Cargill
Supplier Guide

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Section 1: Ariba Network Overview

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Supplier Value

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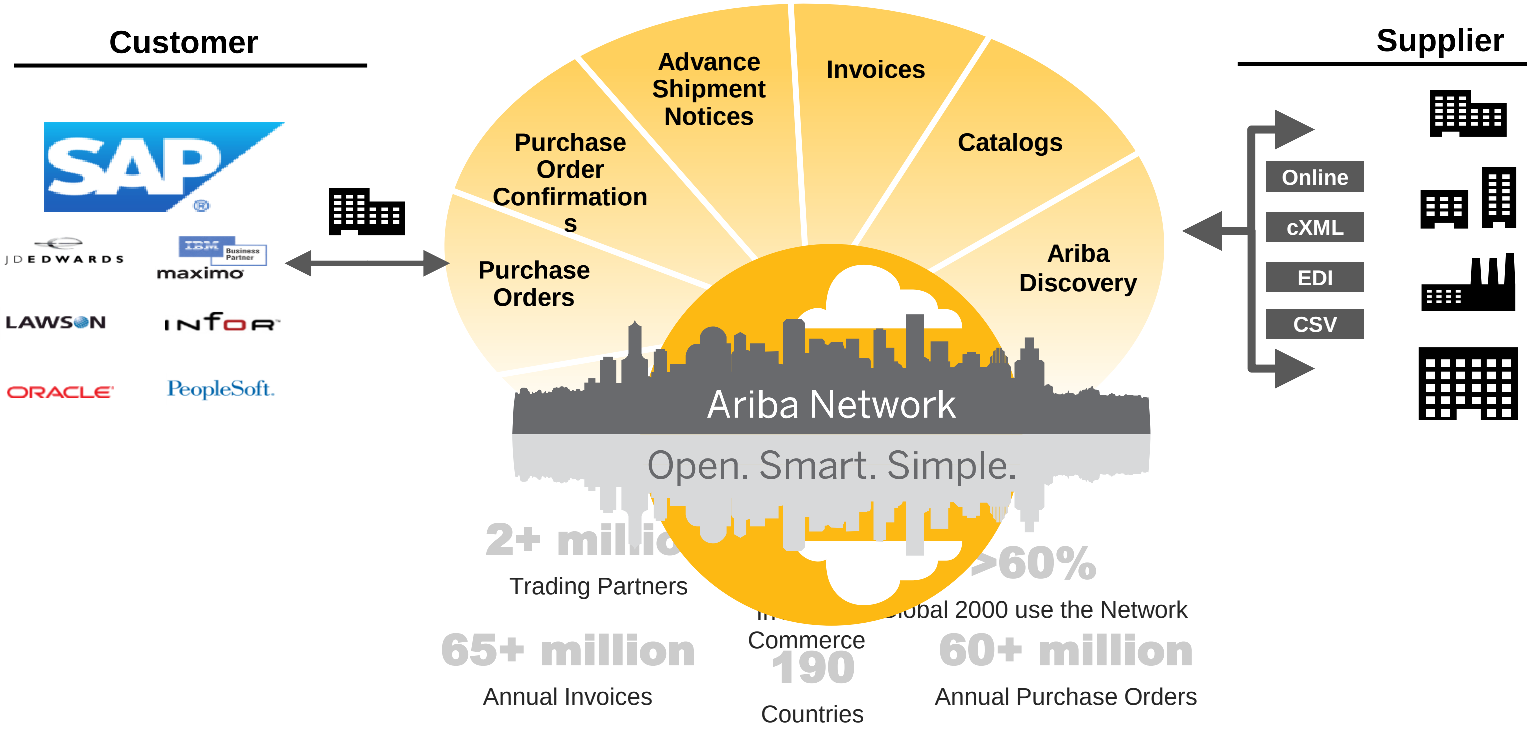
What is Ariba Network?

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.



Watch Video

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Cargill's Procure-to-Pay Transformation Ariba Network Program Notification Letter

Dear Cargill Valued Supplier,

This is to notify your organization has been identified as a supplier Cargill wants to take live on the Ariba Network. We require your support in establishing a Trade Relationship Request with us in order to conduct business via Ariba Network. The go live tentative dates will be revealed soon.

As part of this transition, we request you to provide to us the following mandatory details:

- Please respond to this email confirming the appropriate contact information (**Name, phone, email and address**) in order to receive Ariba related communications
- If your organization is already using Ariba network with other customers, please ensure that you are providing the existing ANID and correct contact information @**CSSP_NASUPPLIERENABLEMENT@CARGILL.COM**
- Trading Relationship Request is an invitation sent from Ariba which establishes the relationship between your organization and your customer
- By signing the trading relationship request your organization agrees to transact with Cargill's Ariba network

Want to know more about Ariba?
Login to https://www.ariba.com/ for more information

Sincerely,
Cargill Strategic Sourcing & Procurement Team
Cargill NA Supplier Enablement Team

Note: This notice applies to the transactions listed above and in AN with Cargill and your company. For all business conducted with Cargill locations outside of AN, please continue business as usual.

Review Cargill Specifications
Supported Documents

Cargill project specifics:

- ***Tax data*** is accepted at the header/summary level or at the line item level of the invoice.

Supported

- **Purchase Order Confirmations**

  Apply against a whole PO or line items
- **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

Review Cargill Specifications
NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**

  Apply against multiple purchase orders; not accepted by Cargill
- **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**

