Program Maestro

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

Contents

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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.

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

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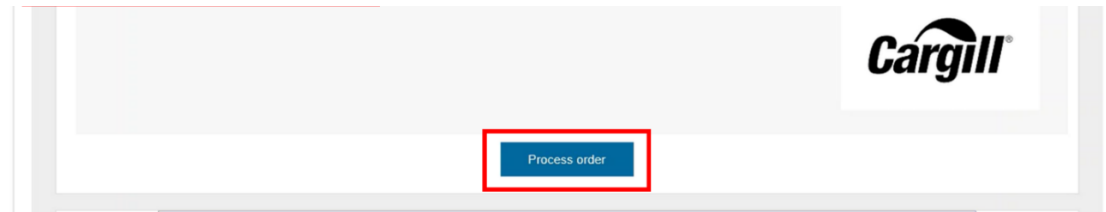
Step 3. Log in to your Ariba Network account using your web browser.

<div style="border: 2px solid red;">

IMPORTANT

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

</div>

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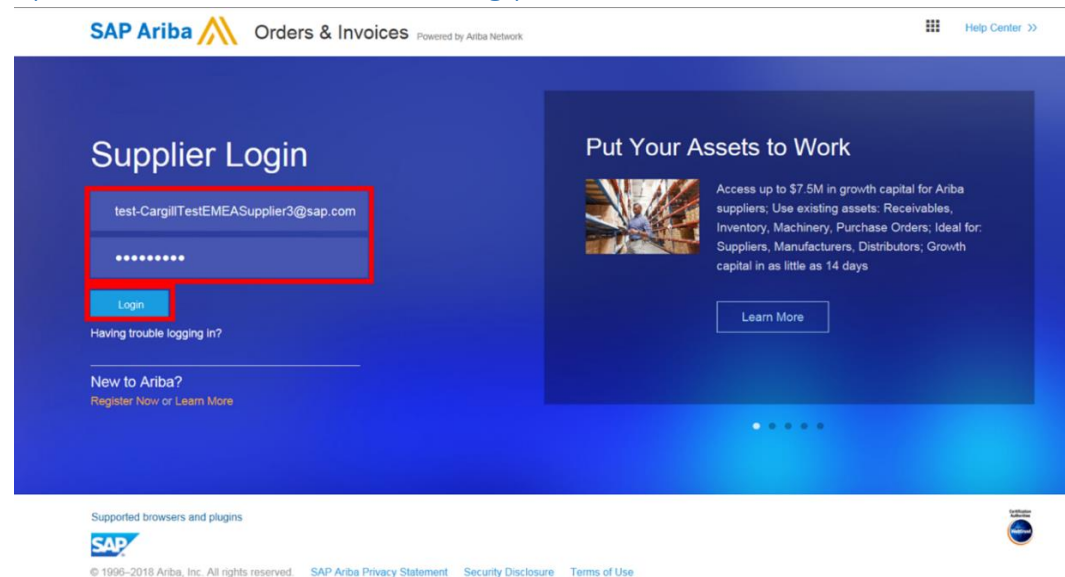
Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a **light account**
Contact – Supplier_Enablement_EMEA@cargill.com

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

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: *	
Supplier Commercial Identifier:	
Supplier Commercial Credentials:	
IncoTerm:	FOB
Incoterm Description:	ORIGIN

Customer VAT

Customer VAT/Tax ID: *	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]

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	10	⬤	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea ⓘ	30.00 EUR	0.00 EUR

Tax

⚠ Shipping and Handling and Discounts are not allowed.

CN Code: [_____]

Additional Fields

⚠ 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

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	20	⬤	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

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	10	⬤	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea ⓘ	30.00 EUR	0 EUR
	Excluded line items cannot be modified.									
☐	20	⬤	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».

