Ariba® Network Supplier Guide

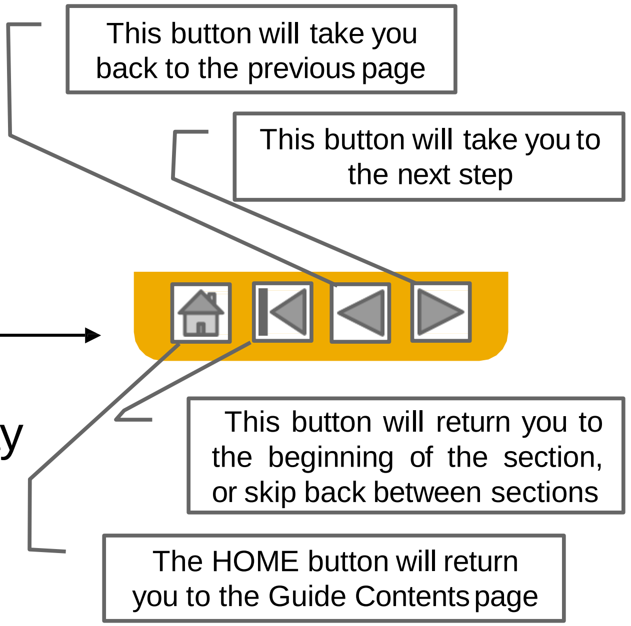
Get Started

Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by Cargill.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left



If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.

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SECTION 1: Ariba Network Overview

What is Ariba Network? | **Cargill Message** | **Supplier Value** | **Fee Schedule**

Cargill Message

Supported Documents

Not Supported Documents

$USD

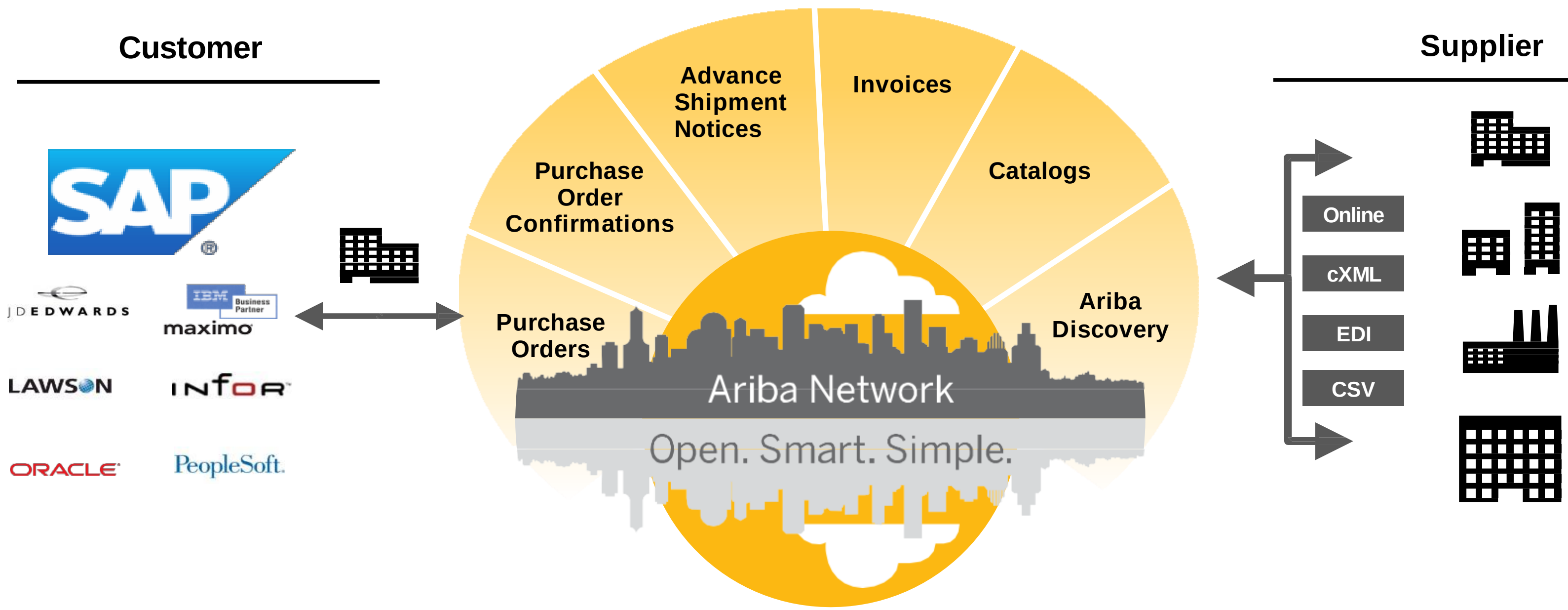
£GBR

€EUR

$AUD

What is Ariba Network?

Cargill has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



2+ million
Trading Partners

$850B
In Annual Commerce

>60%
Global 2000 use the Network

65+ million
Annual Invoices

190
Countries

60+ million
Annual Purchase Orders

What is Program Maestro?

Program Maestro will strategically transform the way we source, buy and pay for goods and services

PROCESS

- Optimize and standardize the global source-to-pay process

SYSTEM

- Deploy an automated and best-in-class technology solution (SAP Ariba)

DATA

- Create a common data foundation for global consistency and compliance

What does this transformation mean for you?

Cargill will roll out the Ariba Network technology to facilitate collaboration with suppliers…

ARIBA NETWORK

Ariba Network

A communication portal between Cargill and suppliers to facilitate the exchange of electronic business documents and processes, i.e., purchase orders, order confirmations, service entry sheets, invoices, etc.

… and create mutual benefits by eliminating redundancies and increase efficiencies

- **Reduce processing time and save money** from improved process accuracy and efficiency
- **Reduce** the need for **manual intervention** and paper-based transactions
- **Ensure on-time payments** and track invoice & payment status online in real time & 24/7
- **Speed up** the sales cycle and deal closure through electronic ordering and invoicing capabilities
- **Extend network** and capture additional sales opportunities by trading globally

Review Cargill Specifications

Supported Documents

Cargill project specifics:

- ***Tax data*** is accepted at the line item level of the invoice.
- ***Shipping charges*** is only accepted at the header/summary level.
  - Shipping charges must be added to the PO to be able to invoice for them. Suppliers should not be using the shipping charges feature if the PO does not have freight on it. If this is needed, please reach out to your buyer for additional information.

Supported

- **Purchase Order Confirmations**
  Apply against a whole PO or line items (not for services)
- **Service Entry Sheets**
  Apply against a single purchase order referencing a line item-SES are auto created from invoice (this functionality will be deployed at a later stage)
- **Detail Invoices**
  Apply against a single purchase order referencing a line item
- **Partial Invoices**
  Apply against specific line items from a single purchase order
- **Service Invoices**
  Invoices that require service line item details
- **Credit Invoices/Credit Memos**
  - Suppliers need to apply the following process:
    - The credit memo should always be created on the PO
    - AN credit memo to be used for materials POs
    - For service POs, the suppliers should contact the buyer first
    - When sending a credit memo always credit the full invoice and send a corrected invoice afterwards (if applicable)
- **BPO Invoices**
  - Invoices against a blanket purchase order
    - Not applicable for all suppliers, depending on ERP system used by Cargill
- **Advance Ship Notice**
  Apply against PO when items are shipped (this functionality will be deployed at a later stage)

Review Cargill Specifications
Not Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**
  Apply against multiple purchase orders; not accepted by Cargill
- **Non-PO Invoices**
  Apply against a PO not received through Ariba Network
- **Invoicing for Purchasing Cards (P-Cards)**
  An invoice for an order placed using a purchasing card; not accepted by Cargill
- **Duplicate Invoices**
  A new and unique invoice number must be provided for each invoice; Cargill will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
  Cargill requires invoices to be submitted electronically through Ariba Network; Cargill will no longer accept paper invoices
- **Header Level Credit Memos**
  The Header Level Credit Memo feature is not supported by Cargill; suppliers should use the as-is (PDF attachment to email or paper process)

SAP Ariba Can Help You...

Collaborate immediately with all trading partners?
- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks

Turn paper into efficient electronic transactions?
- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut

Catch errors and correct them – before they even happen?
- 64% reduction in manual intervention

Track invoice and payment status online in real time and accelerate receivables?
- 62% decrease in late payments
- 68% improvement in reconciling payments

See opportunities you're missing and have the ability to trade globally?
- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

Supplier Fee Schedule

Please select your currency:

$USD

£GBR

€EUR

$AUD

Can't Find Your Currency?

Supplier Fee Schedule - USD

5 and more documents?	More than $50K?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- **FREE for all suppliers to join and begin transacting**
- **No surcharges for suppliers with multiple divisions or business units**
- **Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses**
- **Please note that chargeable suppliers transacting less than 250,000 USD in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

Examples

Volume	Subscription	Transaction	Total Annual
60 documents | $35K	Standard - $0	$0	$0
4 documents | $500K	Standard - $0	$0	$0
60 documents | $500K	Silver - $750	$775	$1525

Transaction Fees

Billed every quarter

0.155% of transaction volume
Capped at $20,000/year (per Relationship)

+

Subscription Fees

Billed once a

Annual Document Count Across All Customer Relationships	**Subscription**	**Annual Fees**
5 to 24 documents	Bronze	$50
25 to 99 documents	Silver	$750
100 to 499 documents	Gold	$2,250
500 and more documents	Platinum	$5,500

Supplier Fee Schedule - GBP

5 and more documents?	More than £34,250?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- **FREE for all suppliers to join and begin transacting**
- **No surcharges for suppliers with multiple divisions or business units**
- **Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses**
- **Please note that chargeable suppliers transacting less than 155,000 GBP in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

Examples

Volume	Subscription	Transaction	Total Annual
60 documents | £30K	Standard - £0	£0	£0
4 documents | £500K	Standard - £0	£0	£0
60 documents | £500K	Silver - £500	£775	£1275

Transaction Fees

Billed every quarter

0.155% of transaction volume

Capped at £13 200/year (per Relationship)

+

Subscription Fees

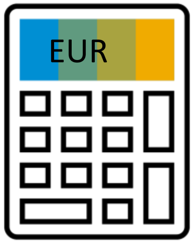
Billed once a

Annual Document Count Across All Customer Relationships	**Subscription**	**Annual Fees**
5 to 24 documents	Bronze	£35
25 to 99 documents	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

Supplier Fee Schedule - EUR

Transaction fees (billed quarterly)

Less than **5 documents*** OR less than **43 250 EUR**



More than **5 documents** * AND more than **43 250 EUR**

*only POs, invoices, service entry sheets, and service entry sheet responses

0,155% of transacted volume for relationships without Service Entry Sheets	
0,35% of transacted volume for relationships with Service Entry Sheets	
Capped at **17 300 EUR** per customer relationship	

Subscription fees (billed annually)

Annual Document Count across all customer relationships	**Subscription level**	**Annual Fee**
Up to 4 documents	Premium	€0
5 to 24 documents or < € 216 250	Bronze	€45
25 to 99 documents and > € 216 250	Silver	€670
100 to 499 documents and > € 216 250	Gold	€2 000
500 and more documents and > € 216 250	Platinum	€4 900

Please note that if you transact **less than 216.250 euros annually**, you will stay in the Bronze package regardless the number of transacted documents.

Supplier Fee Schedule - AUD

5 and more documents?	More than A$50K?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- **FREE for all suppliers to join and begin transacting**
- **No surcharges for suppliers with multiple divisions or business units**
- **Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses**
- **Please note that chargeable suppliers transacting less than 235,000 AUD in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

Examples

Volume	Subscription	Transaction	Total Annual
60 documents | A$35K	Standard - A$0	A$0	A$0
4 documents | A$500K	Standard - A$0	A$0	A$0
60 documents | A$500K	Silver - A$750	A$775	A$1525

Transaction Fees

Billed every quarter

0.155% of transaction volume
Capped at A$20,000/year (per Relationship)

+

Subscription Fees

Billed once a

Annual Document Count Across All Customer Relationships	**Subscription**	**Annual Fees**
5 to 24 documents	Bronze	A$50
25 to 99 documents	Silver	A$750
100 to 499 documents	Gold	A$2,250
500 and more documents	Platinum	A$5,500

SECTION 2: Set Up Your Account

Basic Account Configuration → **Enablement Tasks** → **Advanced Account Configuration**

Basic Account Configuration

- Configuration Recommendations
- Accept Invitation
- Profile Completion
- Email Notifications

Enablement Tasks

- Enablement Tasks
- Purchase Order Routing
- Invoice Notifications
- Tax Details
- Remittances

Advanced Account Configuration

- Customer Relationships
- Roles and Users
- Enhanced User Account Functionality
- Multi-Orgs
- Test Accounts

Cargill Specific Account Configuration

- **VAT ID / TAX ID –** select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Payment Methods –** OPTIONAL – share your address and bank details with your customer **-** select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers) –** To create a test account, select your name in top right corner and choose "Switch to Test ID."
- **Currency –** The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

Click the link in the emailed letter to proceed to the landing page**.**

ACTION REQUIRED

If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with Cargill takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

→ Click here **to proceed**
(This will inform us that you have started the activation process)

NOTES:

- This invitation link allows you to create a new Ariba Network account or use an existing account. Only an Ariba Network account administrator can use an existing account to set up additional trading relationships.
- Only basic company information is needed to set up an account.
- Take advantage of the On-Demand training and knowledge content on https://supplier-2.ariba.com/help to help you get started.

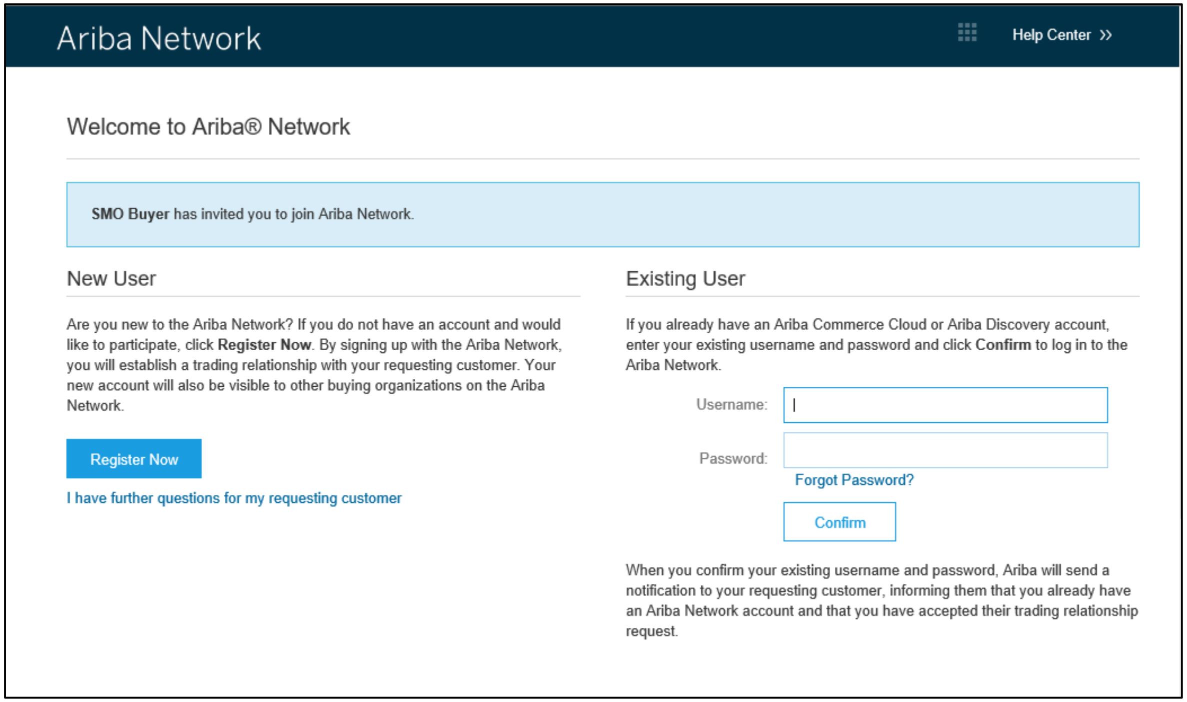
For any additional questions or further assistance, please contact Ariba Customer Support.

Sincerely,
The Ariba Network Team
http://www.ariba.com

Select One…

[First Time User]

[Existing User]



Register as New User

1. Click **Register Now.**
2. Enter Company

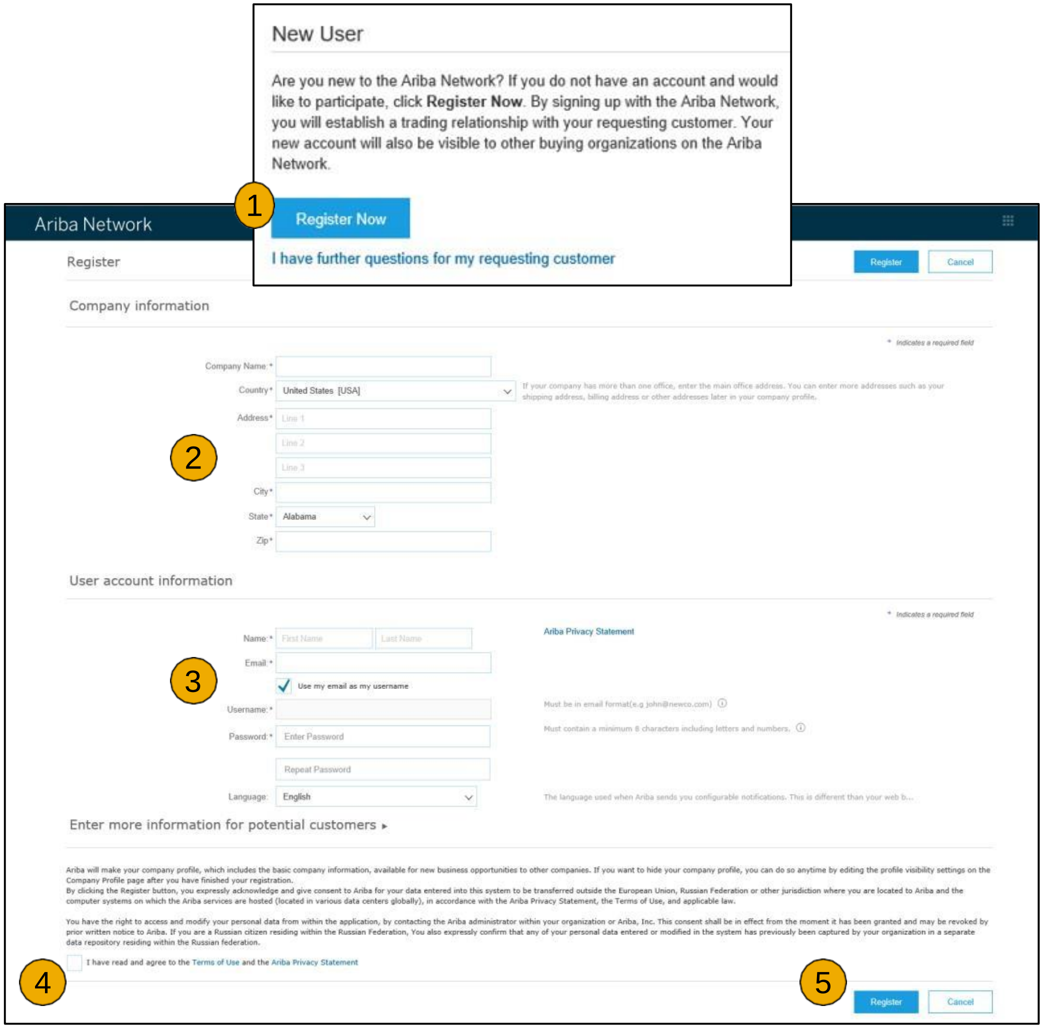
Information fields marked required with an asterisk(*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