  Credit Memos applied against whole invoices; not accepted by Cargill

SAP Ariba Helps You…

60% average reduction in operating costs

Lower costs

Reduce time and paper usage

Eliminate postage costs

Reduce costs associated with Resources used to generate/ rework the invoices

30% growth in existing accounts
35% growth in new business

Increase your revenue

Become searchable customers using the AN worldwide

Establish new customer relationships via Ariba Discovery

Publish your Catalogs in front of thousand buyers

15% increase in customer retention

Satisfy your customer

Support your customer’s strategic business plan

Become a preferred supplier

Simplify the communication process

80% efficiency & transform business operations

Stay organized

Consolidate Network relationships under one account

Enjoy a simple way to store POs and invoices

Get better visibility into customers' spend and payments

View invoice status in real time

62% decrease in late payments

Receive faster payments

Help your invoice reach the correct contact in the approval flow

No need to confirm the orders via email/phone

Feel confident all order information is complete and accurate

Prevent errors through system checks

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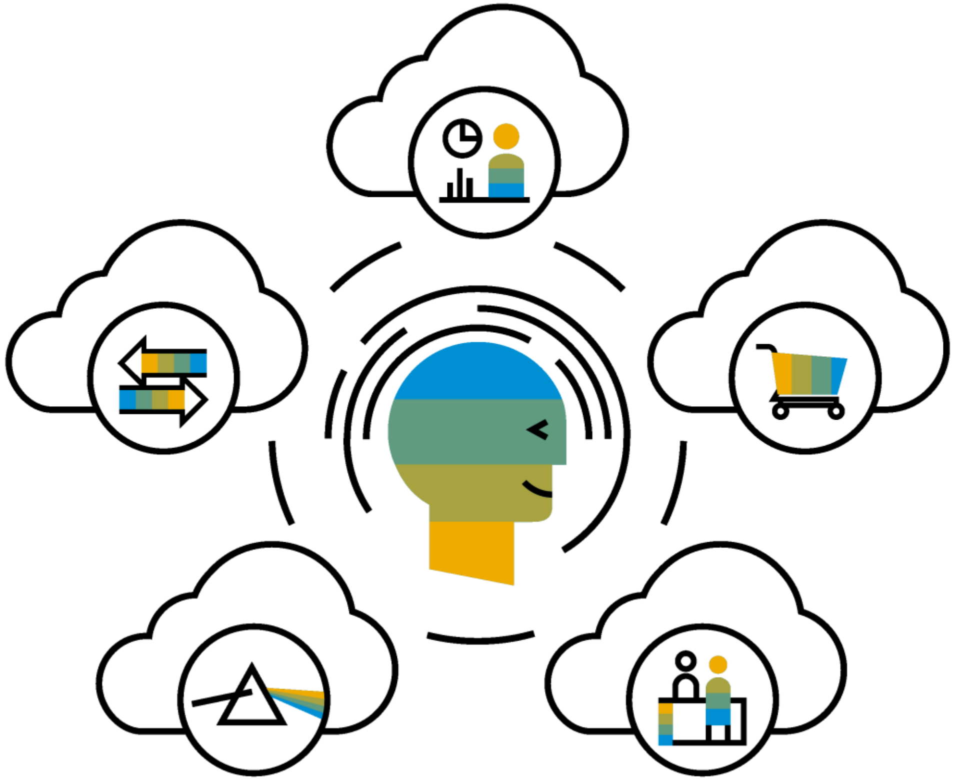
Ariba Network Fee Schedule Basics



FREE for all suppliers to join and begin transacting

Two components of the supplier fee schedule: Transaction Fees and Subscription Fees

Chargeable documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses

Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Subscription Levels

Premium

- Unlimited portal access
- Electronic catalogs
- Supply Chain Collaboration
- Customer support
- Long-Term Invoice Archiving
- Reporting

Bronze

Premium, plus:
- Ariba achievement badges
- Free Discovery RFI/RFQ response

Silver

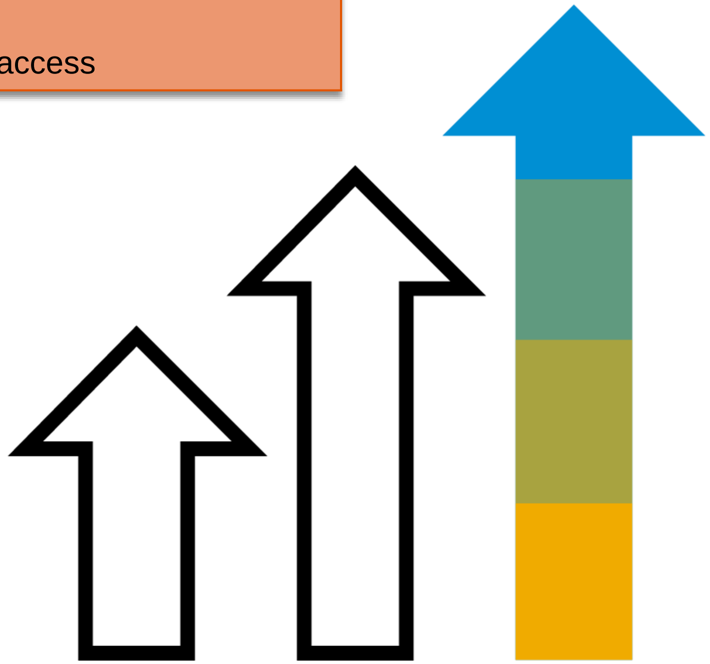
Bronze, plus:
- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

Gold

Silver, plus:
- Unlimited responses to sales opportunities
- Priority support access

Platinum

Gold, plus:
- Ariba LIVE pass
- Extended integration support



Read more about subscription levels, calculate your fees & check out other currencies on our website
https://www.ariba.com/ariba-network/ariba-network-for-suppliers

Supplier Fee Schedule

Transaction Fees

Billed every quarter
Per-relationship fee cap: $20,000/year

Without Service Entry Sheets
0.155% of transaction volume

With Service Entry Sheets
0.35% of transaction volume

+

Subscription Fees

Billed once a year

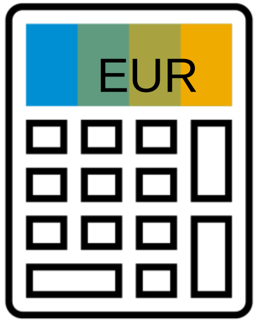
Annual Document Count Across All Customer Relationships	**Subscription**	**Annual Fees**
Up to 4 documents	Premium	**Free**
5 to 24 documents	*Bronze	$50
25 to 99 documents **or** EDI/cXML usage	Silver	$750
100 to 499 documents	Gold	$2,250
500 and more documents	Platinum	$5,500

***Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

Fee Threshold
$50,000 and 5 Documents
Suppliers who do not cross the Fee Threshold will not be charged fees

Supplier Fee Schedule

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



Transaction fees (billed quarterly)

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

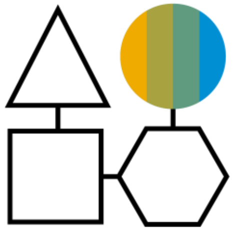
+

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.