B. Click on « Create ».

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

C. Complete the required fields Rate (%) and Tax Description and click on « OK » when finished.

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

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

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.**

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.**

Step 8. Click on « Next » when finished.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
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

⚠ 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
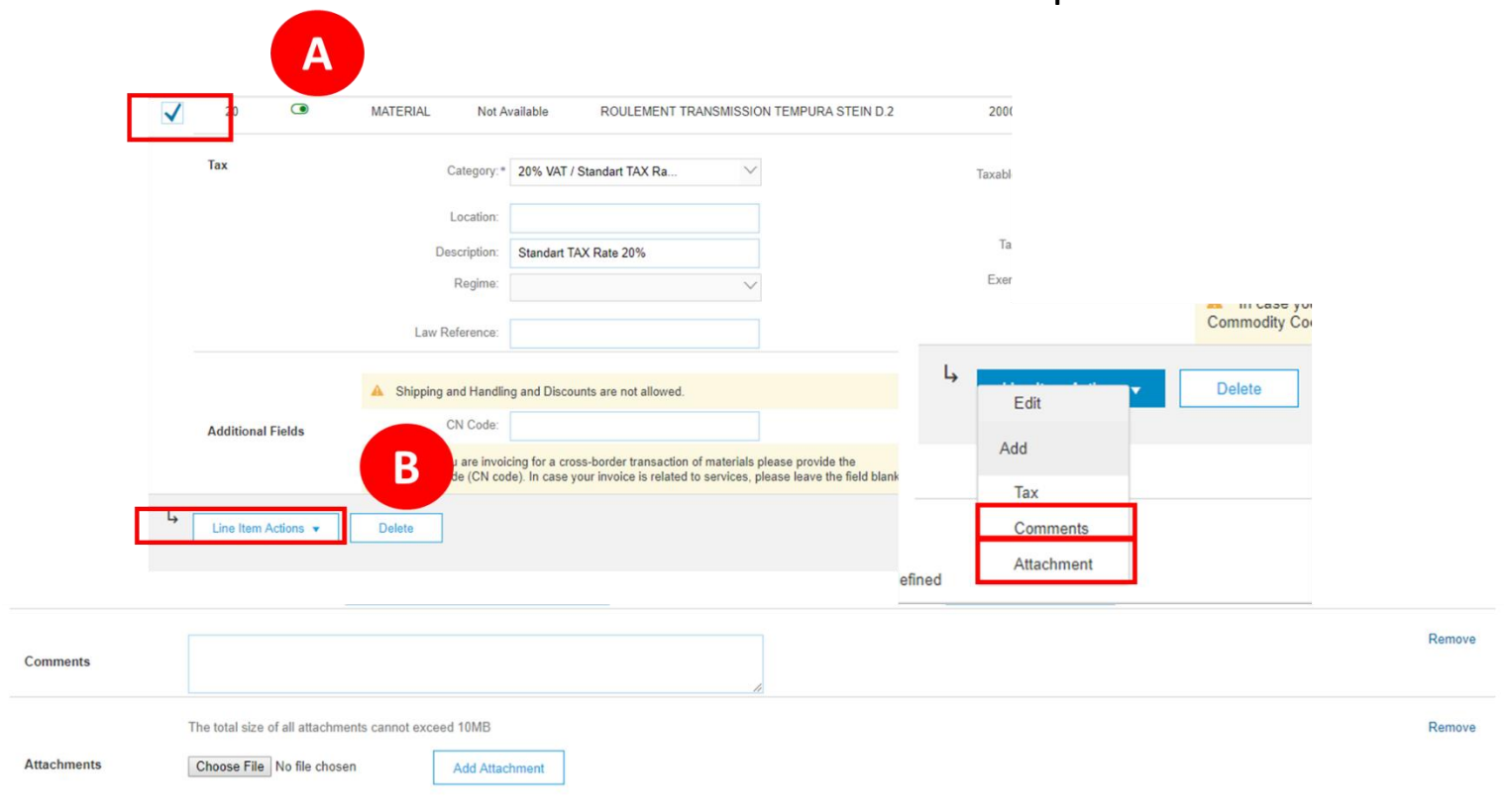
↳ Line Item Actions ▾   Delete