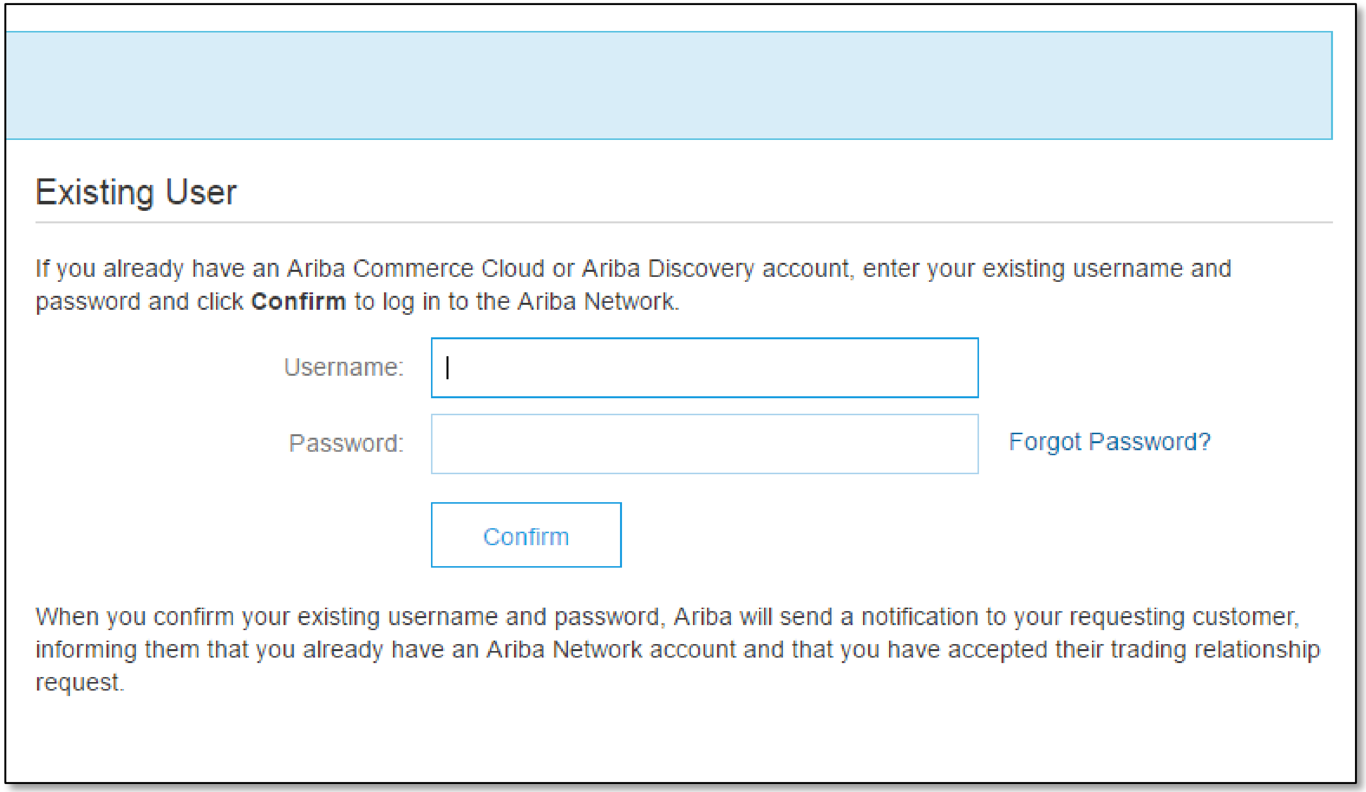
- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

4. Accept the **Terms of Use** by checking the box.
5. Click **Register** to proceed to your home screen.



Accept Relationship as Existing User

➲ **Log in** using your current Ariba username and password in order to accept the relationship with your customer.



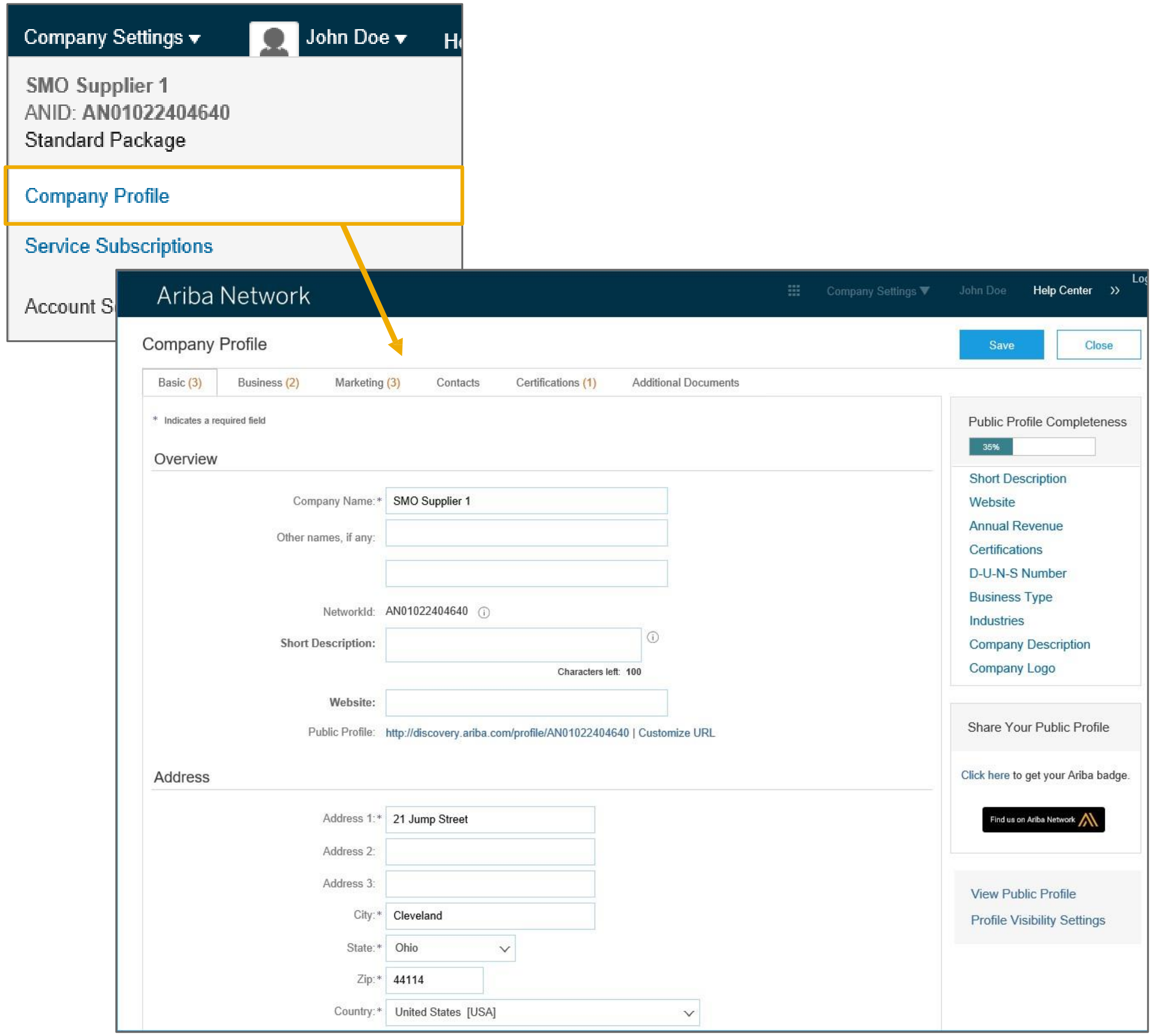
Trouble Logging In?

More Than One Account?

Complete Your Profile

1. **Select** Company Profile from the Company Settings dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. **Fill** the Public Profile Completeness meter to 100% by filling in the information listed below it.

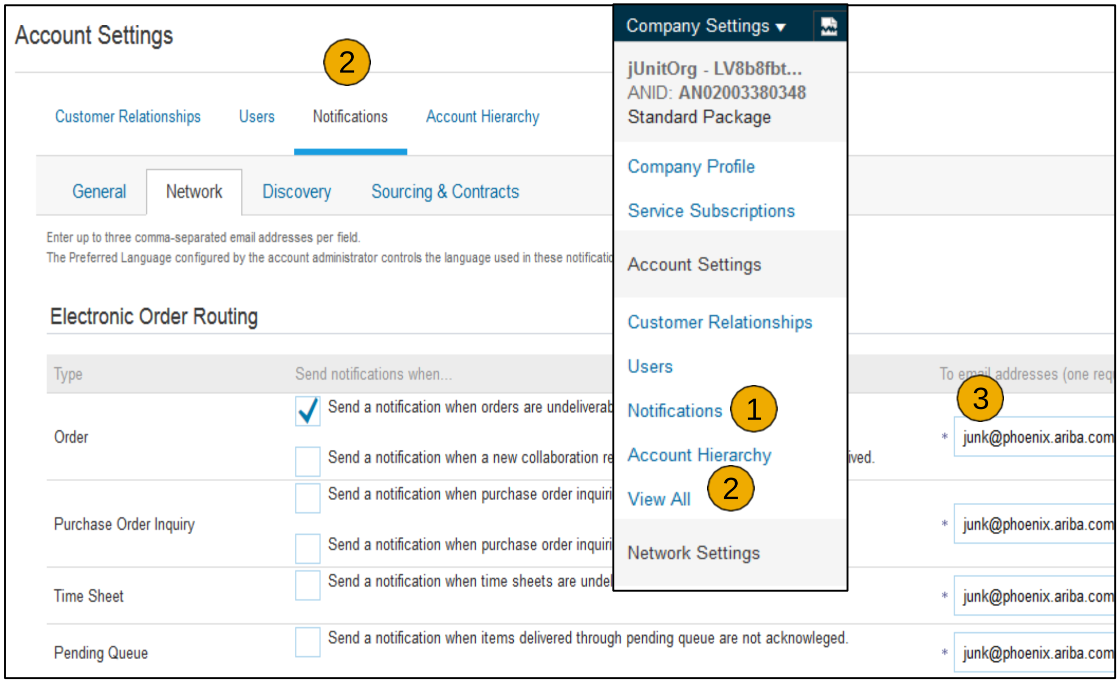
Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.



Configure Your Email Notifications

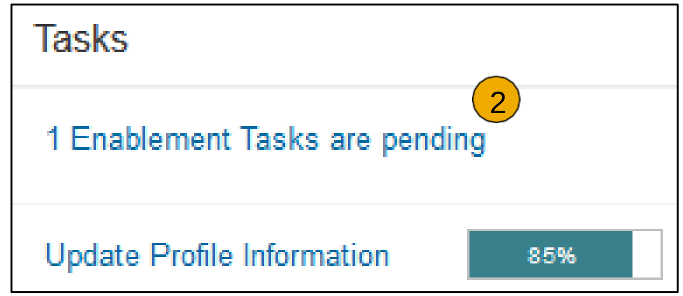
The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

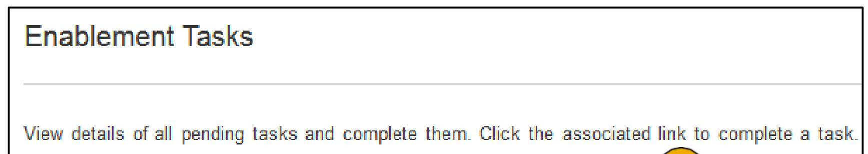
1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.



Configure Your Enablement Tasks

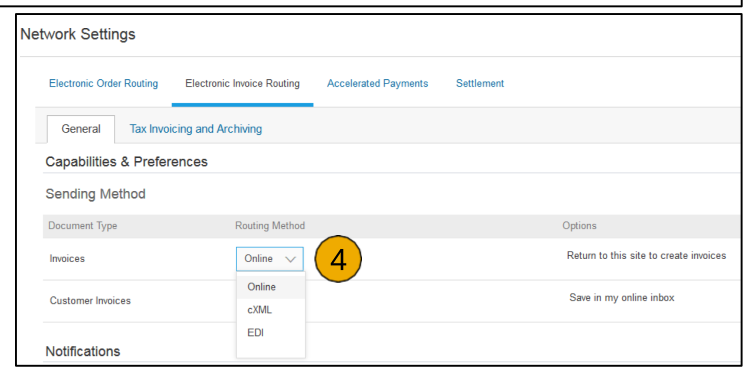
1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
   Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.





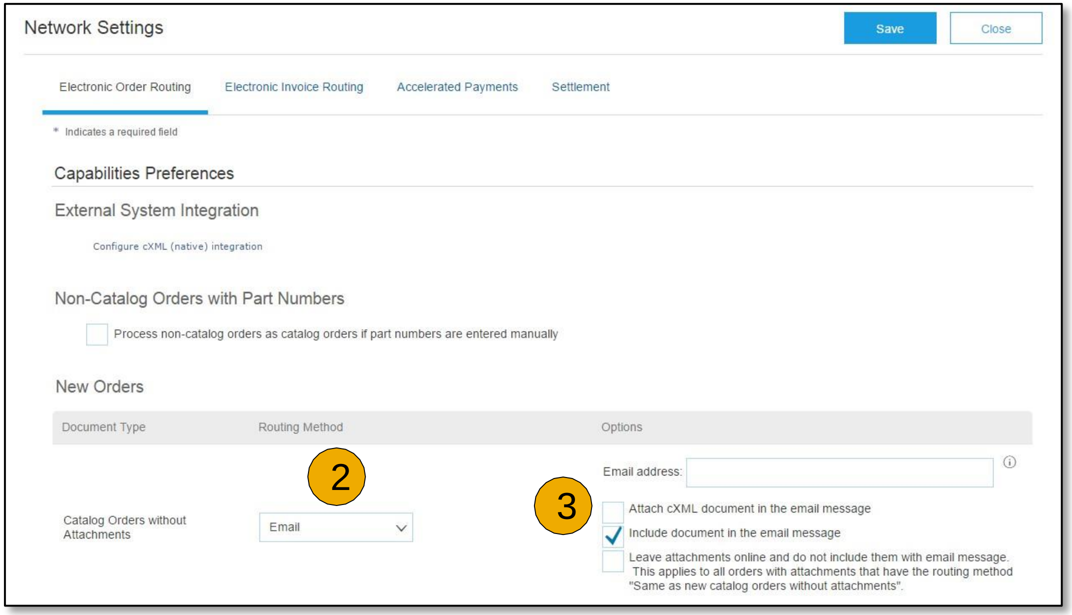
	Activity Name	Date Due	Total Tasks	My Pending Tasks
▶	Account	26 Feb 2016	4	0
▶	Purchase Order	1 Apr 2016	2	0

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.



Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
   - **Online**
   - **cXML**
   - **EDI**
   - **Email**
   - **Fax**
   - **cXML pending queue** (available for Order routing only)
3. **Configure** e-mail notifications.



Route Your Purchase Orders

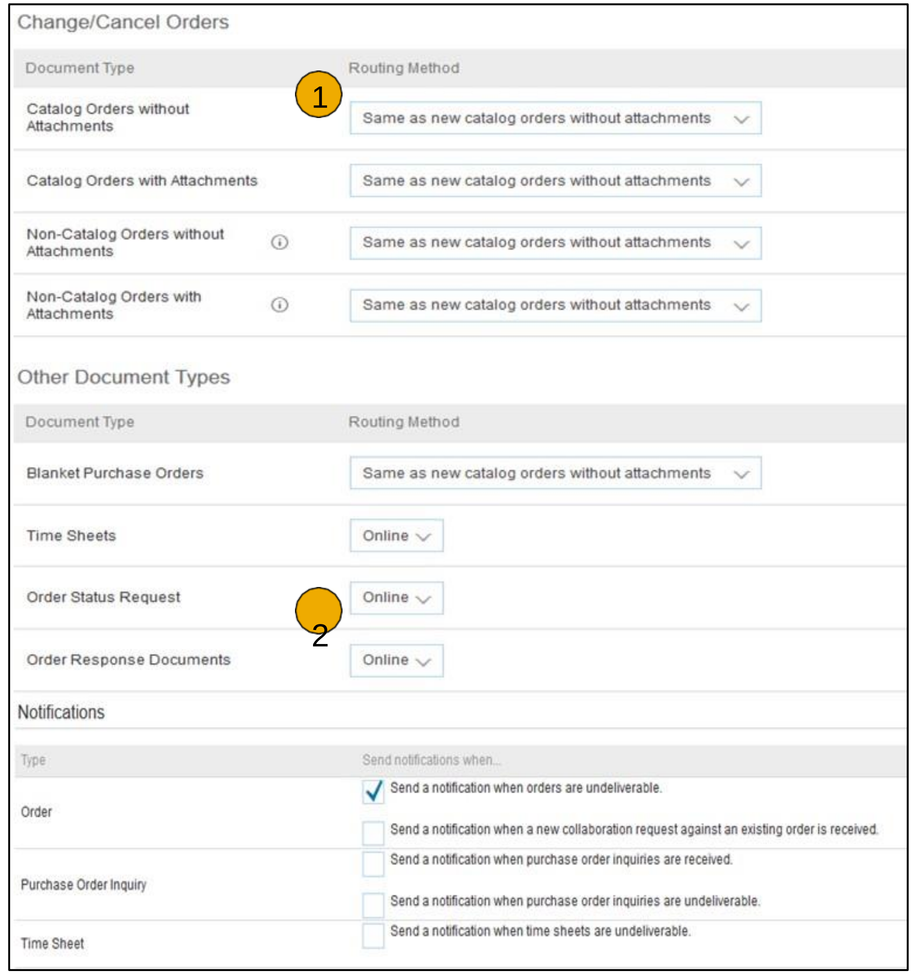
Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact **Cargill_Enablement_EMEA@ariba.com** or your Supplier Onboarding Agent to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method

Notifications

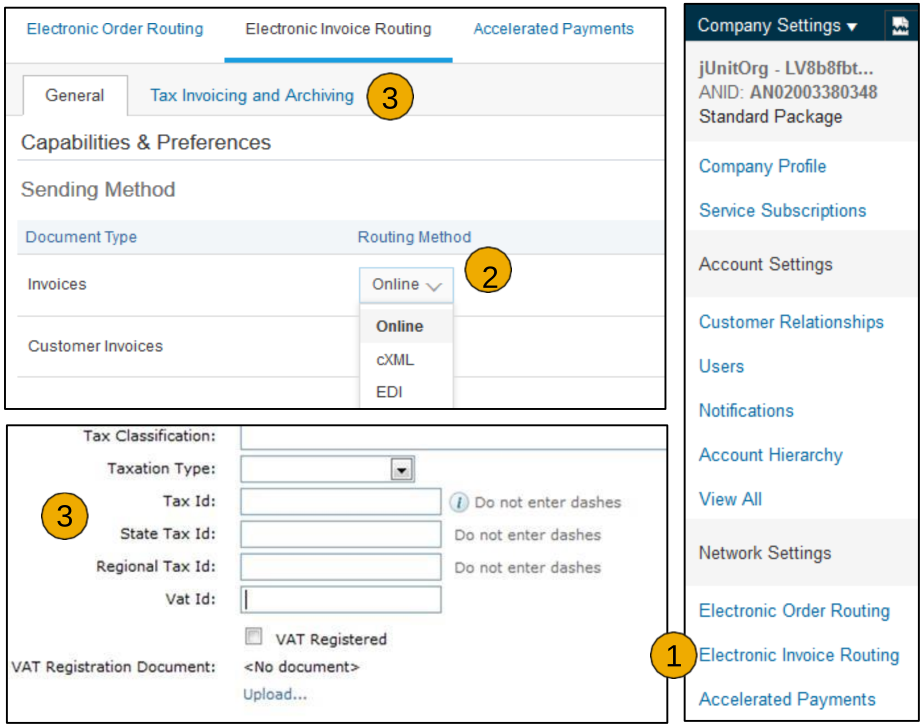
1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).