Section 2: Set Up Your Account

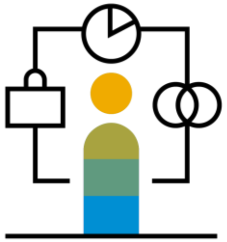


Basic Account Configurations

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

Enablement Tasks

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



Advanced Account Configuration

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

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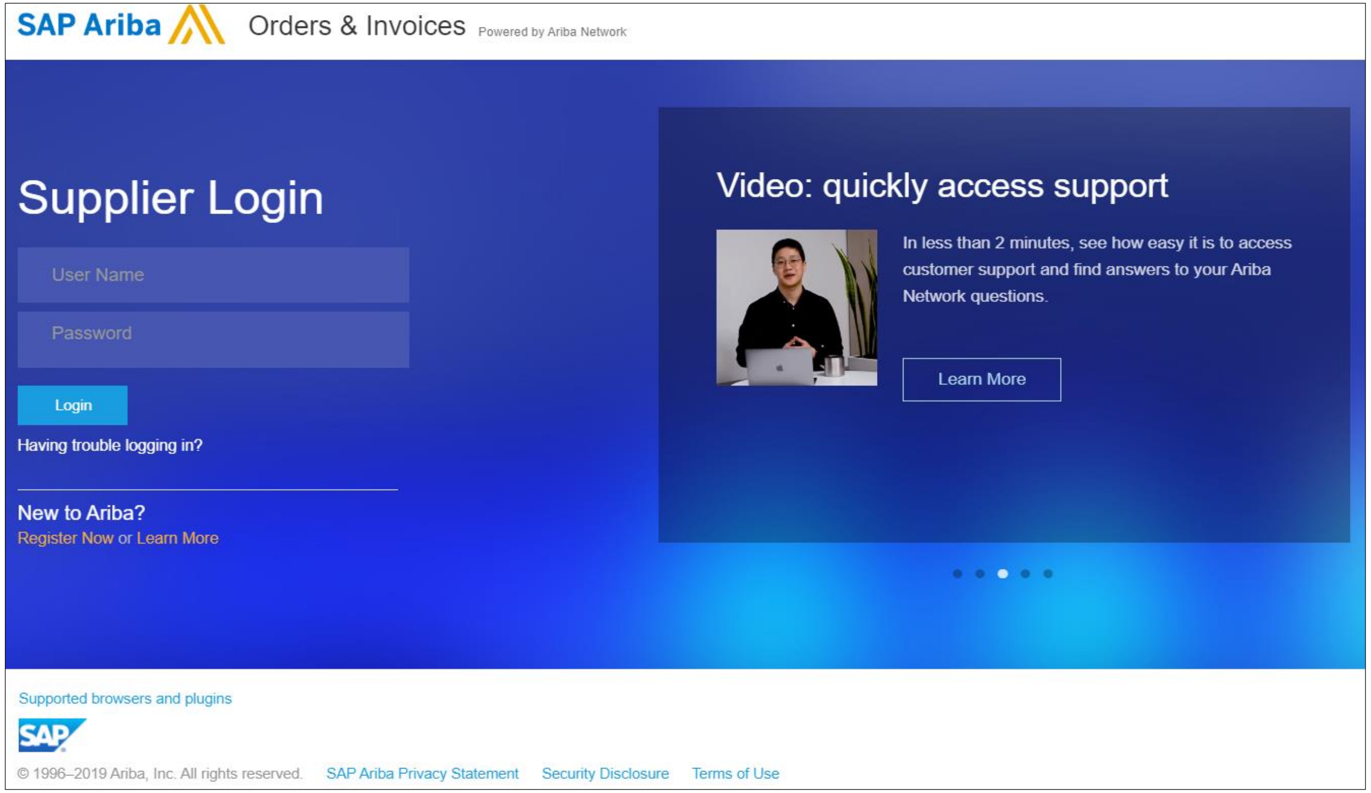
GETTING STARTED WITH ARIBA NETWORK

Logging In

1. Navigate to supplier.ariba.com.
2. Enter the User Name and Password you created when registering.
3. Click Login.



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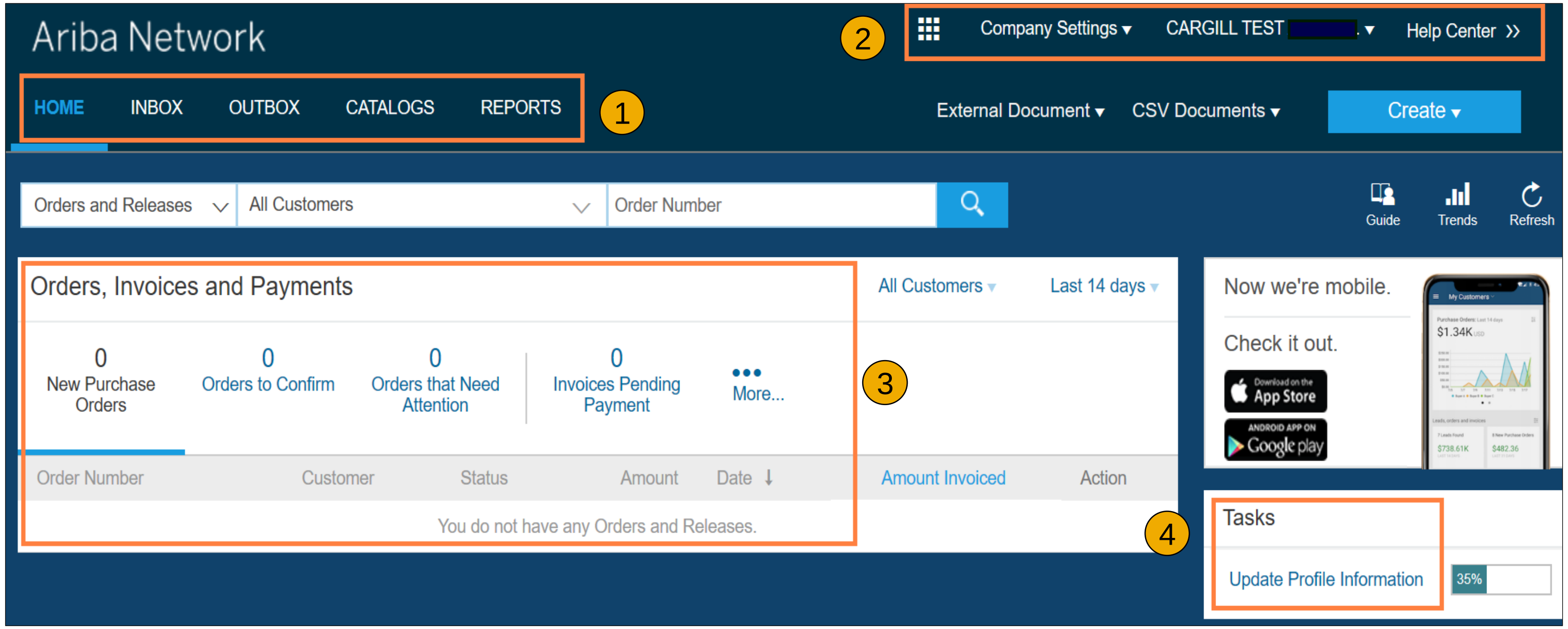
Navigating the Home Page

Once logged in, you will be directed to the home page. From here you will have access to tools you will need to begin transacting electronically.