Update   Save   Exit   Next

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	Subtotal : 200.00 EUR
Invoice Date : Monday 2 Jul 2018 6:24 PM GMT+03:00	Total Tax : 40.00 EUR
Original Purchase Order : 4504639951	Total Amount without Tax : 200.00 EUR
	Amount Due : 240.00 EUR

REMIT TO:	BILL TO:	SUPPLIER:
Cargill Test EMEA Supplier 4 - TEST	CGL FOODS FRANCE SAS	Cargill Test EMEA Supplier 4 - TEST
Postal Address:	Postal Address (CARGILL FOODS FRANCE S.A.S.):	Postal Address:
7 Rue Gaston Ramon	102 TERRASSE BOIELDIEU, TOUR W	Evert van de Beekstraat 378
57062 Metz	92085 PARIS LA DEFENSE CEDEX	1118 CZ Schiphol
		Netherlands
France	France	
Remit To ID: 41643164136		

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.

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.

Purchase Order: 4504639256

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

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

Order Detail   Order History

Cargill

From:
CGL FOODS FRANCE SAS
102 TERRASSE BOIELDIEU, TOUR W
92085 PARIS LA DEFENSE CEDEX

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

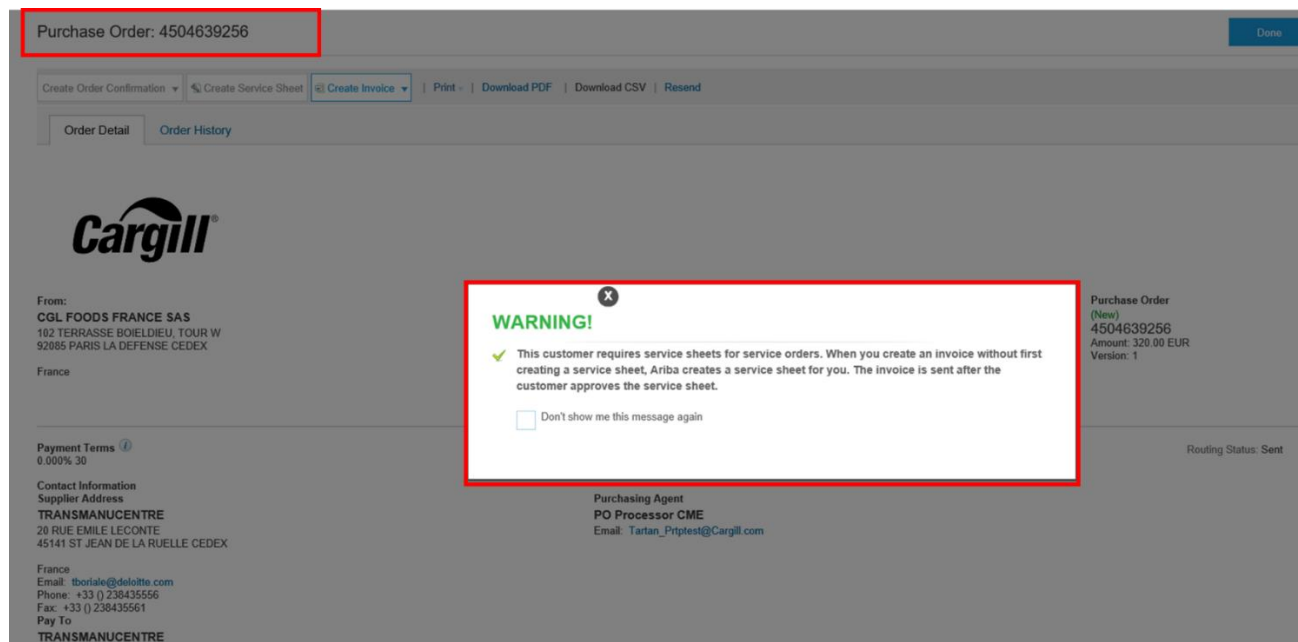**Work instruction** – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a **light account**
Contact – Supplier_Enablement_EMEA@cargill.com

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
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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
○	10	Not Available 📄 *Service for Plant Orleans*
○	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.