Select Electronic Invoice Routing Method

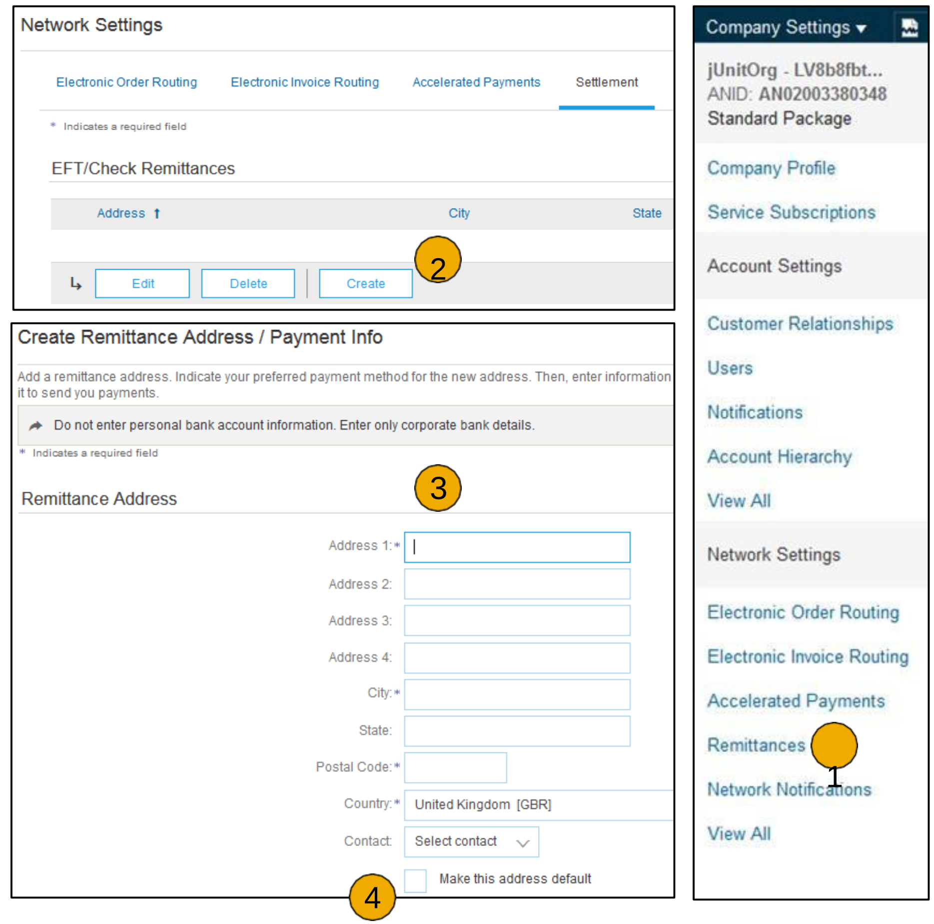
Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.



Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances.**
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

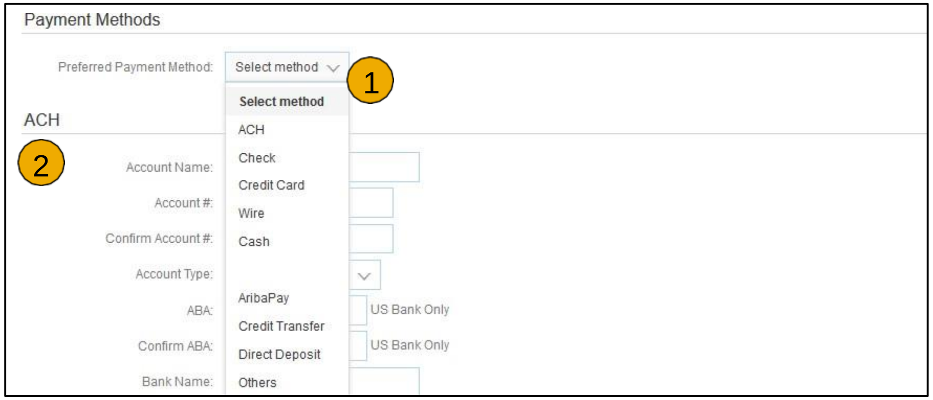


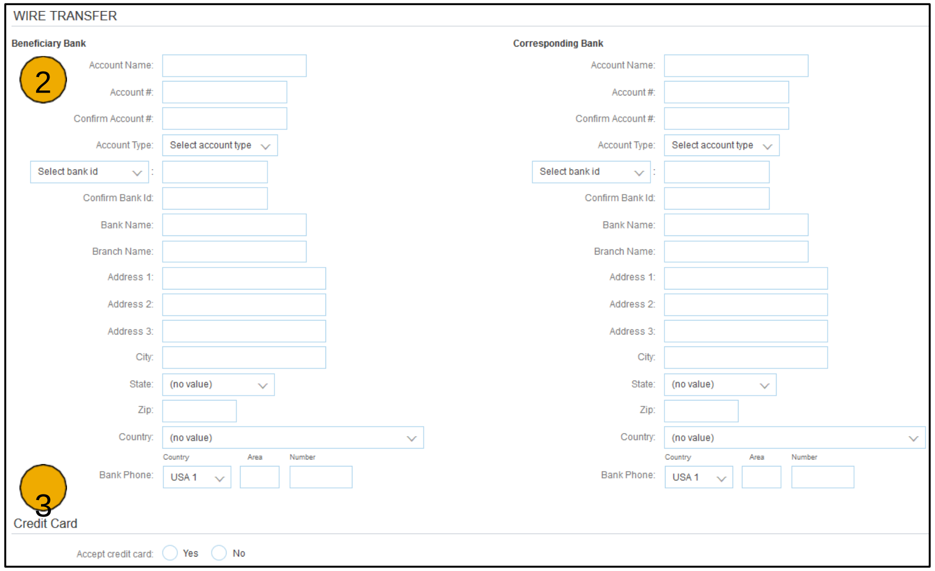
Configure Your Remittance Information

Payment Methods

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

Note: This does not change the method of payment from your customer, unless specified.

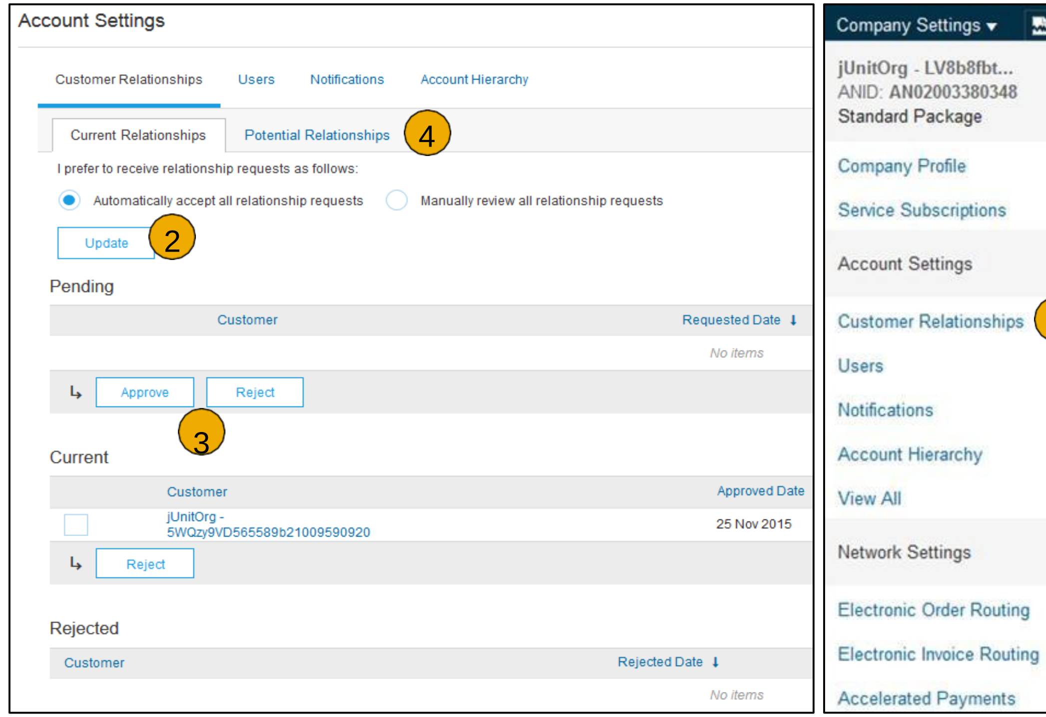




Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the Administration Navigator.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** Potential customers in Potential Relationships tab.



Set Up User Accounts
Roles and Permission Details

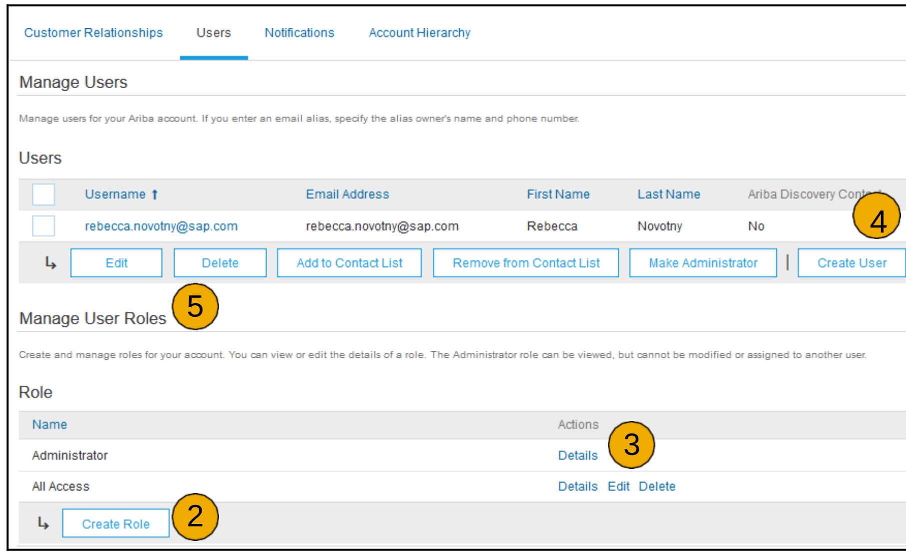
Administrator
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates roles for the account

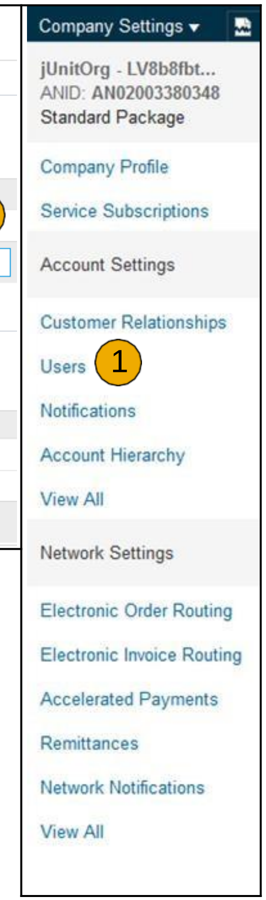
User
- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the Administration Navigator. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add** Permissions **to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.



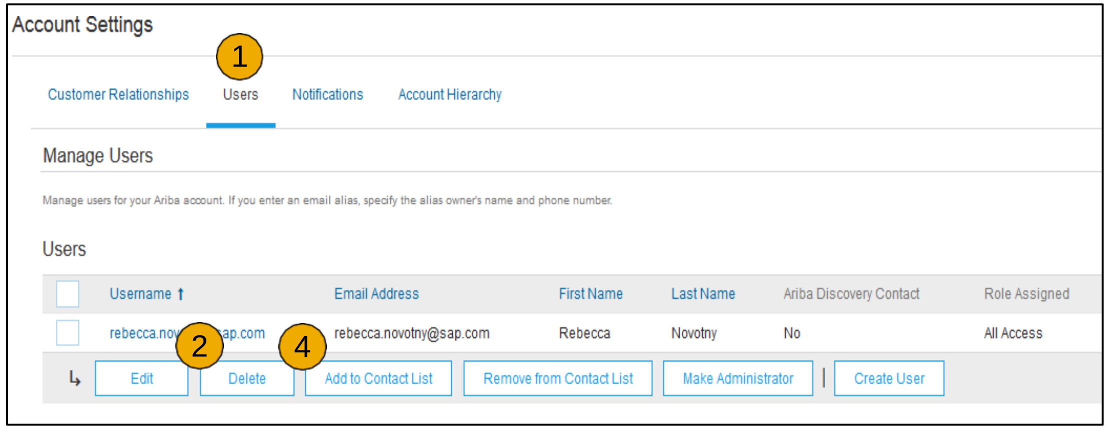


4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

Set Up User Accounts

Modifying User Accounts (Administrator Only)

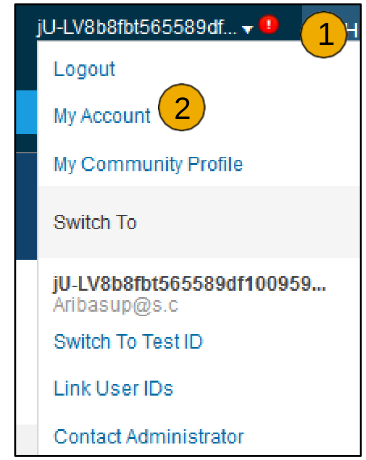
1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
   - Delete User
   - Add to Contact List
   - Remove from Contact List
   - Make Administrator

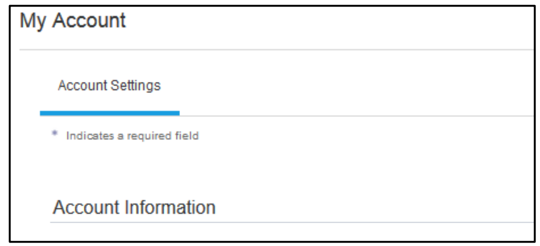


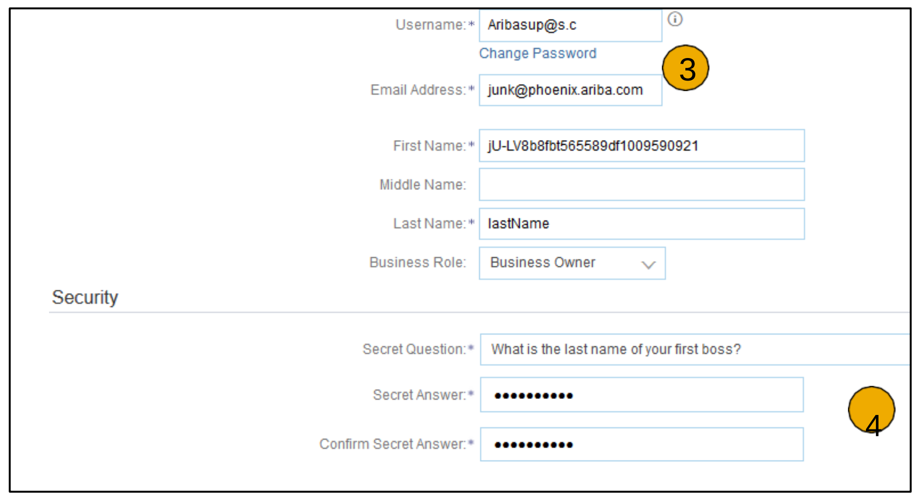
Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
   - Quickly access your personal user account information and settings
   - Link your multiple user accounts
   - Switch to your test account

   Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.







Consolidate Your Bills Through a Multi-Org

SAP Ariba →

Branch 1 Parent Account ANID 1

Branch 2 ANID 2

Branch 3 ANID 3

Branch 4 ANID 4

Multi-Org Consolidated Invoice

Branch 1 **Parent Account
- Customer X
- Customer Z

Branch 2
- Customer Y
- Customer Z

Branch 3
- Customer Y
- Customer Z

Branch 4
- No chargeable relationship

1 Master Anniversary Date

1 service invoice per quarter for all customers

Ariba offers invoice consolidation and synchronization for suppliers with several customer accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by **Ariba** to the **supplier**, the business operations of each account are still independent (it is not related to invoices from the Supplier to Cargill)

Participate in a Multi-Org

Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
  - A way to merge accounts.
  - A way to get a discount on Transaction Fees.

Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for <u>account management</u> purposes

The administrator of the Parent account can log into the child account and take the following actions:

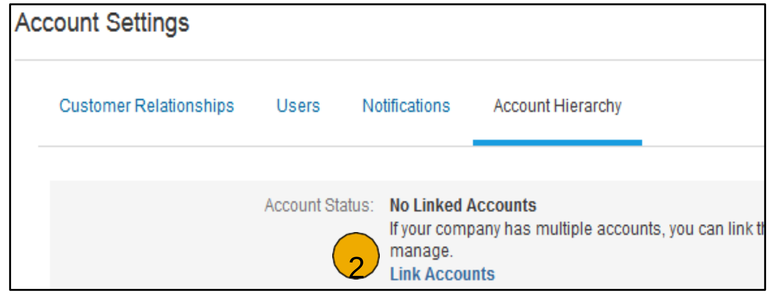
- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

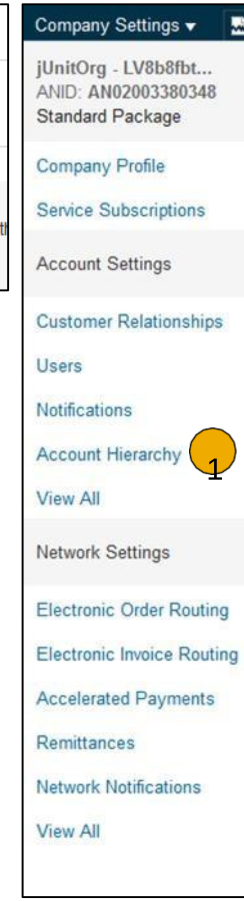
The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

1. **Open** the dropdown menu and go to Account Hierarchy.
2. **To add** child accounts clickon Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



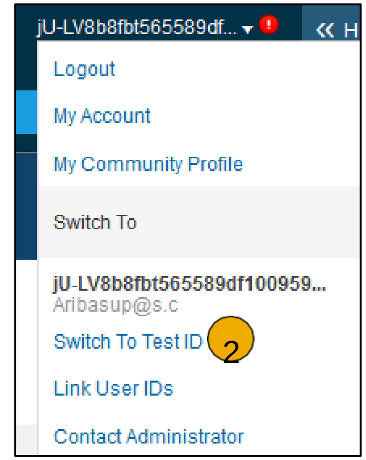


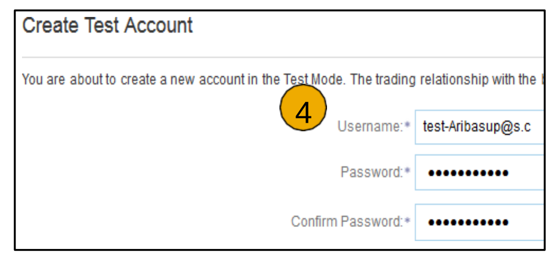
Set Up a Test Account

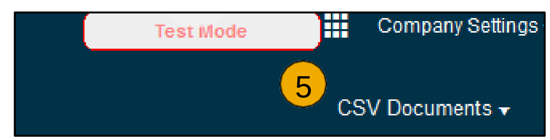
1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.

   - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

   Note: Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).







SECTION 3: Purchase Order Management

View Purchase Orders

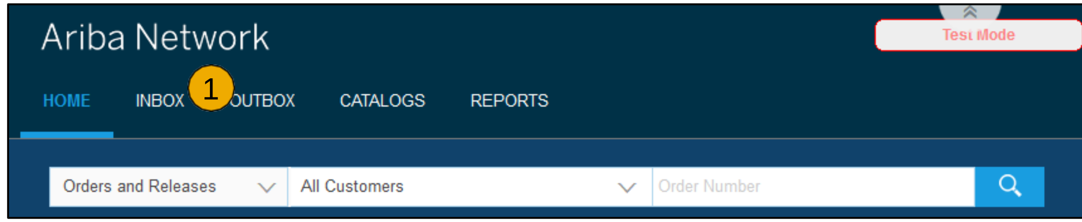
Purchase Order Detail

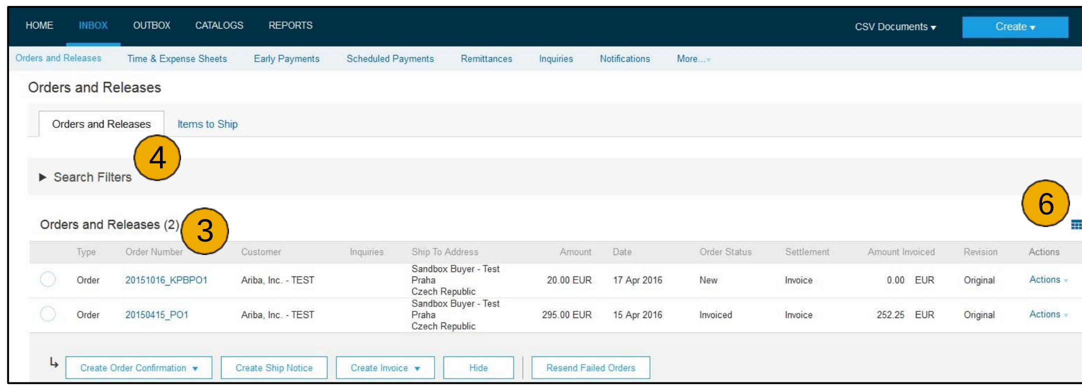
Create PDF of PO

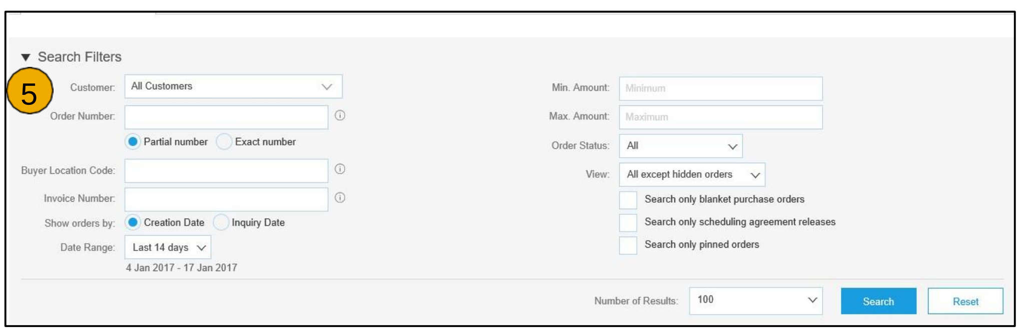
Manage POs

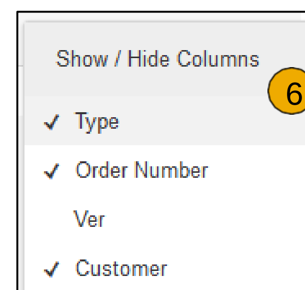
View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Cargill.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.





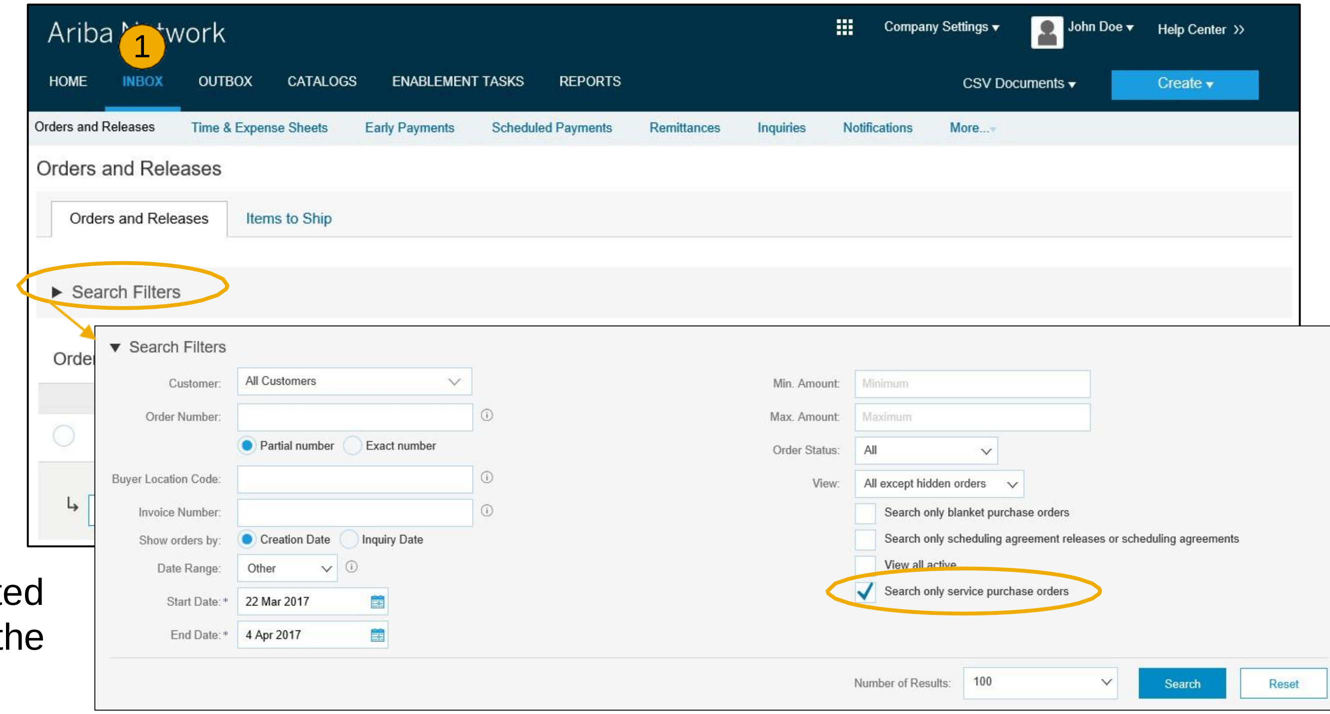




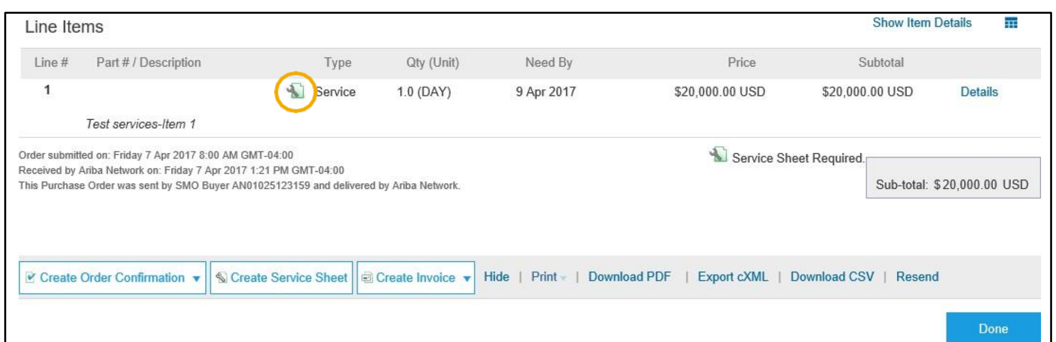
[Can't Find Your PO?]

Locate a Service PO

1. **Within** your Inbox, utilize the **Advanced Search Filters** at the top of your inbox to narrow your view to Service POs only by checking the **Search Only Service Purchase Orders** box and clicking **Search.**



Note: Services will be indicated with the Service Icon next to the Line Type.



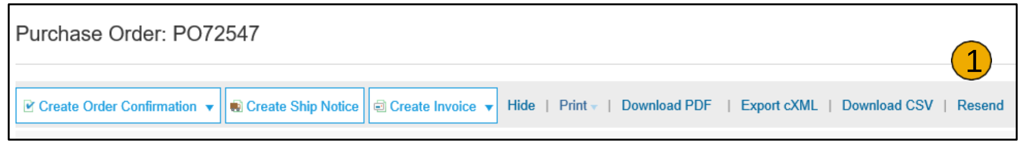
Manage POs

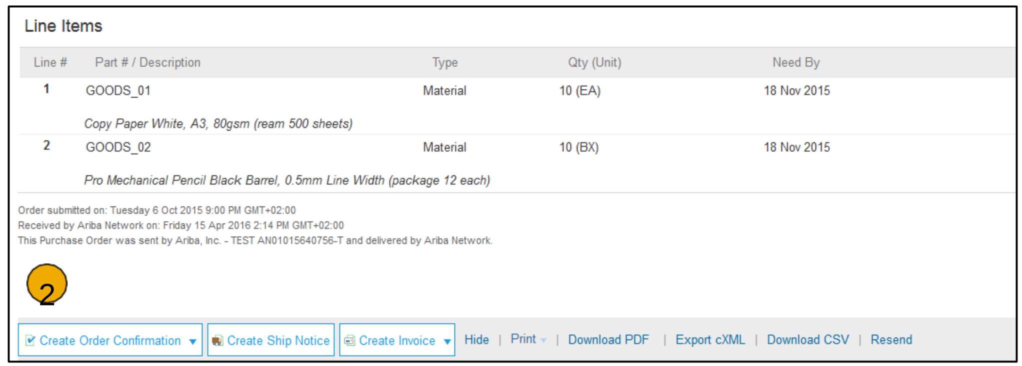
Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.



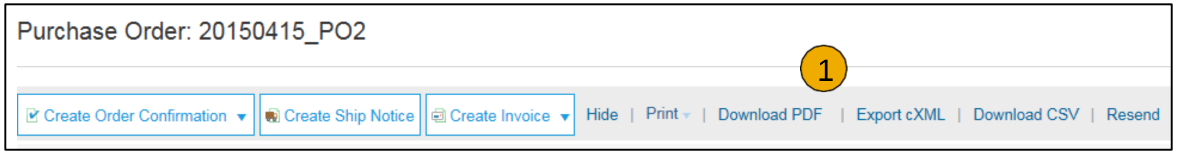


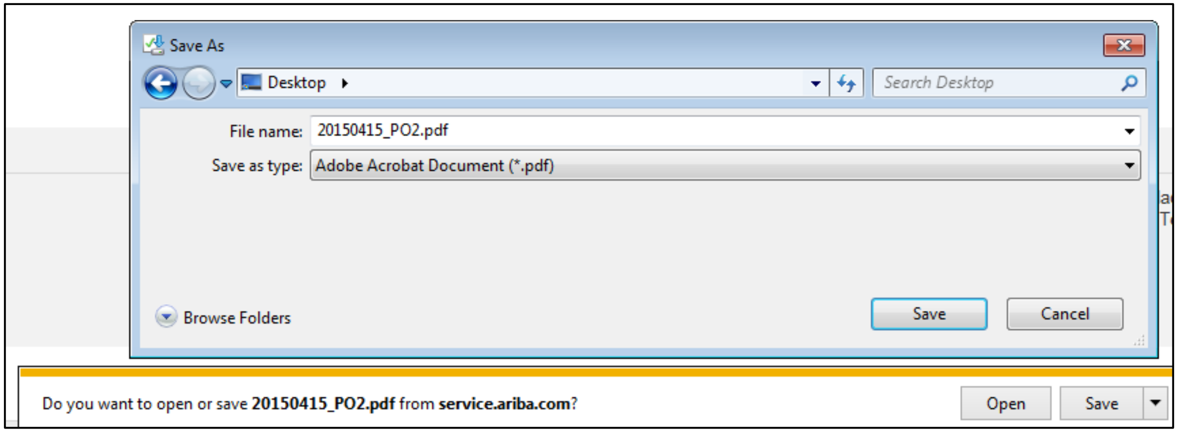
2. **Line Items section** describes the ordered items. Each line describes a quantity of items Cargill wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. At the bottom of the purchase order is the Sub-Total.

Manage POs
Create PDF of PO

1. Select "Download PDF" as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.





SECTION 4: Other Documents

Order Confirmations (OC)

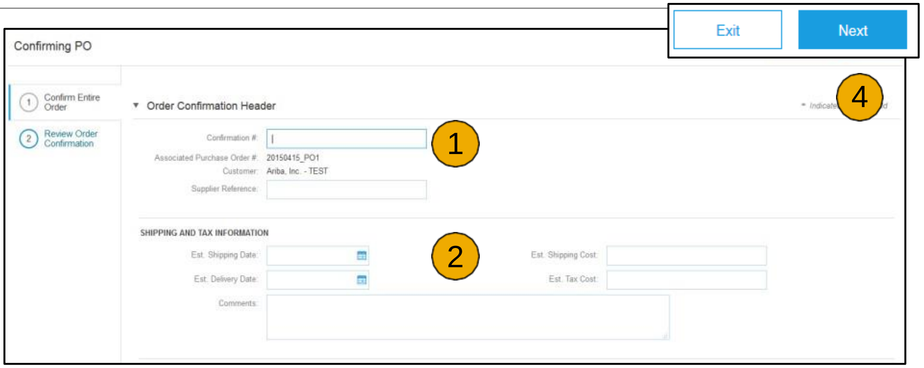
Confirm Entire Order

Reject Entire Order

Update Line Items

Create Order Confirmation

Confirm Entire Order



This slide explains how to Confirm Order

(not applicable for services)

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation**.**
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Cargill.**

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed.
Click Done to return to the Inbox.

Additional Notes:

- If your customer allows Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.
- In case of multiple line item POs, if the delivery dates are different for different line items, suppliers should chose option 'Update line Items' and choose respective delivery dates.
- Entering any value in the following fields will trigger an email to the Buyer - Adding Estimated Shipping Cost, Adding a different Estimated Tax as in the PO, Adding comments.

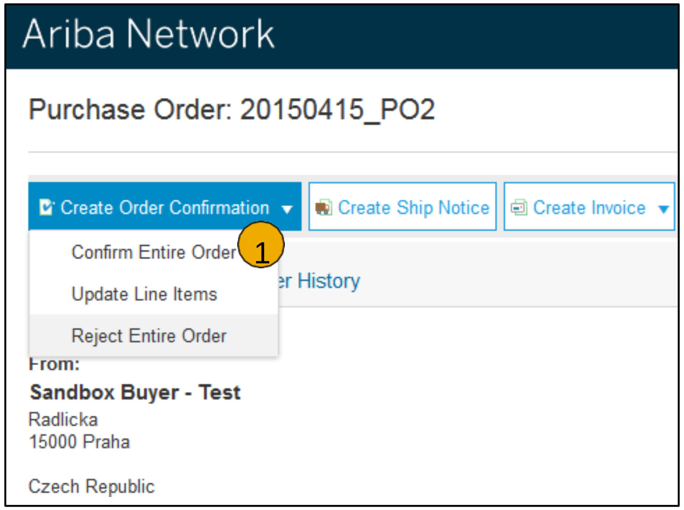
Trouble With Your OC?

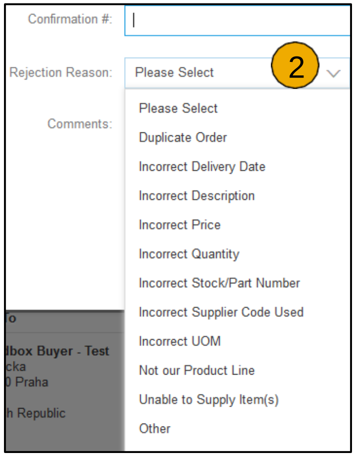
Create Order Confirmation

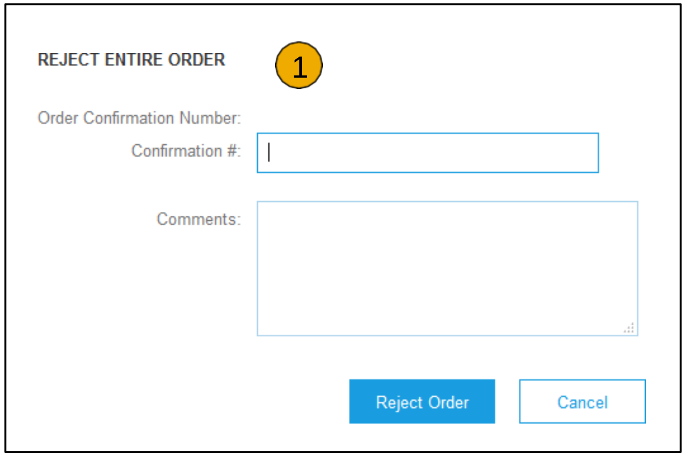
Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reasons for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Status will be explained on the next slides.)





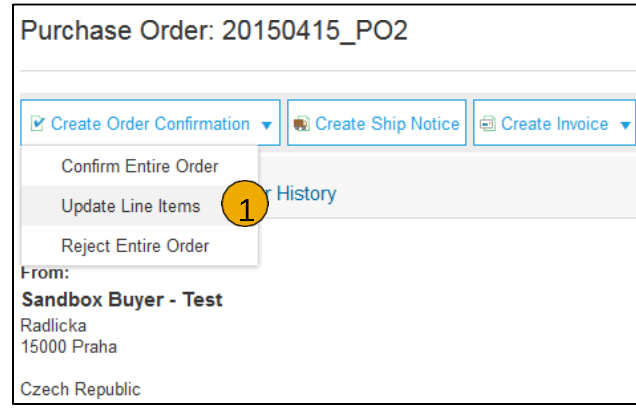


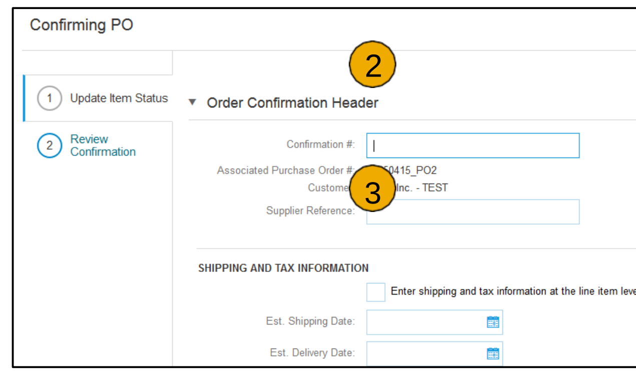
Create Order Confirmation

Update Line Items

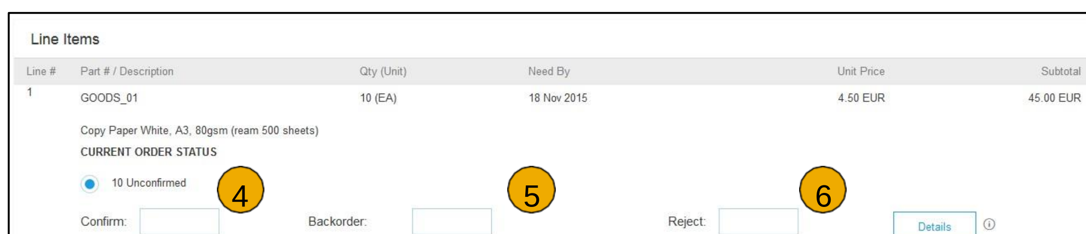
1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).