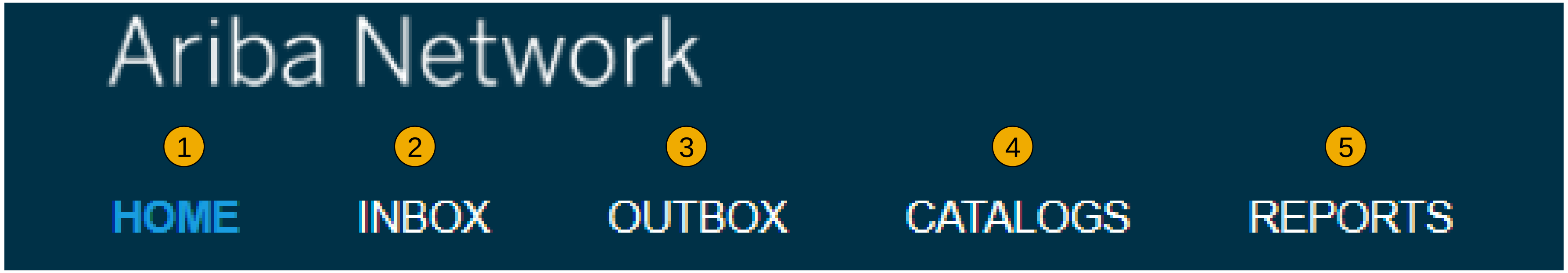
Home Page Major Sections

1. **Main navigation** – Easily navigate between tools within Ariba Network.
2. **Company information and settings** – Quickly view your account information and settings.
3. **Order, invoice, and payment notifications** – Quick overview of order, invoice, and payment status.
4. **Tasks** – View any pending tasks to make sure your account is complete.



Main Navigation

1. **Home** – This is how you will navigate back to the home page.
2. **Inbox** – This is where you will find incoming notifications, orders, and releases. You will be able to create invoices, ship notices, order confirmations, and much more from this tab.
3. **Outbox** – This is where you can find your outgoing invoices, order confirmations, and ship notices. You will be able to create credit memos and view their status from this tab.
4. **Catalogs** – This is where you will be able to create, view, and edit your standard or Punch Out catalogs.
5. **Reports** – This is where you will be able to create and view reports on your account usage, such as POs and invoices sent through the network.



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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 –** Cargill issues payments out of SAP TC2. Cargill does not utilize SAP Ariba as a payment system; you will continue to utilization payment notifications from Cargill for Cash Application.
- **Test Account Creation (only available in certain scenarios, i.e. Catalogs) –** 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.

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

Note: Please check the fee structure before accepting the TRR

Read more about subscription levels, calculate your fees & check out other currencies on our website https://www.ariba.com/ariba-network/ariba-network-for-suppliers

SAP Ariba

To *SMO Supplier 1*,

ACTION REQUIRED

Your customer, **SMO Buyer**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with SMO Buyer, click the link below to get started.

→ Accept your customer's trading relationship request

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

WHAT IS THE ARIBA NETWORK?

Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

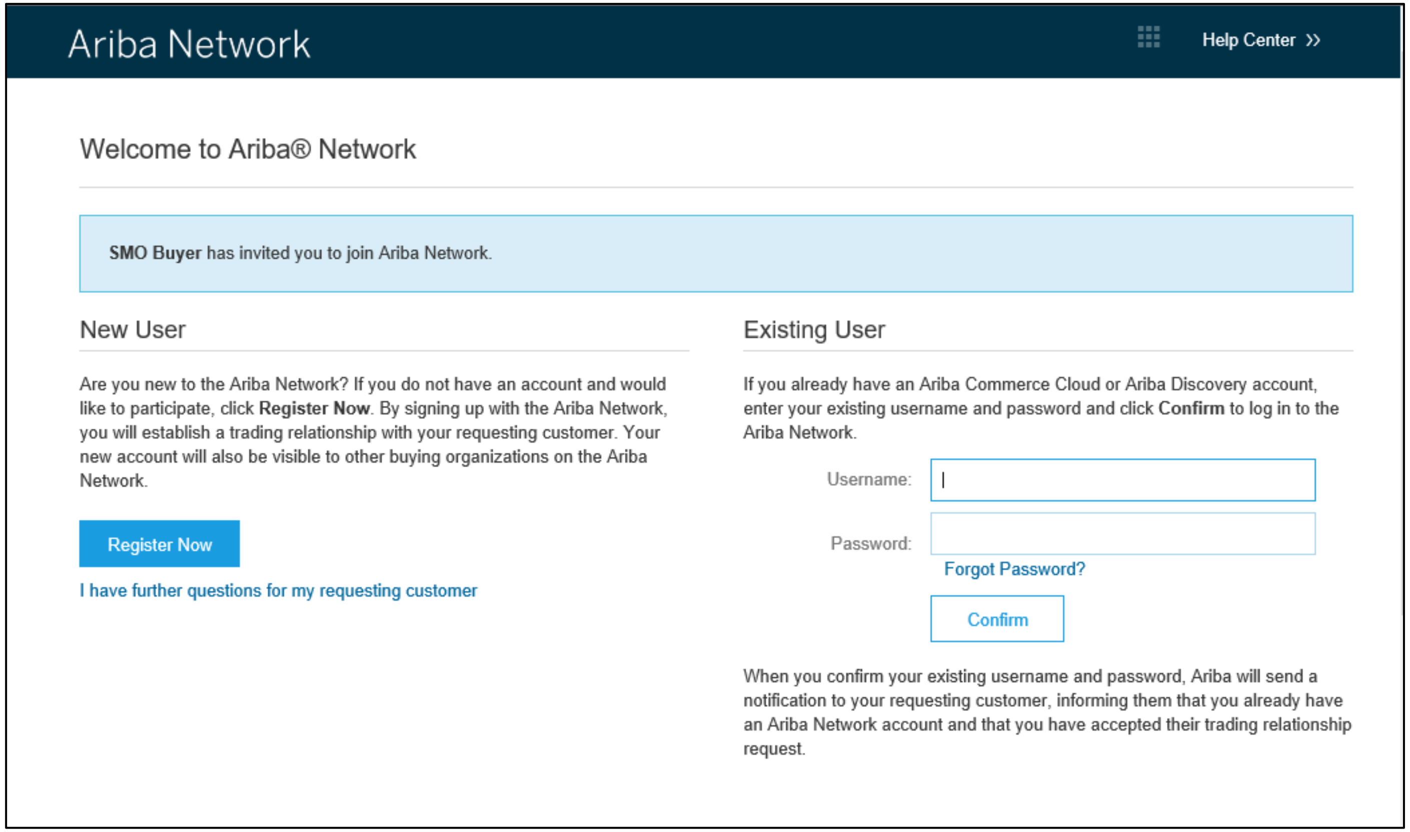
- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

Select One…

First Time User

Existing User

Be sure to verify your internal process and if you already have an existing Ariba Network account.
If your company currently transacting on the Ariba Network, Cargill recommends you reach your E-Commerce team to verify the correct ANID.