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:*	
Supplier Commercial Identifier:	
Supplier Commercial Credentials:	

IncoTerm: FOB
Incoterm Description: ORIGIN

Customer VAT

Customer VAT/Tax ID:* 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

	No.	Include	Type	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
▼	1			Not Available	repairs							Add/Update ▼

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	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:*   📅
                     ! Required Field   ! Required Field

Tax

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

↳ Line Item Actions ▼   Delete

Update   Save   Exit   Next

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						[Add/Update ▼]

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	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:* [📅]
! 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.

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».

B. Click on « Create ».

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.

D. The pre-defined VAT/Tax rate will now be available in the dropdown menu with general taxes.
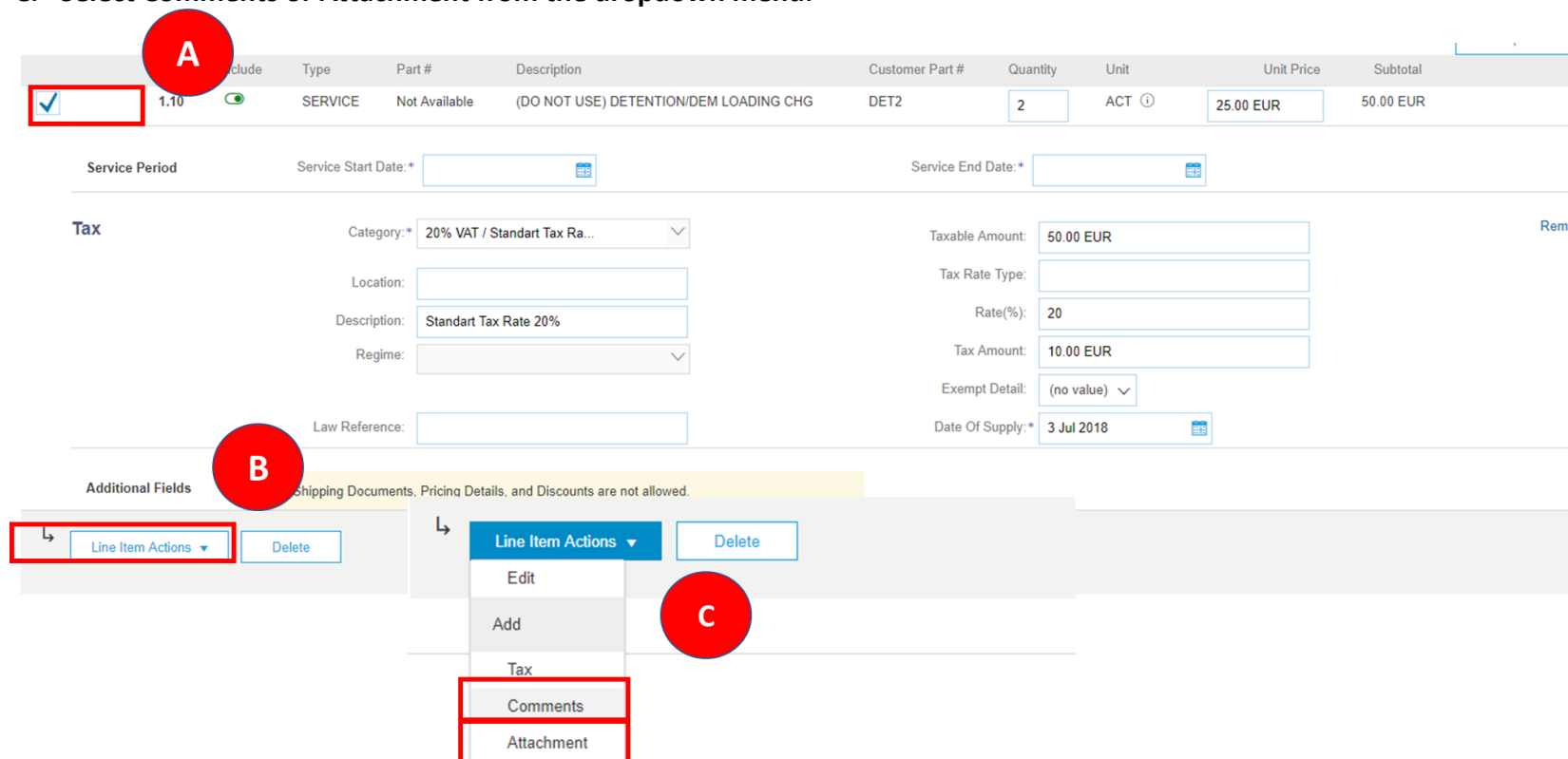
Work instruction – Create an invoice on the Ariba Network
Target audience – Suppliers transacting with Cargill using a **light account**
Contact – Supplier_Enablement_EMEA@cargill.com