   Note: If the Ship-From address is different than what is specified on the PO, please notate so in the comments section of the Order Confirmation
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Backorders can only be submitted if the suppliers knows the future delivery date.
6. **Reject –** Rejections can only be submitted when you know you will not be able to provide the goods. Enter a reason why these items are rejected in the Comments field by clicking the Details button.





Note:
PO flip suppliers must add comments
If the ship from location is different.



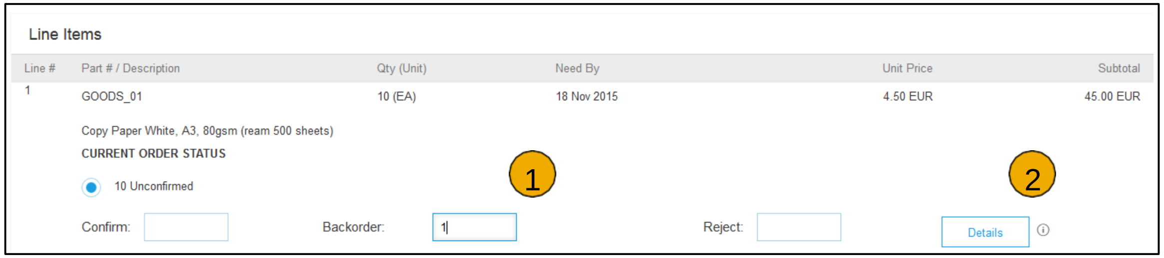
Confirm Order

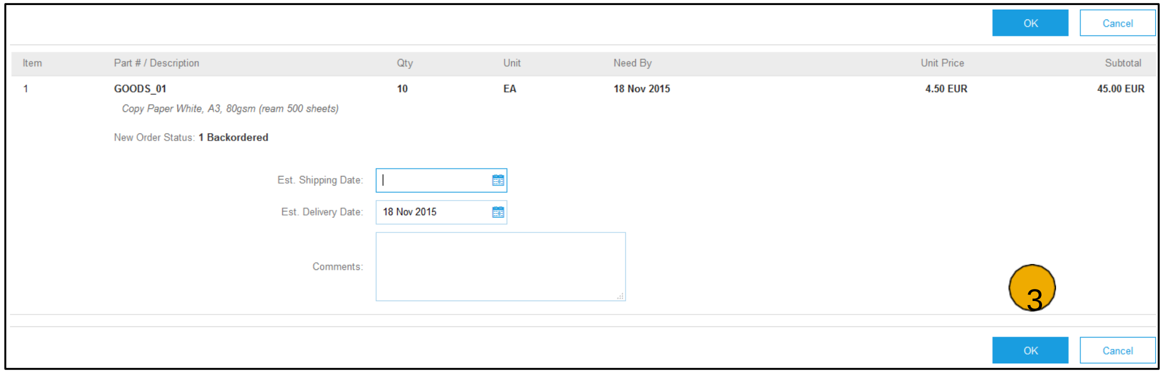
Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

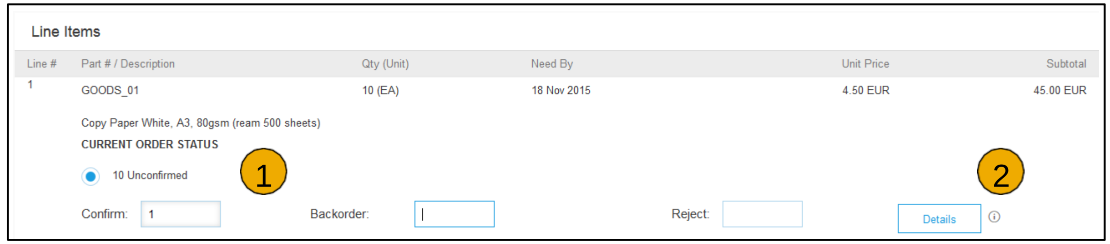


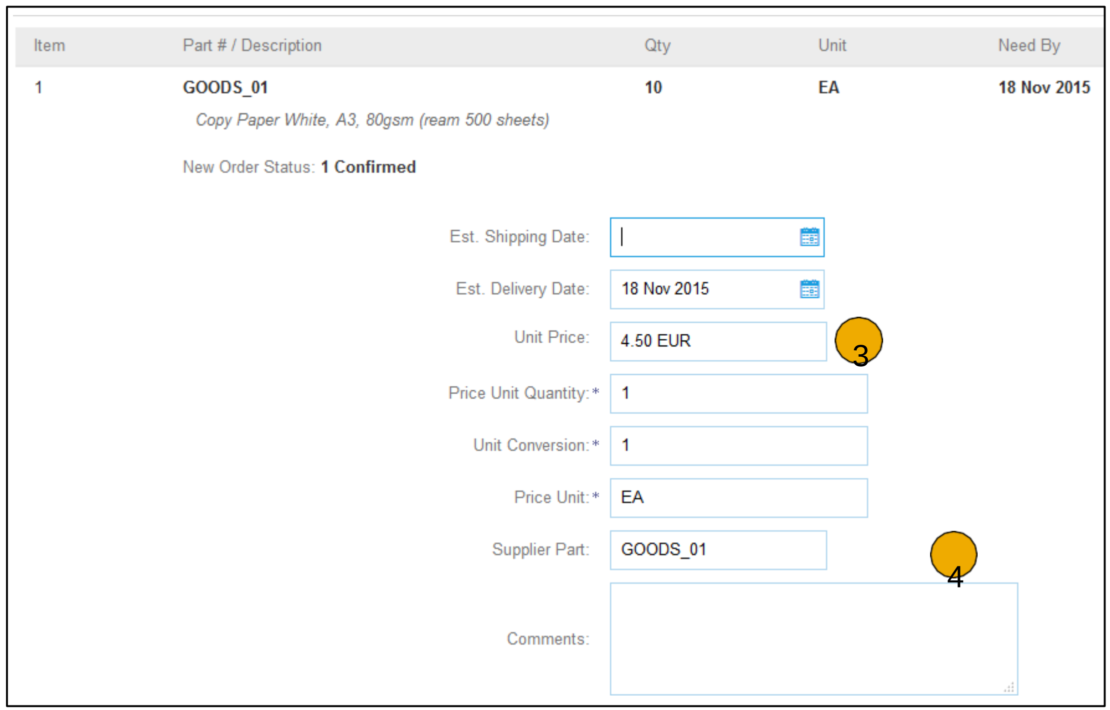


Confirm Order

Update Line Items - Price Change

1. **Enter** the quantity in the Confirm data entry field.
2. **Click** Details to enter the details regarding the price change.
3. **Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed.
   Item substitutions for the requested part can also be communicated using the Supplier Part field.
4. **Update** the Description as needed and click OK when done.

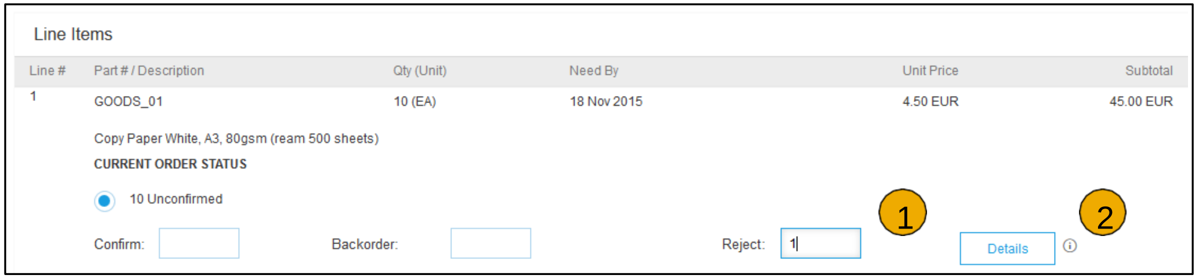


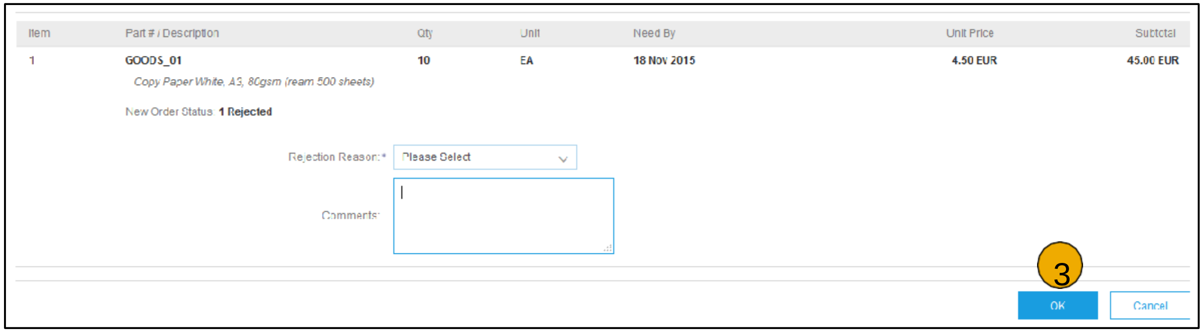


Confirm Order

Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.

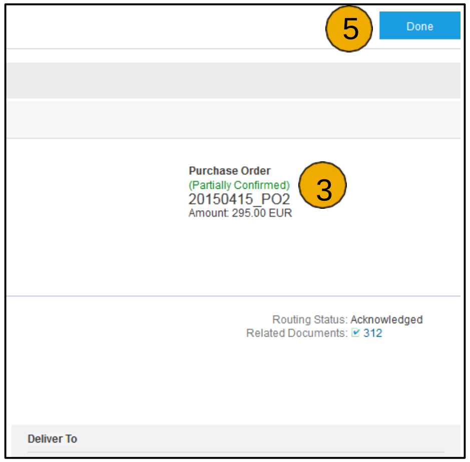




Confirm Order

Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Cargill.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click** Done to return to the Inbox.



SECTION 5: Invoice Methods

Invoice Information

Invoice Rules

Invoice Methods

PO Flip

Credit Memos

Service Sheet Generation

Copy Invoices

Invoice Management

Search for Invoice

Check Invoice Status

Invoice History

Modifying Invoices

Invoice Reports

Invoice Archival

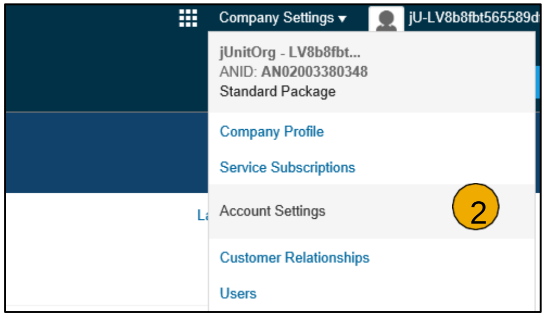
Cargill Invoice Requirements

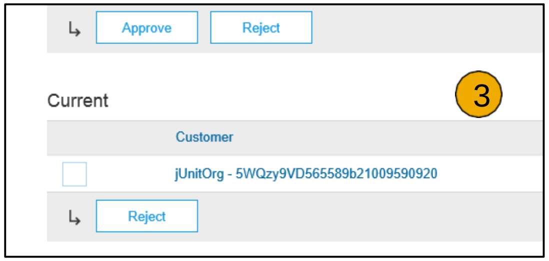
1. Suppliers are required to include a Remit To address on invoice
2. Invoice backdating is not allowed. Suppliers are expected to submit the invoice on the day of Purchase order received.
3. Suppliers must include Tax ID on invoices

Review Cargill Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer **(Cargill).**
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Cargill** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click **Done** when finished.



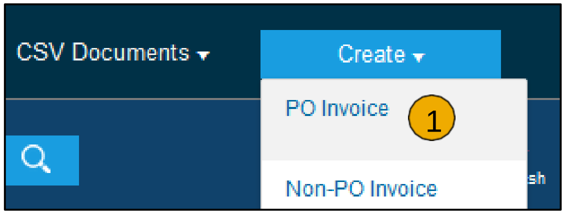


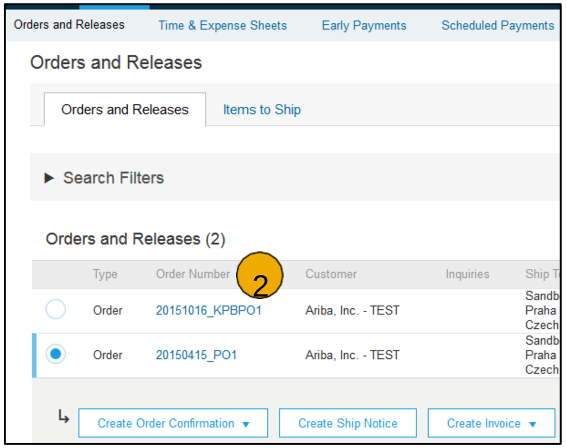
Invoice via PO Flip

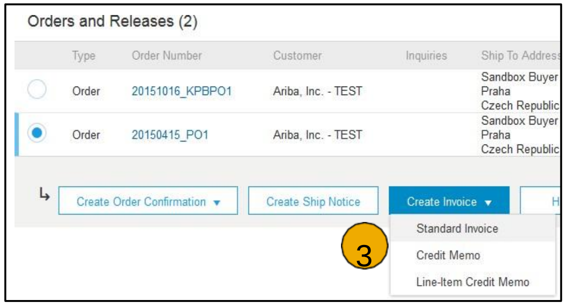
To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

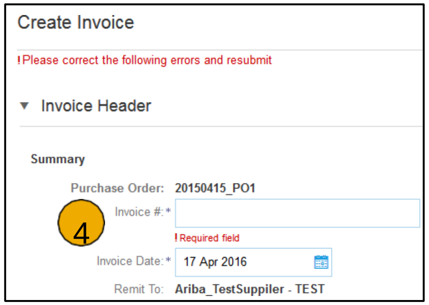
1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the

   invoice to Cargill.









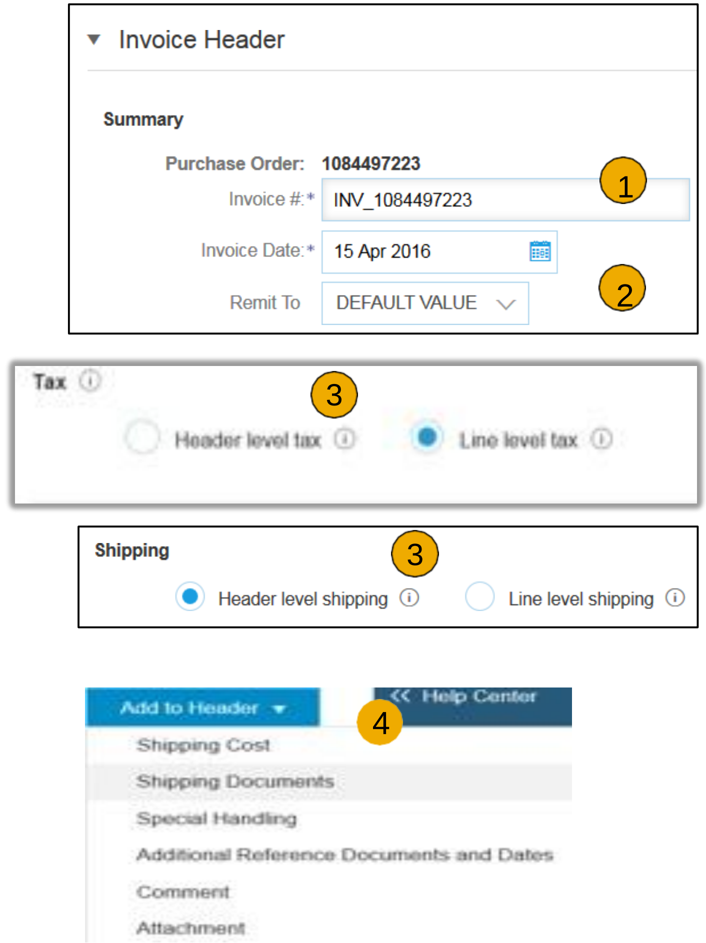
[Can't Find Your PO?]

Invoice via PO Flip

Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate. The invoice number is limited to 11 fields and cannot include special characters.
2. **Select Remit-To** address from the drop down box if you have entered more than one.
3. **Tax** should be entered at the line level. **Shipping** can only be entered at the Header level by selecting the appropriate radio button. Tax can be broken out to accurately capture multiple rates and/or tax types.
4. **You can also add some additional information** to the Header of the invoice such as comment. Suppliers should add support for service charges that are above original PO price or for additional supporting documentation in the event of an audit.
5. **Scroll** down to the Line items section to select the line items being invoiced.

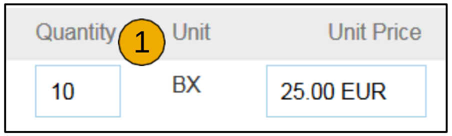


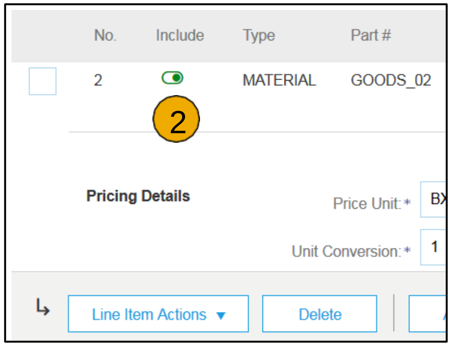
Invoice via PO Flip

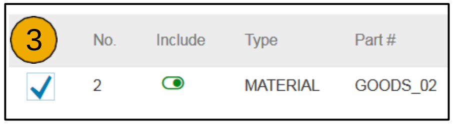
Line Items

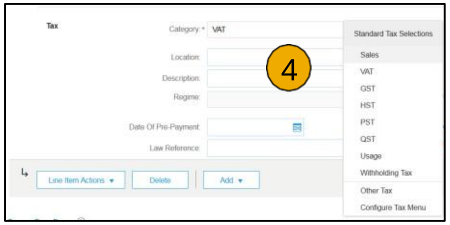
Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.