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Register as a New User

1. Click **Register Now.**

2. Enter Company Information fields marked required with an asterisk (*) including:

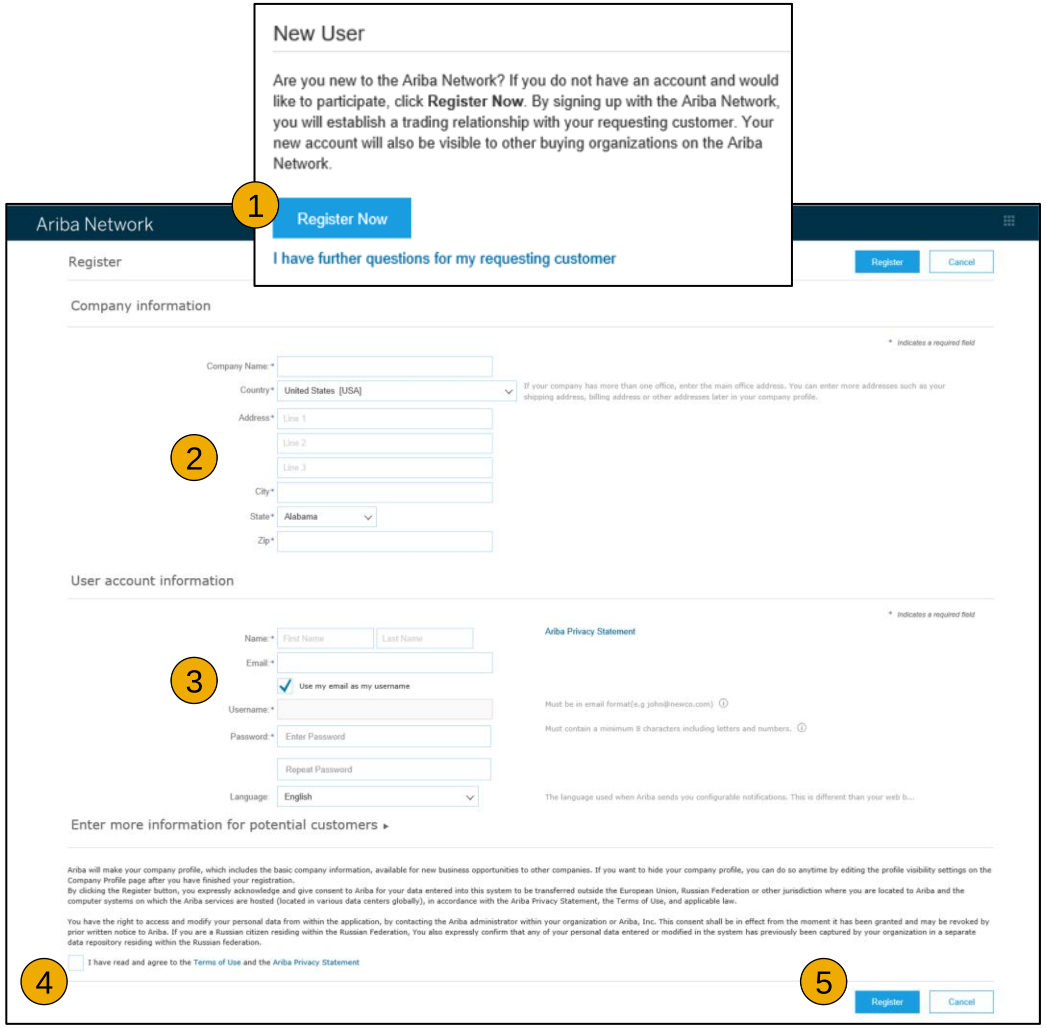
- **Company Name**
- **Country**
- **Address**

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

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

1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.



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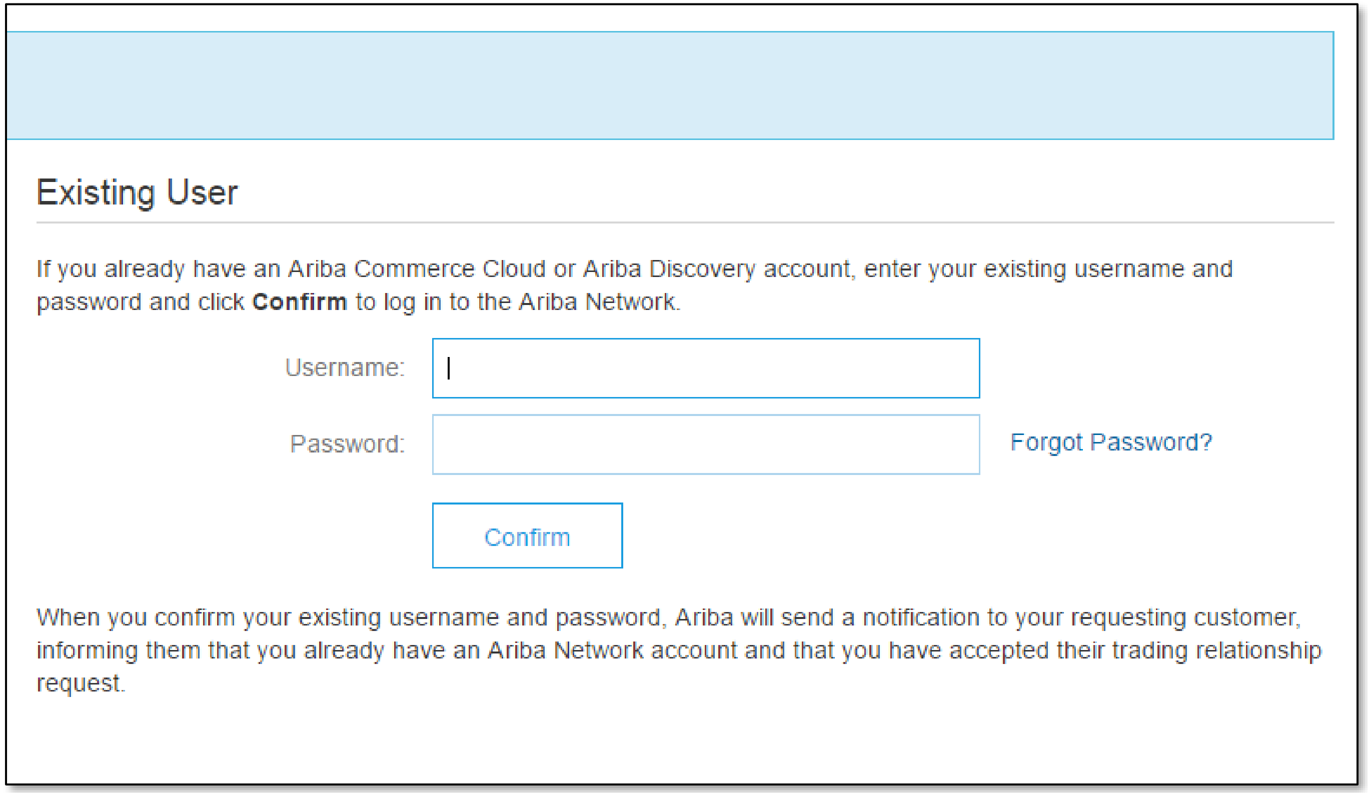
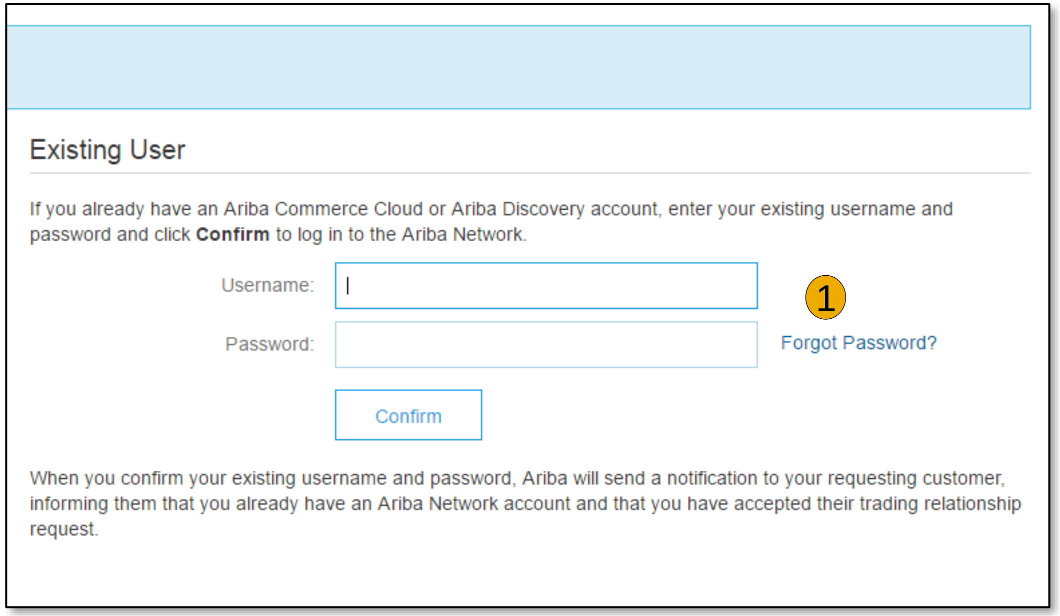
Accept Relationship as an Existing User

