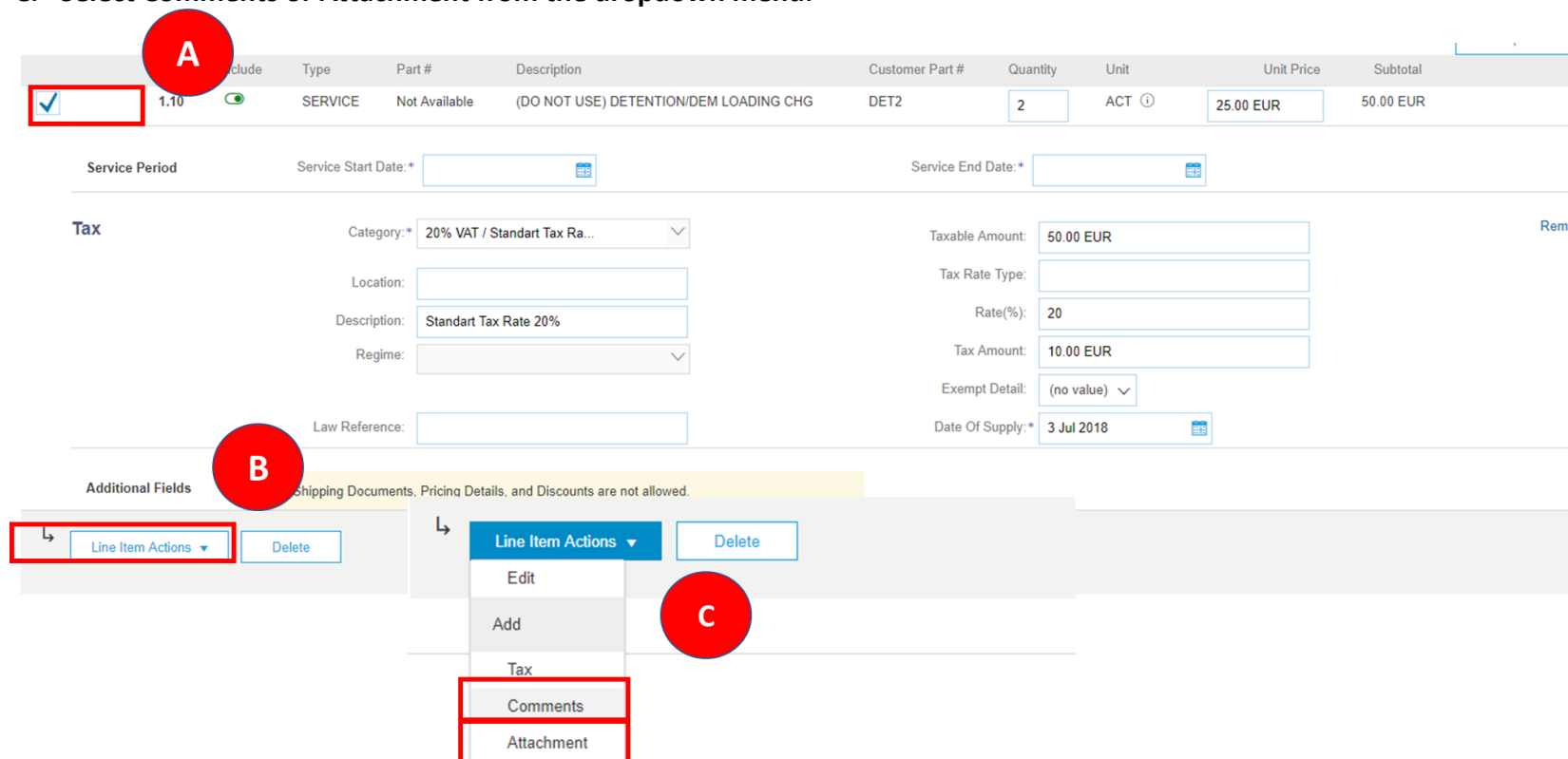
Work instruction – Create an invoice on the Ariba Network

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

Contact – Supplier_Enablement_EMEA@cargill.com

Step 9. 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 »
- C. Select Comments or Attachment 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 around the checkbox 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 shows 'Shipping Documents, Pricing Details, and Discounts are not allowed.' Below this, the 'Line Item Actions' dropdown menu is open, showing options: 'Edit', 'Add', 'Tax', 'Comments', and 'Attachment'. The 'Comments' and 'Attachment' options are highlighted with red boxes and a red circle labeled 'C'. A red box labeled 'B' highlights the 'Line Item Actions' dropdown button.

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1.10	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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 10. Click on « Next » when finished.

1.10	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT ⓘ	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	<input type="text"/>

The total size of all attachments cannot exceed 10MB Remove

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

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

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

Update	Save	Exit	Next
--------	------	------	-------------

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

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.

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.

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

[Add/Update](#)

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.

6 Create a credit memo linked to a material purchase order

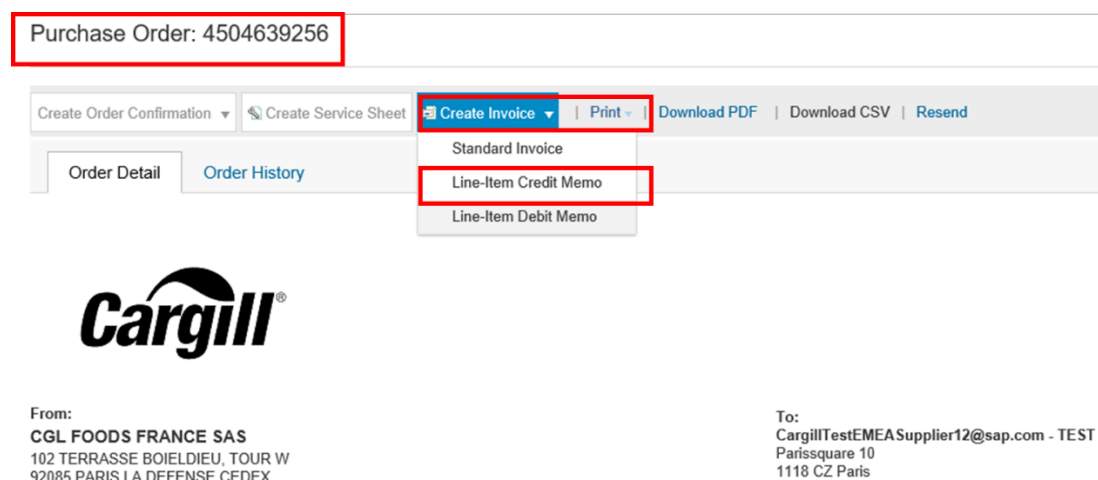
IMPORTANT

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.




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 **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 ».

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 4. 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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 5. 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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 6. 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:

Taxable Amount: -1,038.25 EUR
 Rate(%): 20
 Tax Amount: -207.65 EUR
 Exempt Detail: (no value)
 Date Of Supply: 17 May 2018
[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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 7. Click on « Next ».

Update

Exit

Next

Step 8. 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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com

Step 9. 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.

7 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 **light account**

Contact – Supplier_Enablement_EMEA@cargill.com