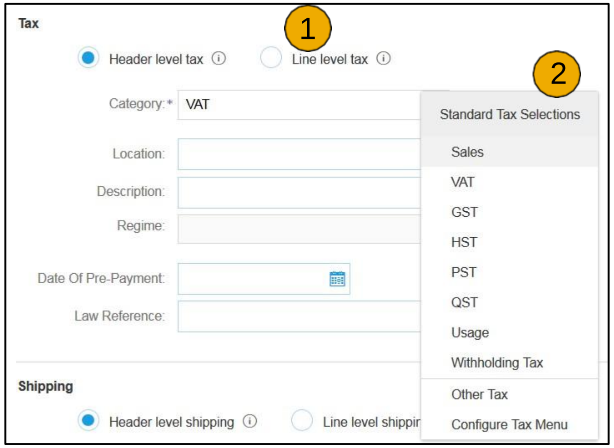


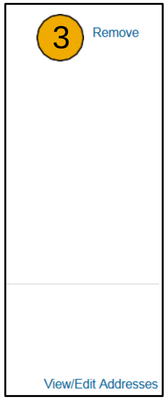
Invoice via PO Flip

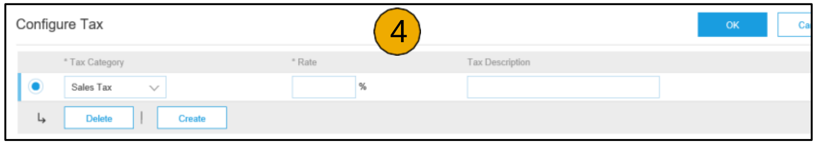
Additional Tax Options

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.** Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click** Remove to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.





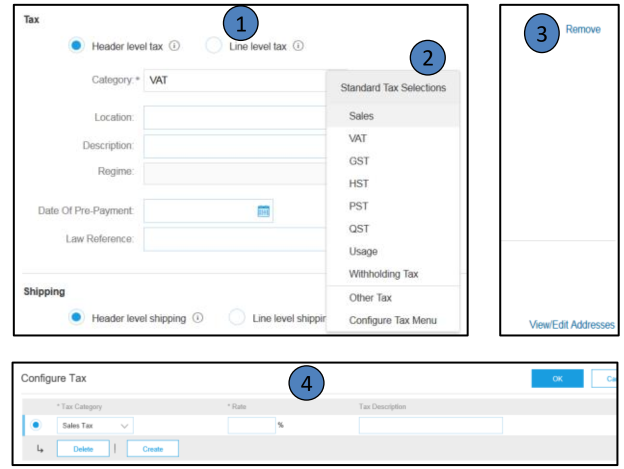


Invoice via PO Flip

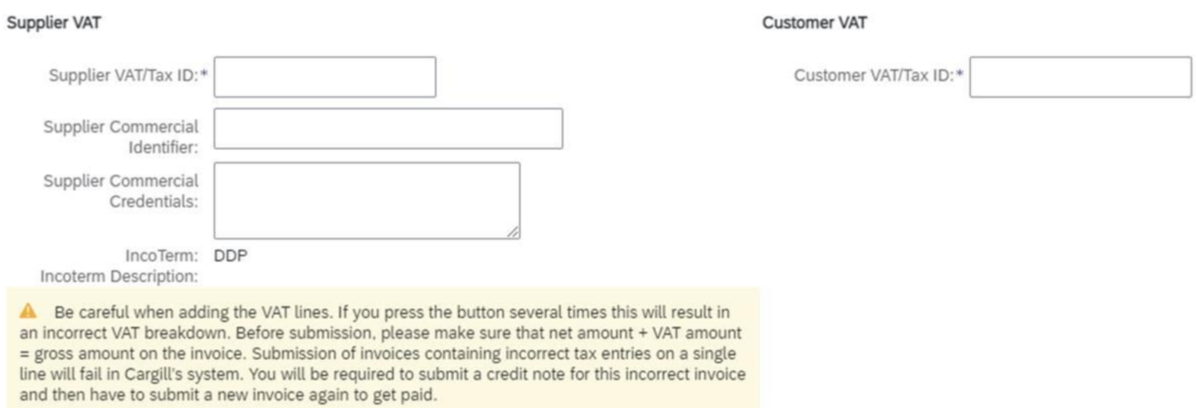
Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax**.
   Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click** Remove to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.



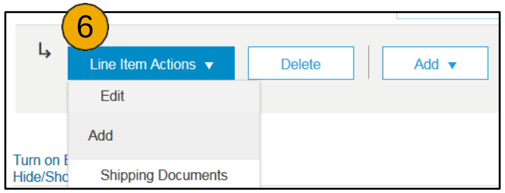
Note : Multiple tax rates will fail the invoice in Cargill's system and will not be processed for payment unless credit note is issued and the invoice is submitted once again. You will see a warning message on behalf of Cargill relating to Multiple tax rates applied.

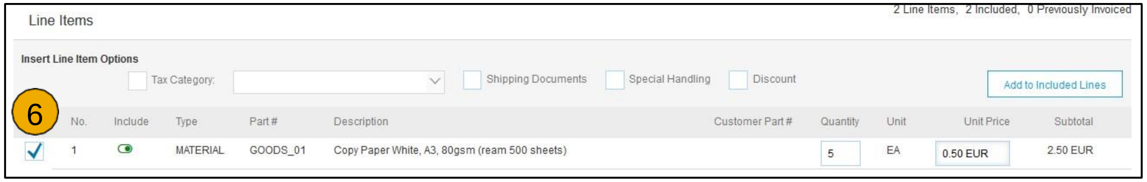


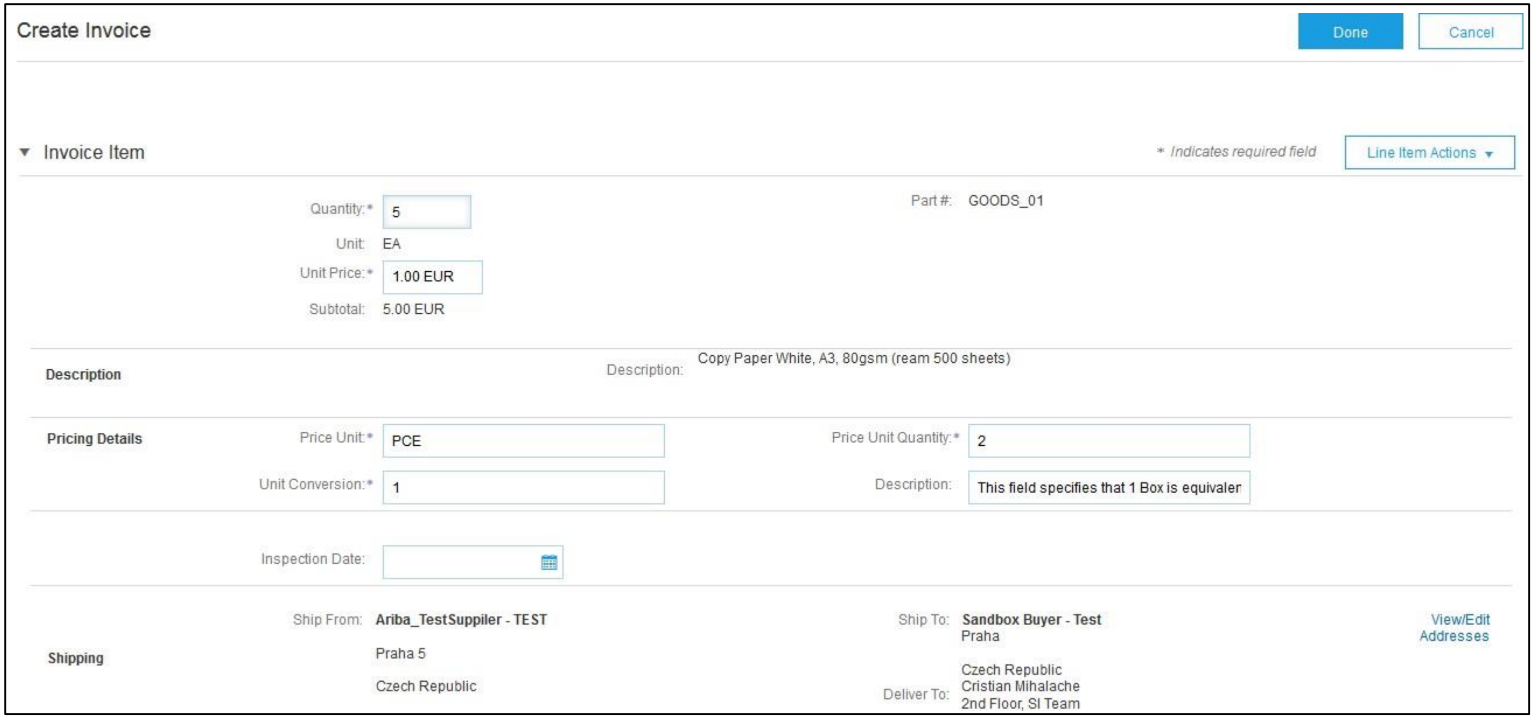
Invoice via PO Flip

Detail Line Items

6. **Additional information** can be viewed at the Line Item Level by editing a Line Item.







Invoice via PO Flip

Line Item Comments

Having Problems?

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field. Comments will be local and not be sent over to Cargill's SAP system.
3. Click Next.

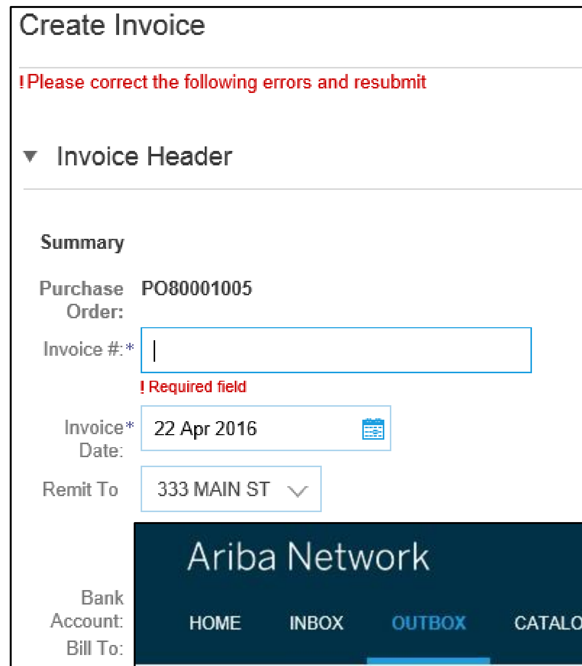
Note:

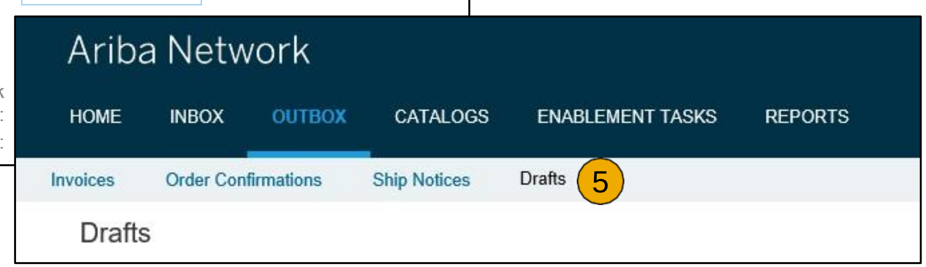
Comments field should be used to add additional clarification for services or materials, only if needed.

Review, Save, or Submit Invoice

PO-Flip Invoice

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Cargill.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.





Note: In the even of errors, there will be a notification in red where information must be corrected

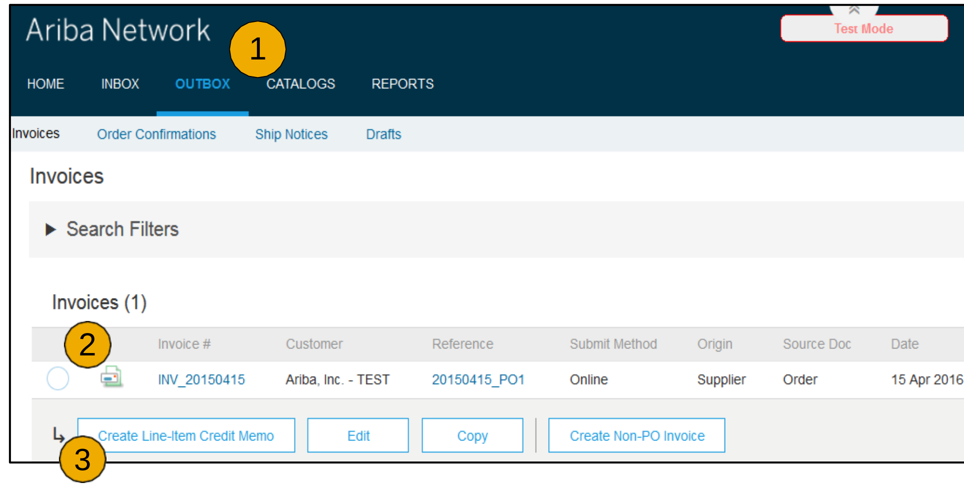
Create a Credit Memo

Line Level Detail

NOTE: **credit note process for services is still under discussion, details will be defined at a later stage**

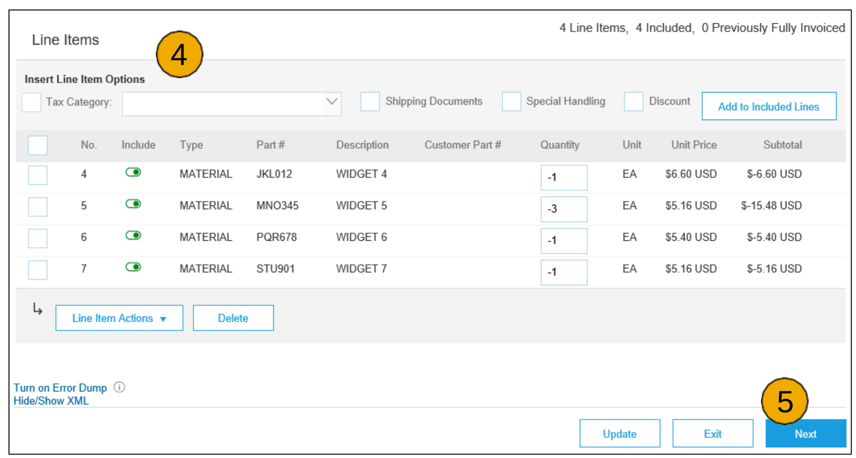
Suppliers **need to apply** the following process:

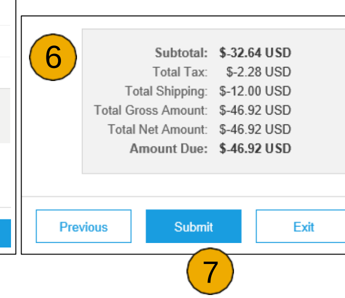
1. The credit memo should **always** be created **on the PO**
2. When sending a credit memo **always credit the full invoice** and send a corrected invoice afterwards (if applicable)



To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.





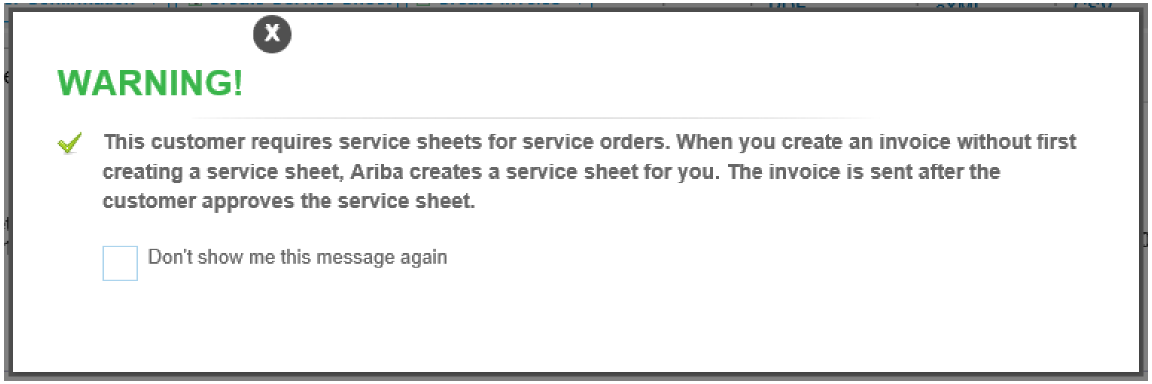
Auto-Generate a Service Sheet

Create an Service Sheet from an Invoice

For customers who allow automatically generated service sheets, you can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to the customer.

To create an auto-generated Service Sheet

1. **Within** your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. **Review** the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. **Click** the X to proceed with invoice creation and submission.
4. **Once** the invoice is approved, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.



Note: If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

[Learn to Invoice]

Create an invoice linked to a service purchase order

1. Once you are logged in to your Ariba Network, **« Create Invoice » and select the « Standard Invoice » from the dropdown menu.**

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

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

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

> Note: **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.**

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

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.

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

8. If necessary, you can add **comments** to the line items of the invoice.

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

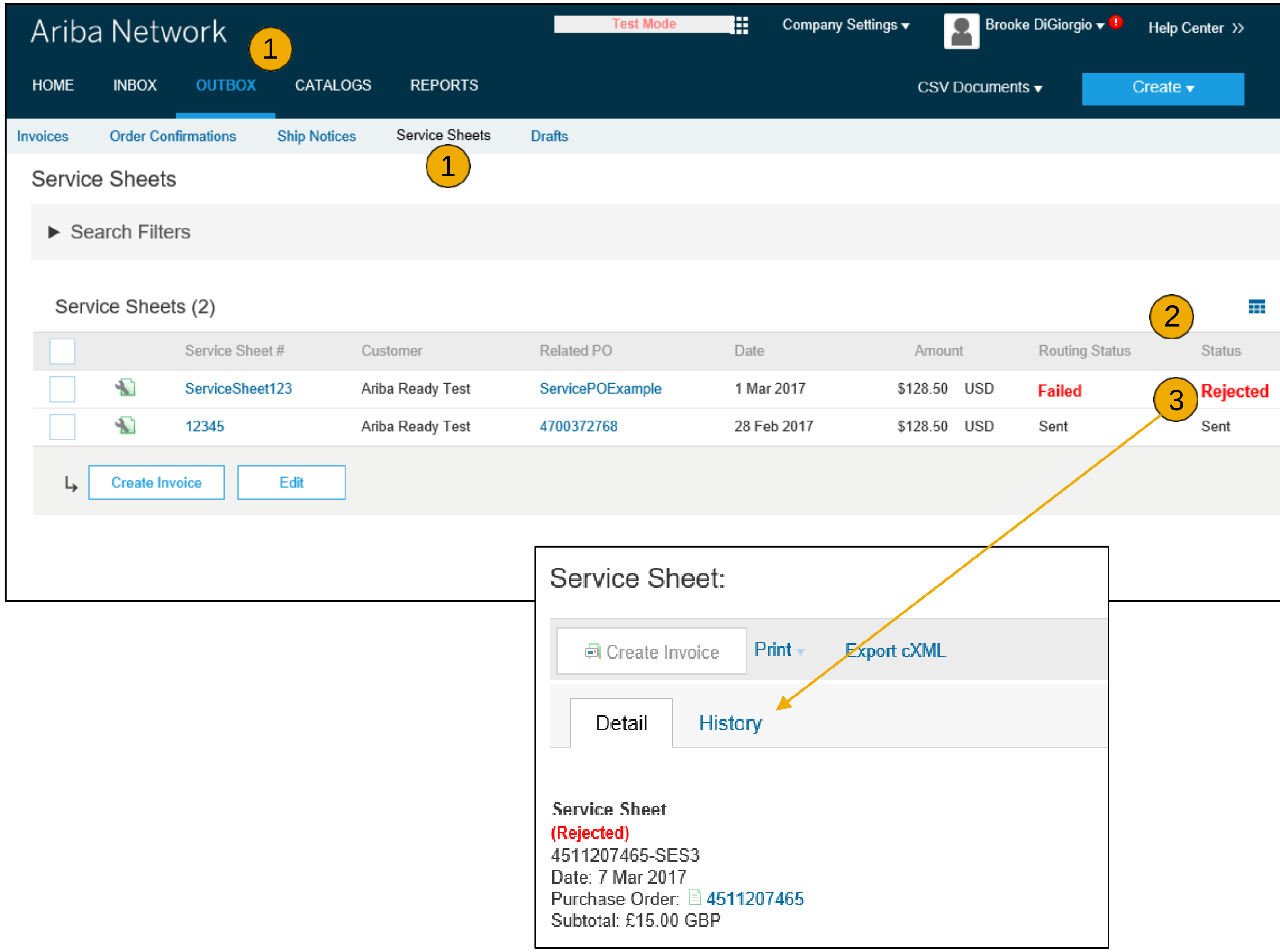
9. Click on **« Next »** when finished

10. Review the invoice and click on **« Submit ».**

11. Your invoice is sent to Cargill

Check Service Sheet Status

1. **Click Outbox** and select **Service Sheets** Tab.
2. **Routing** and **Approval Status** will be visible on each line.
3. **If a Service Sheet is rejected or failed**, view the reason by opening the Service Sheet and clicking the **History** Tab.