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.**

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.**

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.

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.

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 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

<div style="border: 2px solid red;">

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.

</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

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.

6 Create a **credit memo** linked to a **material** purchase order

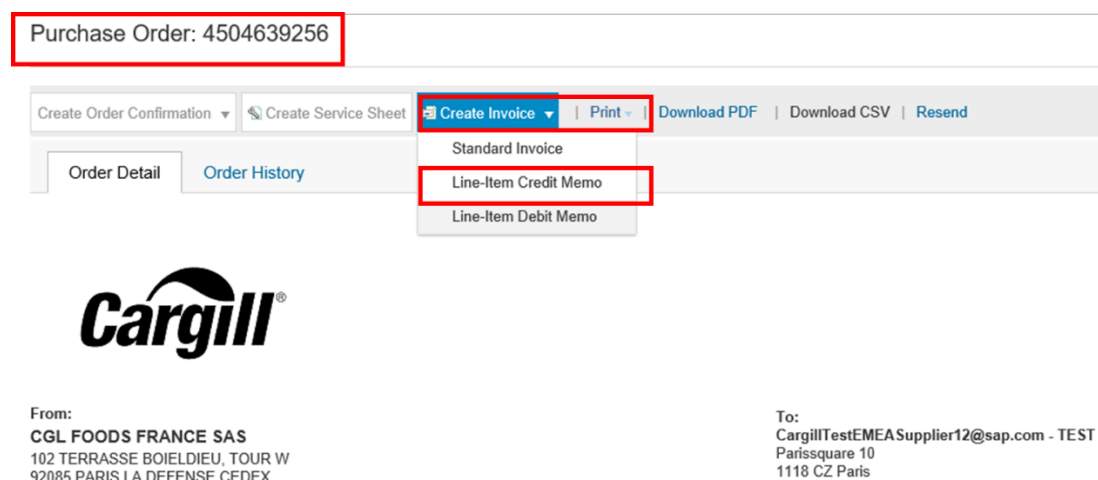<div style="border: 2px solid red;">

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**.

</div>

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.

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.

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,

Step 6. Enter the total negative quantity for each line item.

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	Subtotal :	-1,038.25 EUR
Credit Memo Date : Tuesday 3 Jul 2018 11:40 AM GMT+03:00	Total Tax :	-207.65 EUR
Original Invoice Number : 123	Total Amount without Tax :	-1,038.25 EUR
Original Invoice Date : Thursday 17 May 2018 5:07 PM GMT+03:00	Amount Due :	-1,245.90 EUR
Original Purchase Order : 4504636090		

REMIT TO:	BILL TO:	SUPPLIER:
Cargill Test EMEA Supplier 6 - TEST	CGL FOODS FRANCE SAS	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.

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

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
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Contact – Supplier_Enablement_EMEA@cargill.com