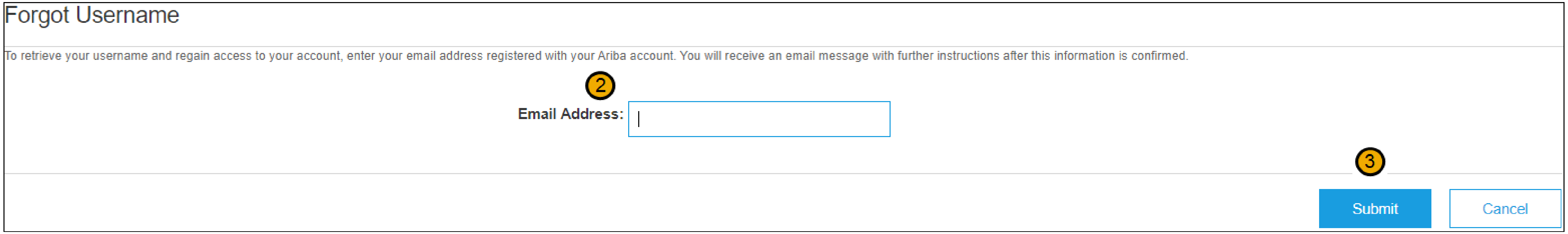
1. **Log in** using your current Ariba username and password in order to accept the relationship with your customer.



In case if you forgot the password

1. Click on forgot password
2. Enter your email address
3. Submit to retrieve your password.

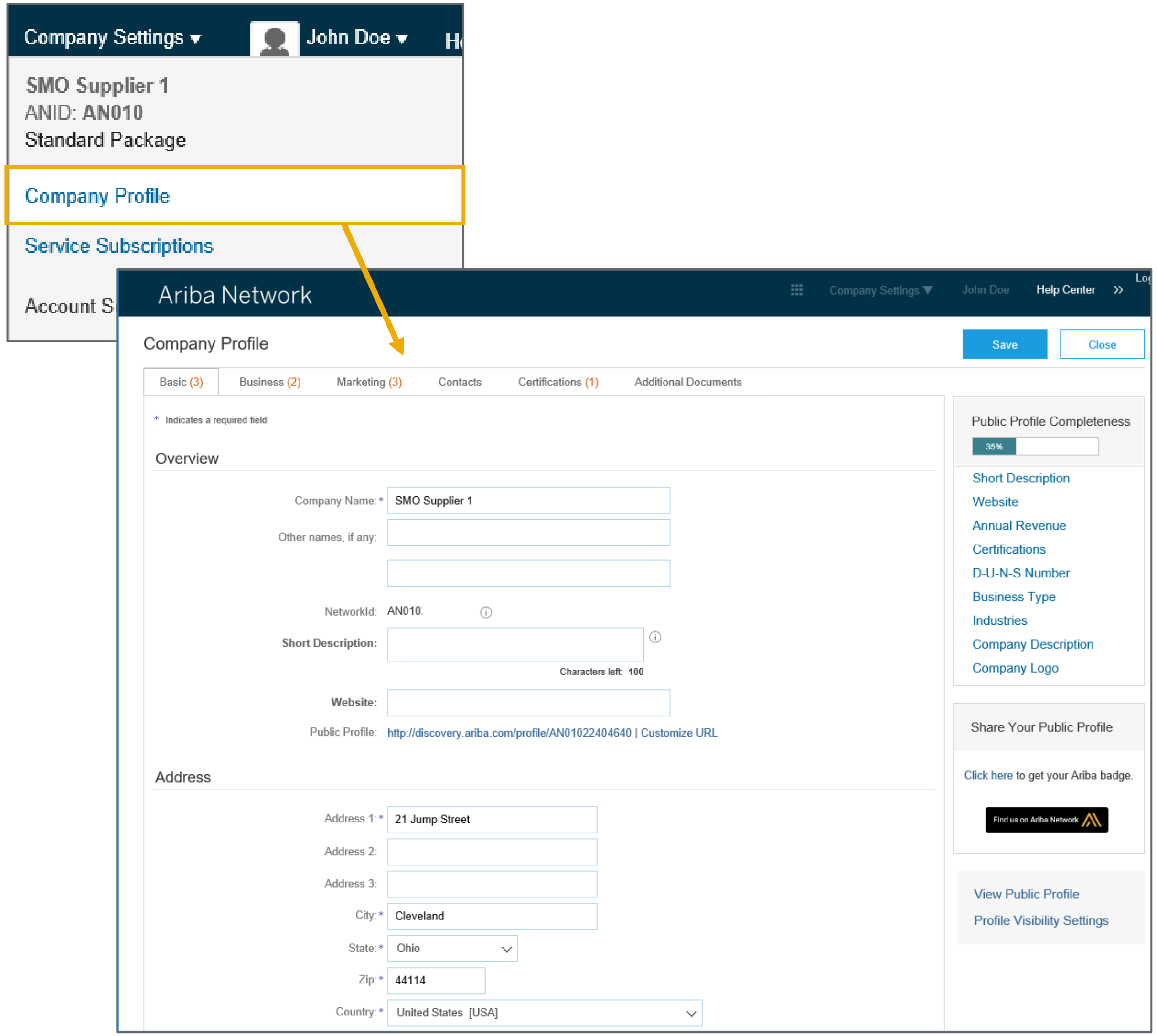




Complete Your Profile

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.