Copy an Invoice

Copy Invoice Feature:

- Suppliers can copy an existing invoice to use as a basis for a new invoice. The copy includes all fields except the invoice date, invoice number, exchange rate, and attachments. The supplier can edit and submit the new invoice without having to reenter a lot of information. This feature applies to standard invoices and contract-based invoices. Invoices can be copied regardless of status.

Common uses for this feature include:

- Submitting invoices for a balance due.
- Submitting corrected invoices in cases where the first attempt was rejected.

Enabling This Feature

- This is an out-of-the-box feature available to all customers. It requires no action to configure it.

Limitations

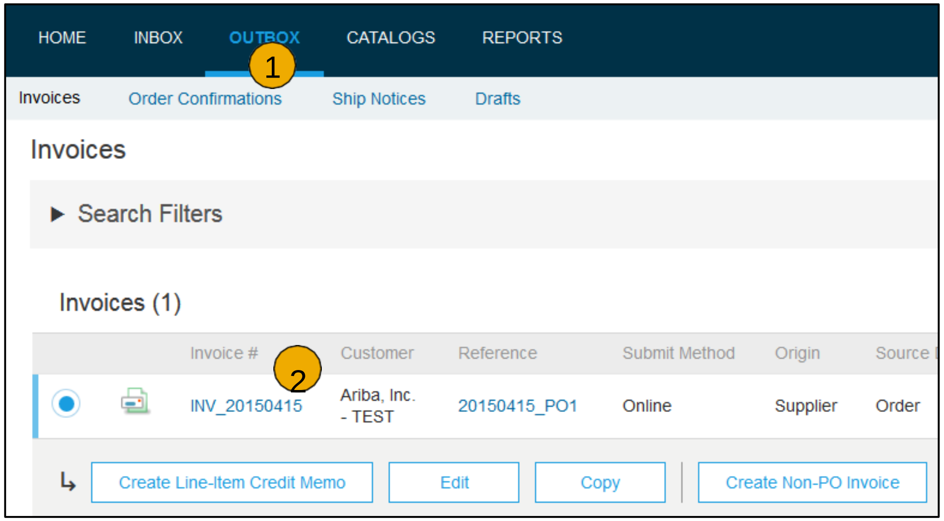
- You cannot copy the following:
  - Credit memos and line-level credit memos
  - Invoices with 1000 or more invoice lines

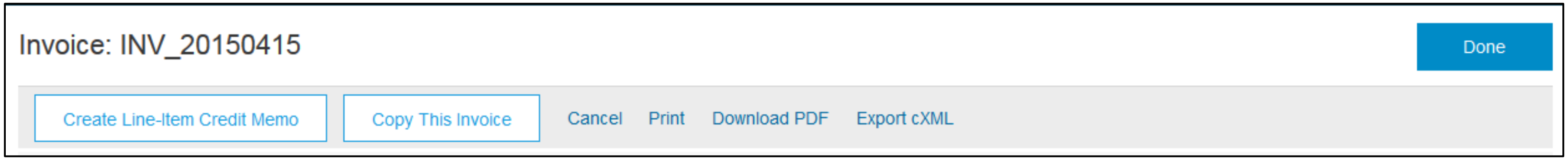
Something to be changed? Credit memos are excluded, so I don't think?

How to Copy this Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On** the **Detail** tab, click **Copy This Invoice**.
4. **Enter** an invoice number.
5. **For VAT lines,** make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click** Next, review the invoice, and save or submit it.





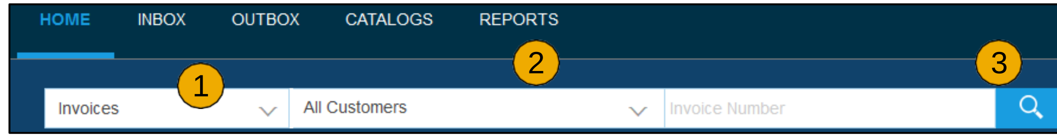
Search for Invoice (Quick & Refined)

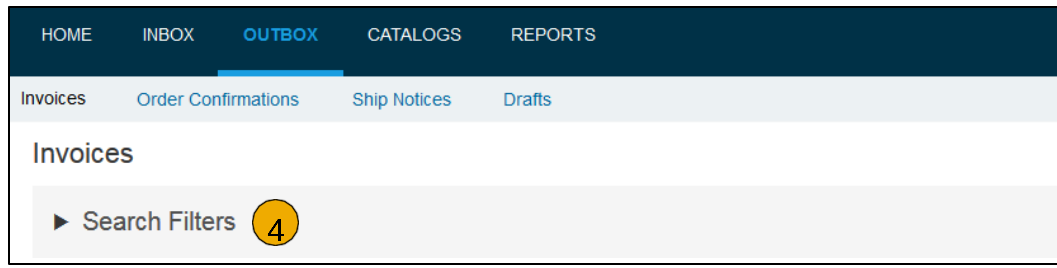
Quick Search:

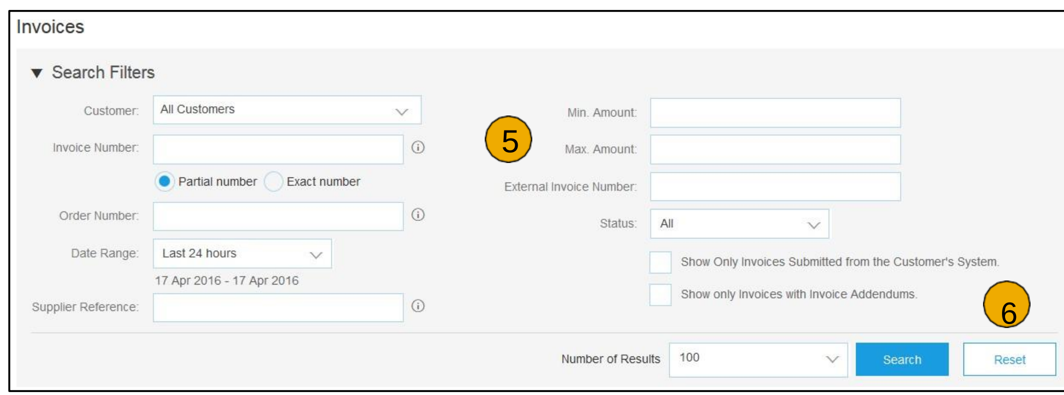
1. **From the Home Tab,** Select Invoices in the Documenttype to search.
2. **Select** Cargill from CustomerDrop down menu**.**
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and ClickSearch.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. **Search** Filters fromOutbox (Invoices).
5. **Enter** the criteria to build the desired searchfilter.
6. **Click** Search.







Check Invoice Status

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Cargill via the Ariba Network.

- **Obsoleted** – You canceled the invoice – Cargill doesn´t support cancellation of an invoice which has already been sent to Cargill
- **Failed** – Invoice failed Cargill invoicing rules. Cargill will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Cargill invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

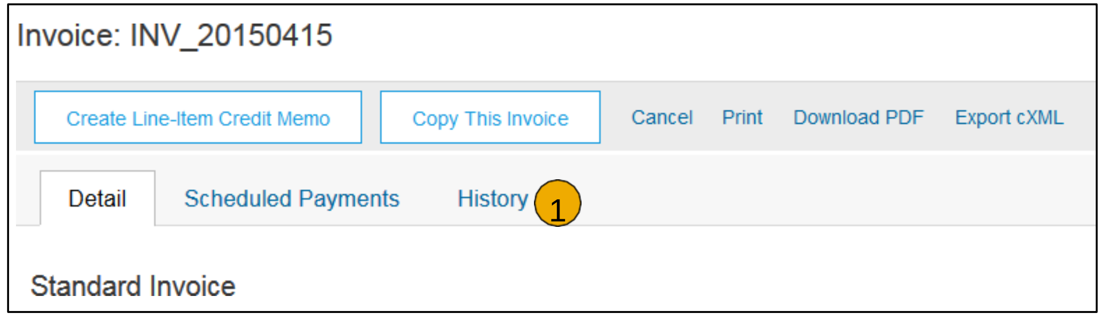
Reflects the status of Cargill's action on the Invoice.

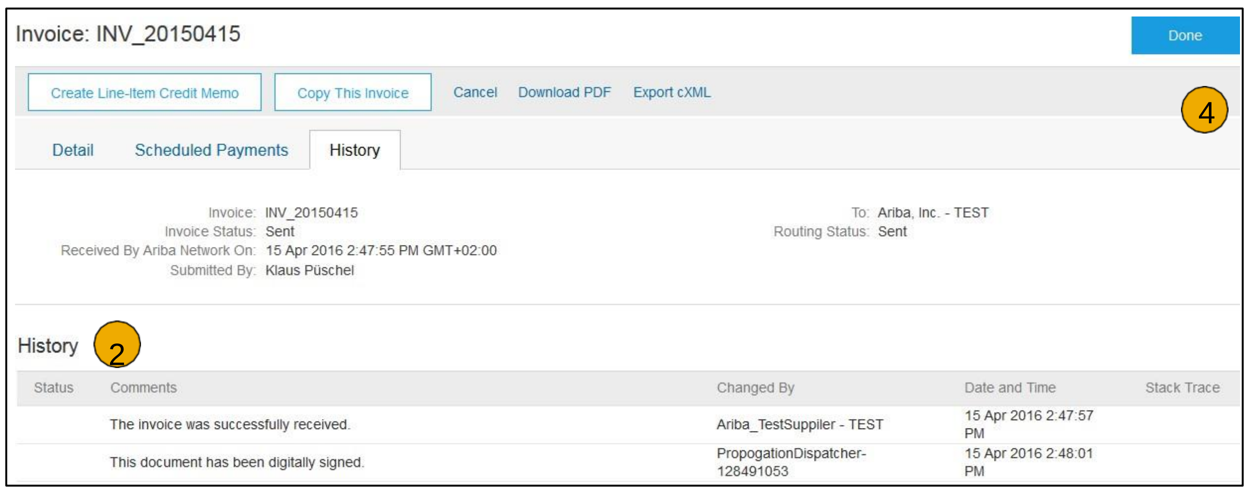
- **Sent** – The invoice is sent to the Cargill but they have not yet verified the invoice against purchase orders and receipts
- **Paid** – Cargill paid the invoice / in the process of issuing payment. Only if Cargill uses invoices to trigger payment.
- **Approved** – Cargill has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Failed** – Ariba Network experienced a problem routing the invoice

Check Invoice History

Access any invoice:

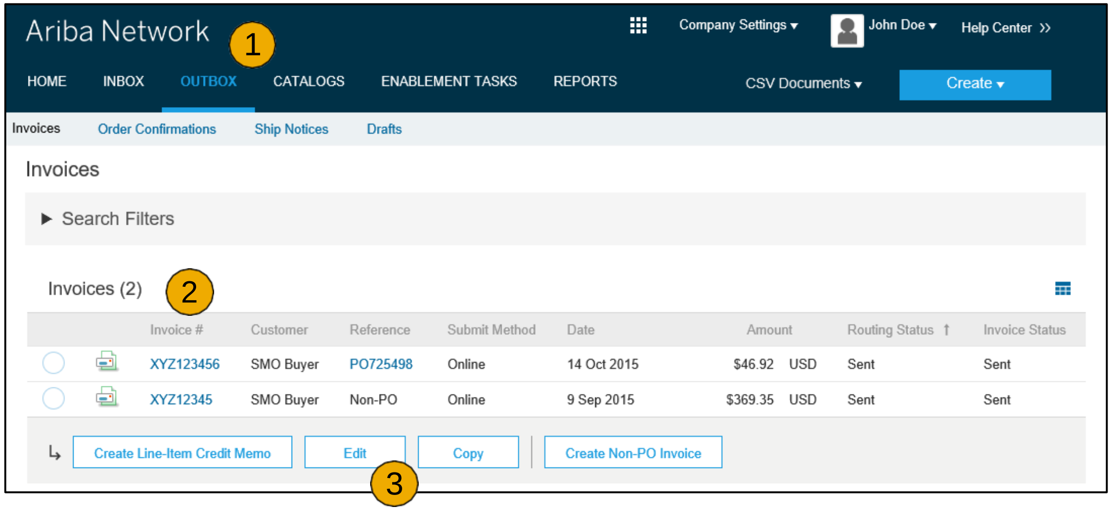
1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.





Edit and Resubmit Invoice

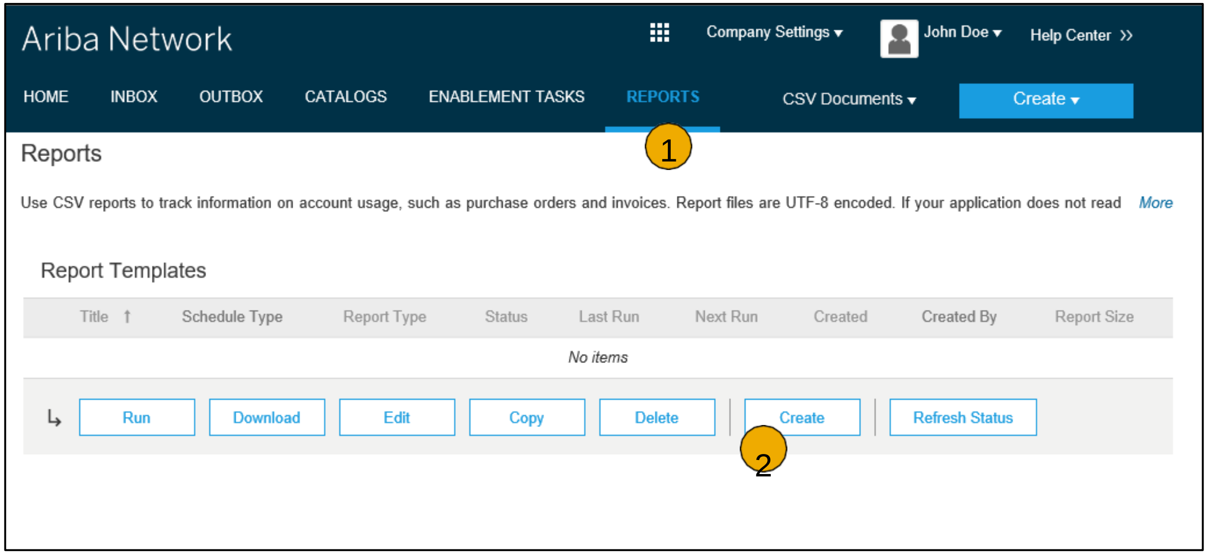
1. **Click** the **Outbox tab.**
2. In the **Invoice #** column, click a link to view details of the invoice.
3. **Click** the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
4. **Click Submit** on the Review page to send the invoice**.**



Invoice Reports

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

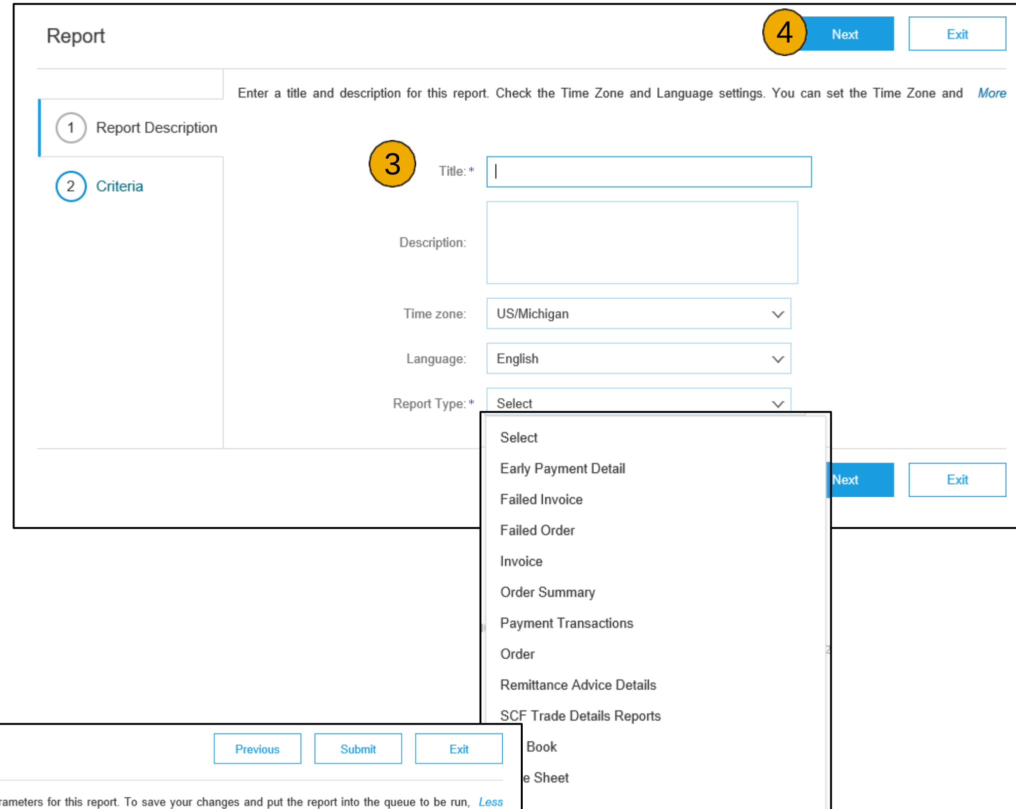
1. **Click** the **Reports** tab from the menu at the top of the page.
2. **Click Create.**



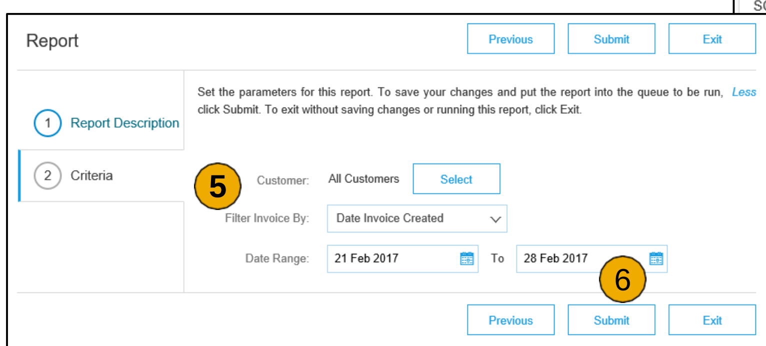
- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. **Enter** required information. Select an Invoice report type — **Failed Invoice** or **Invoice.**
4. **Click Next.**
5. **Specify Customer** and **Created Date** in Criteria.
6. **Click Submit.**
7. You can view and download the report in CSV format when its status is **Processed.**



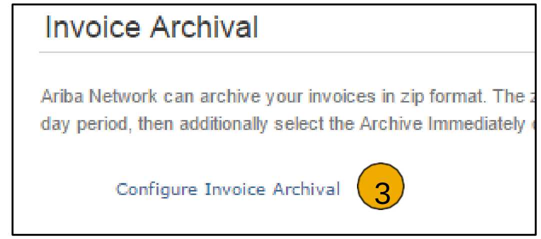
For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

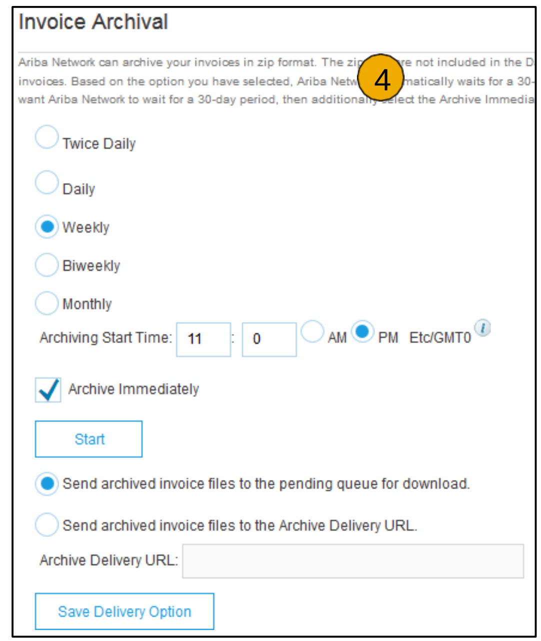


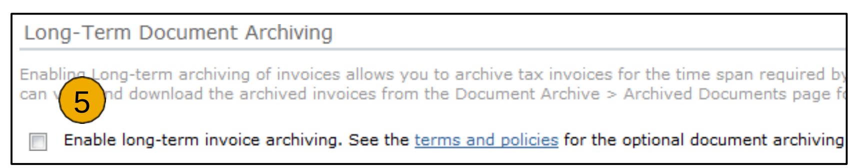
Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing.**
2. Select the tab **Tax Invoicing and Archiving.**
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival.**
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
   - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
   - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)







Ariba Network Help Resources

[Customer Support](#) | [Supplier Information Portal](#) | [Useful Links](#)

[Ariba.com Links](#)

[Troubleshoot Your Invoices](#)

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Registration
- Account Configuration
- Supplier Fees
- General Ariba Network questions

[Ariba Customer Support](#)

Cargill Enablement Business Process Support

- Business-Related Questions

Supplier_Enablement_EMEA@Cargill.com

Customer Support

Cargill Supplier Information Portal

- How to Find the Supplier Information Portal

Supplier Support Post Go-Live

- Global Customer Support
- Click the icon to the left to find the appropriate support line.

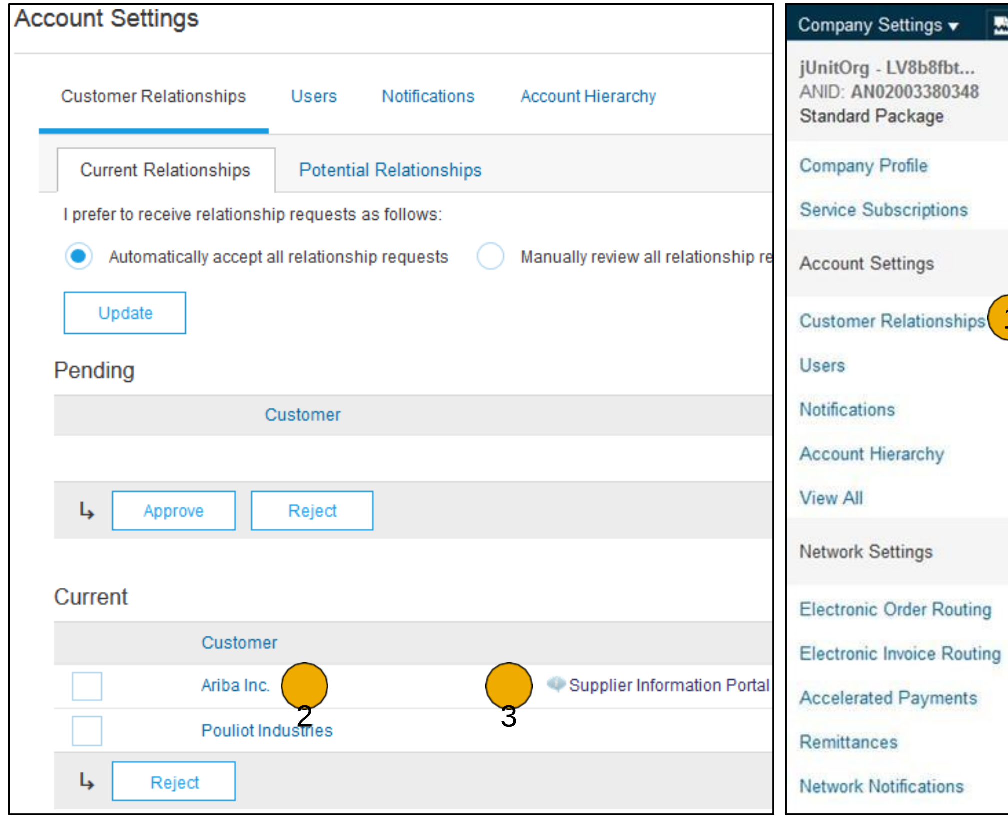
Online Help

- Help Center
- Ariba Exchange User Community

Training & Resources

Cargill Supplier Information Portal

1. **Select** the name of your company in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules:
   The Customer Invoice Rules determine what you can enter when you create invoices
3. **Select** Supplier Information Portal to view documents provided by your buyer.



Useful Links

Useful Links

- **Ariba Supplier Pricing page** - http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing
- **Ariba Network Hot Issues and FAQs** - https://connect.ariba.com/anfaq.htm
- **Ariba Cloud Statistics** – http://trust.ariba.com
  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - http://www.ariba.com/solutions/discovery-for-suppliers.cfm
- **Ariba Network Notifications** - http://netstat.ariba.com
  - Information about downtime, new releases and new features

Troubleshoot Your Invoice Issues

How do I know which type of invoice to create?

What does this error message mean?

How do I tell when my invoice will be paid?

How do I edit and resubmit an invoice that I've sent?

What should I do if my invoice has been rejected?

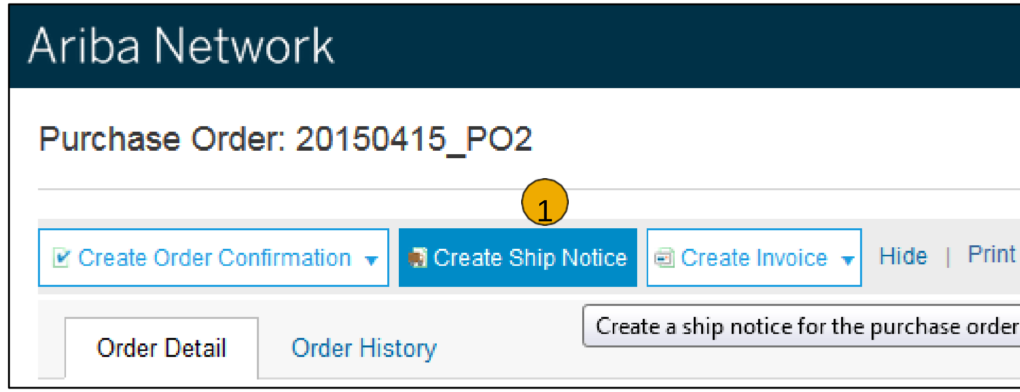
Can I resend a failed or rejected invoice with the same invoice number?

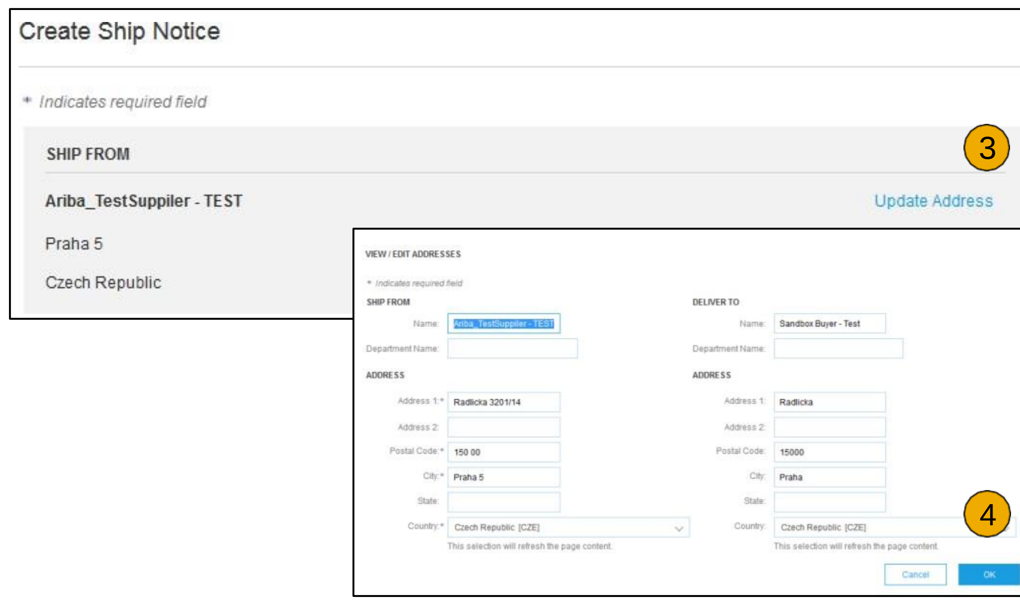
Appendix

Create Ship Notice (Not in scope for phase I EMEA)

- **! Advance Ship Notice (ASN) will be deployed at a later stage !**

1. **Create** Ship Notice using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
2. **Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear. Gross Volume and Gross Weight are optional fields when Collaborative Supply Chain (CSC) is enabled.
3. **Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
4. **Check** if Deliver to information is correct. Click OK.

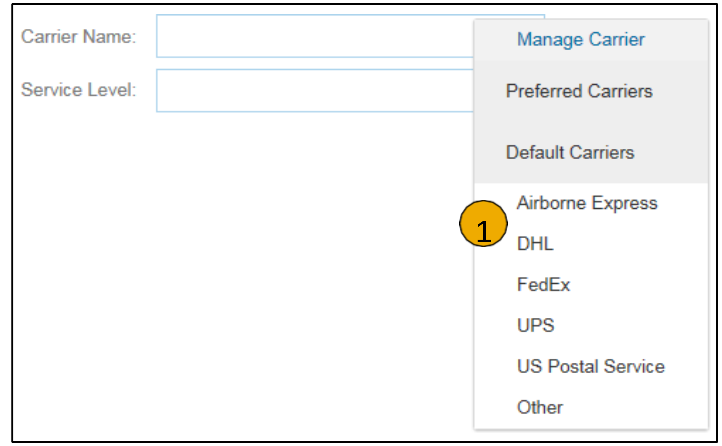


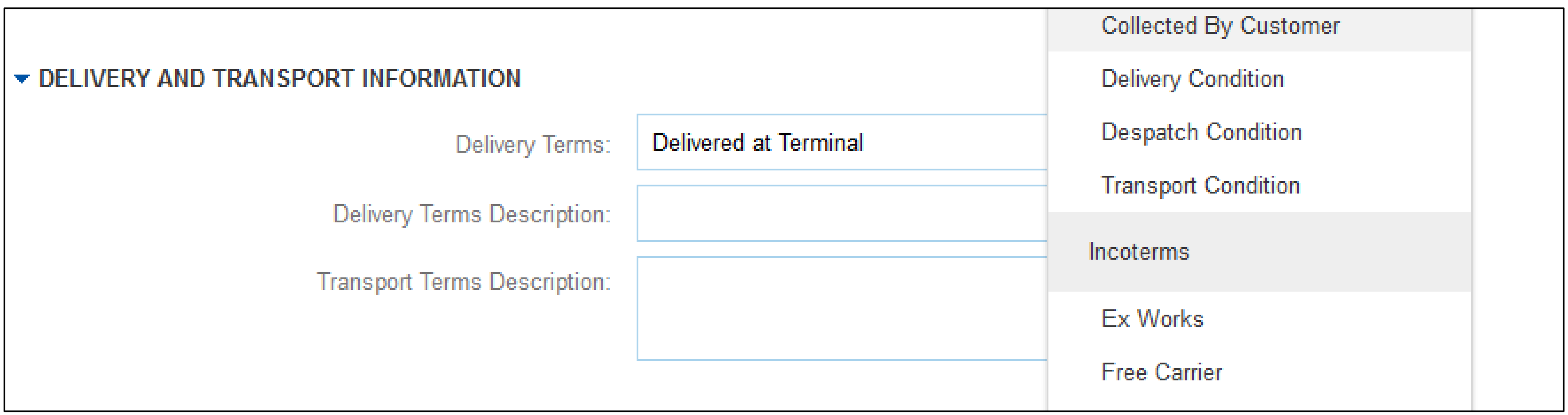


Create Ship Notice (Not in scope for phase I EMEA)

Delivery Terms and Transportation Details

1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

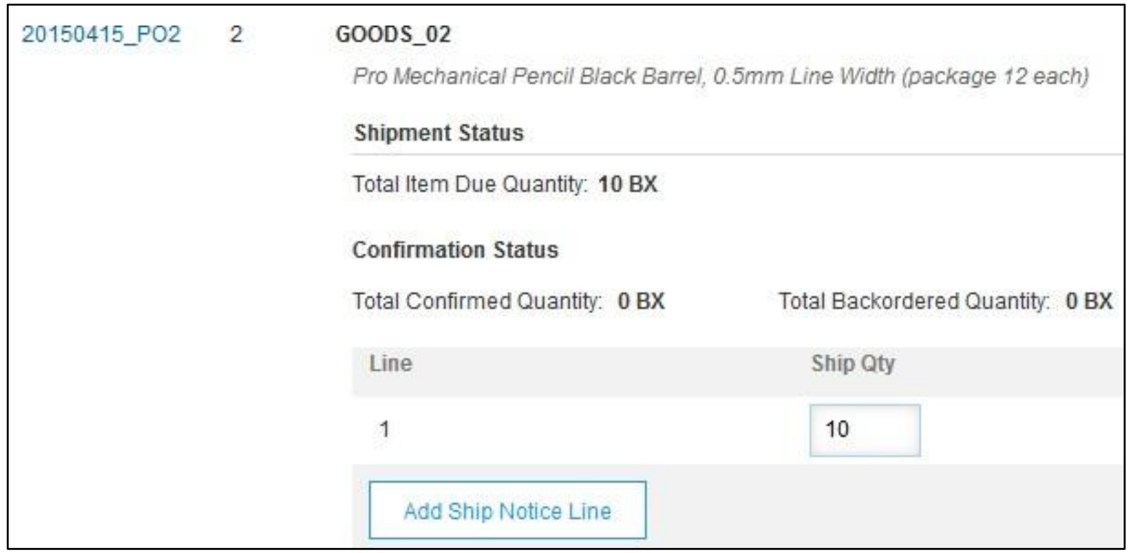


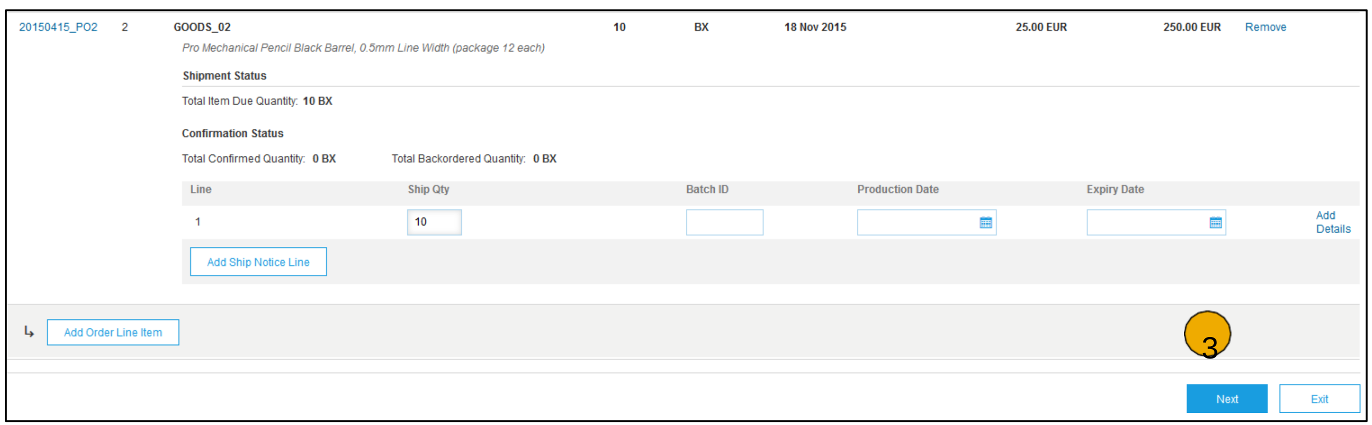


Create Ship Notice (Not in scope for phase I EMEA)

Details

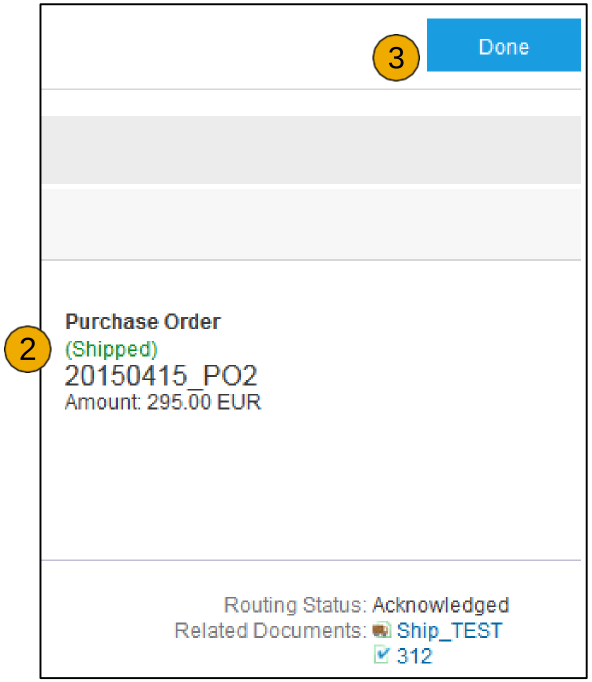
1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Customer Part #** is visible when Collaborative Supply Chain (CSC) is implemented.
3. **Click Next** to proceed to review your Ship Notice.





Submit Ship Notice (Not in scope for phase I EMEA)

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Cargill. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click** Done to return to the Home page.



Thank you for joining the Ariba Network.