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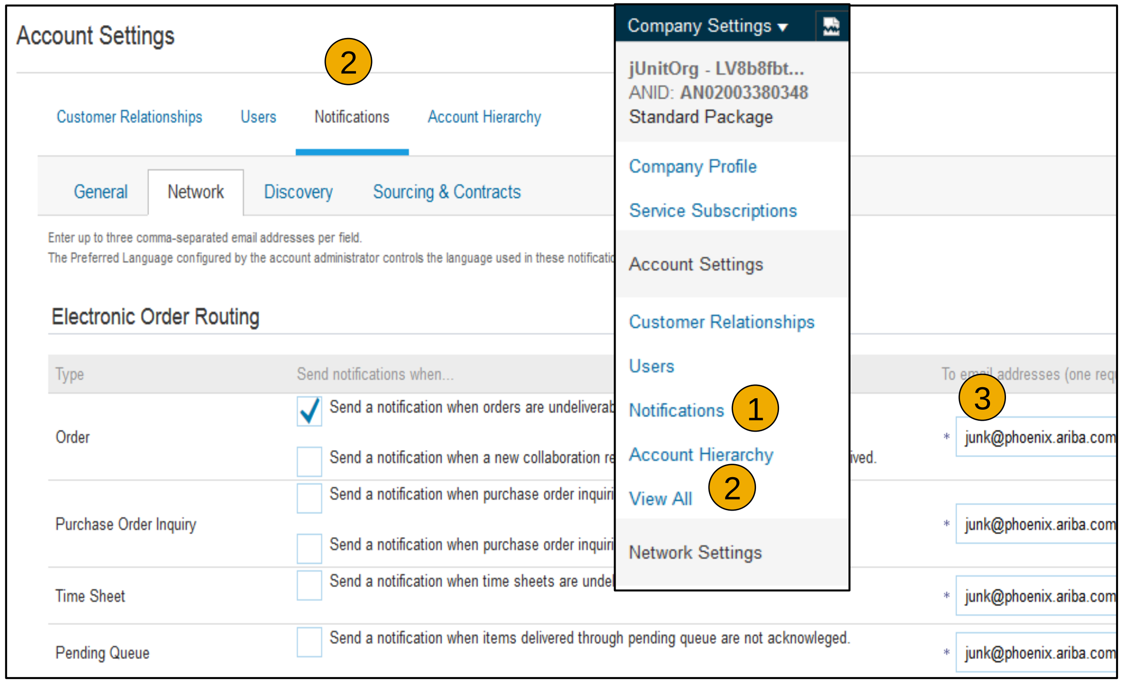
Configure Your Email Notifications

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.



Note:

1. Cargill recommends to create a shared mailbox in order to receive notification
2. Make sure Cargill is showing under your **customer relationships**

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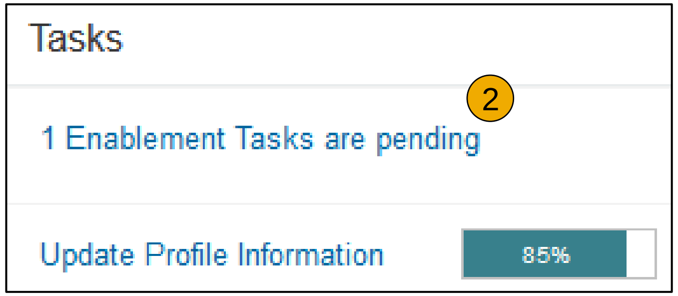
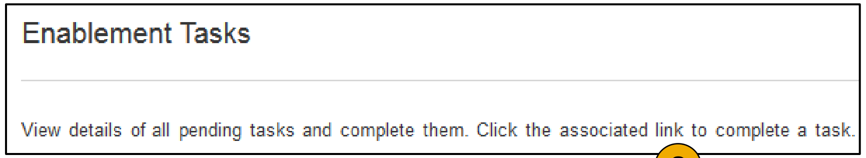
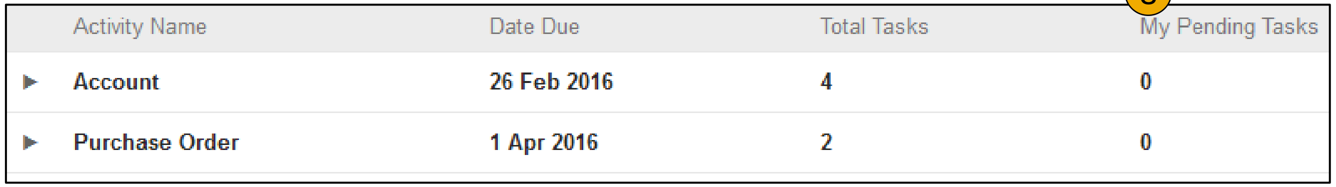
Configure Your Enablement Tasks

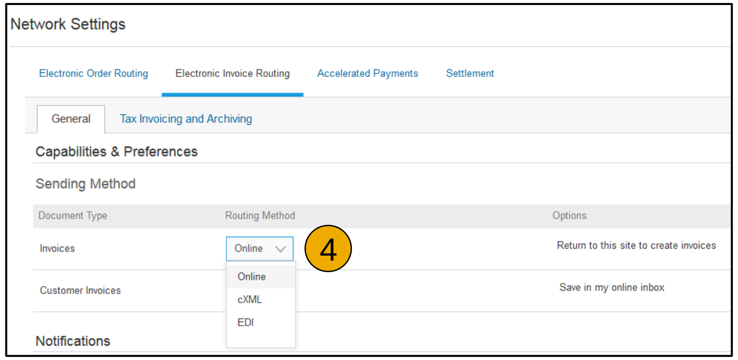
1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
   Online, cXML, EDI, Email,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

   (Cargill's preferred method is Email)





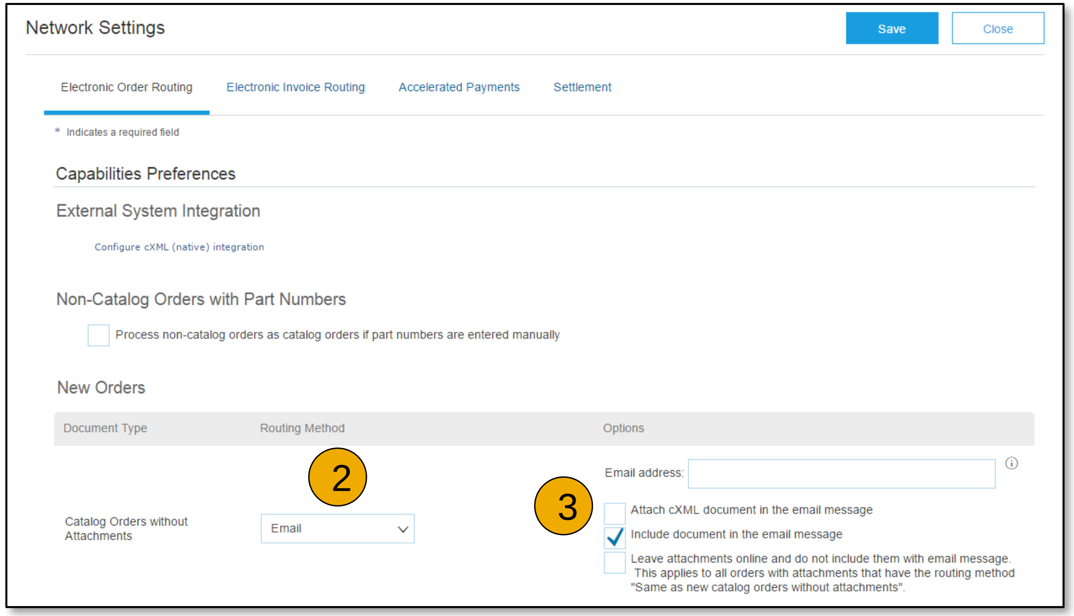




Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
   - **Online**
   - **Email**
3. **Configure** e-mail notifications.



Route Your Purchase Orders

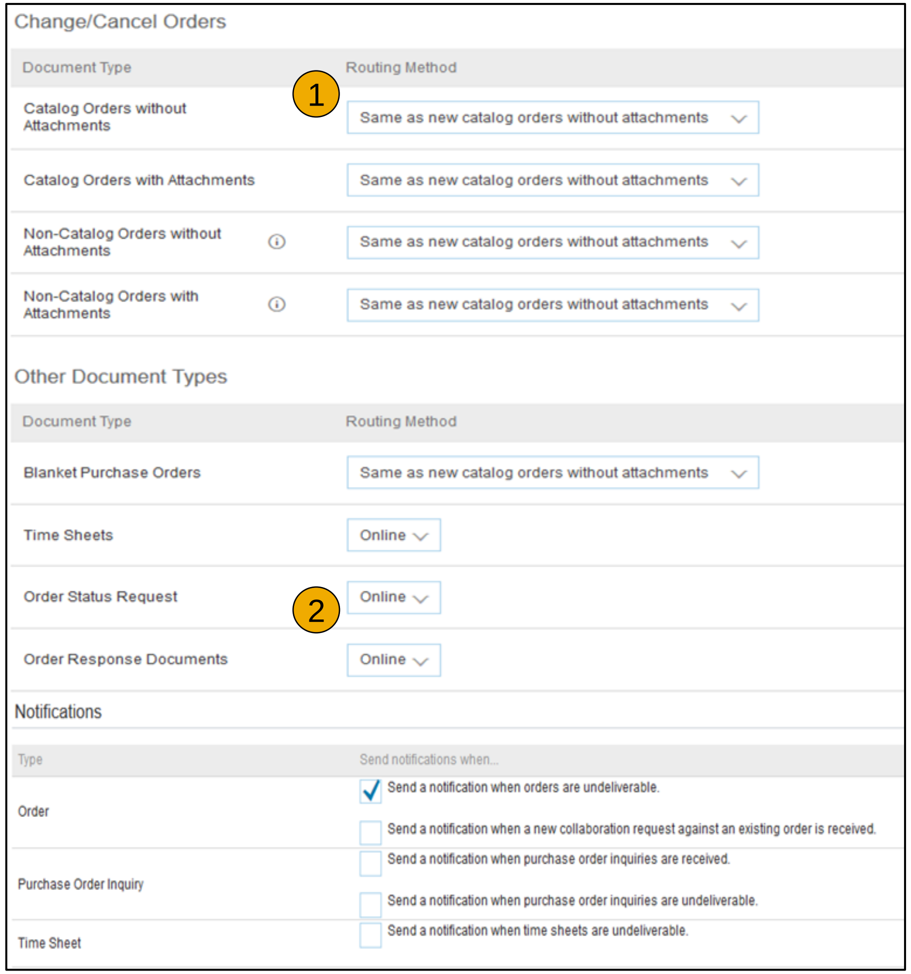
Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, when orders are received within your AN Account.

Select Electronic Order Routing Method

Notifications

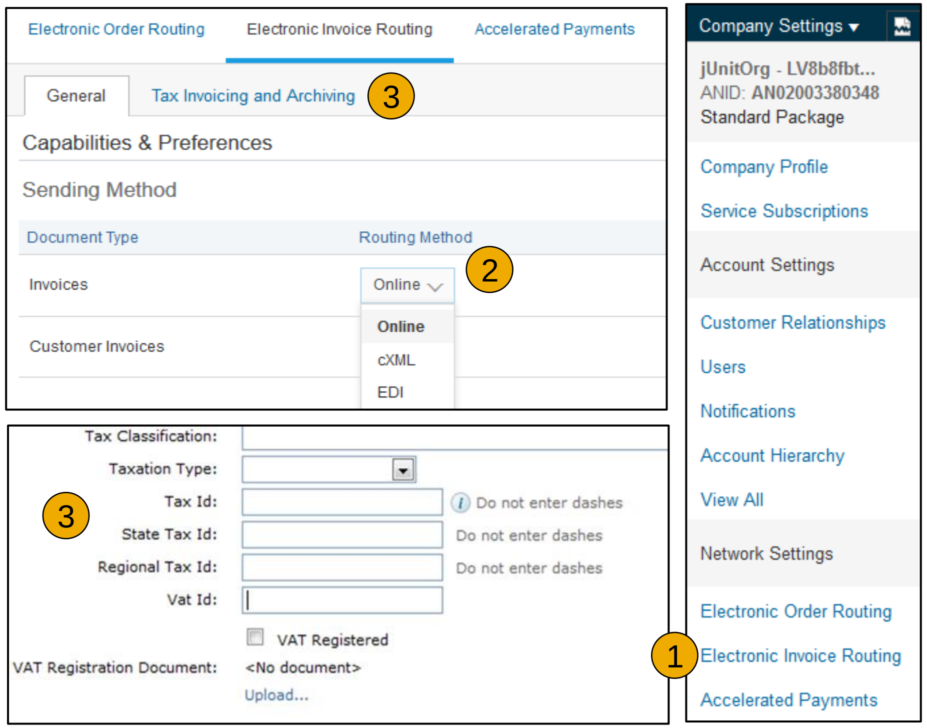
1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Confirmations



Select Electronic Invoice Routing Method

Methods and Tax Details

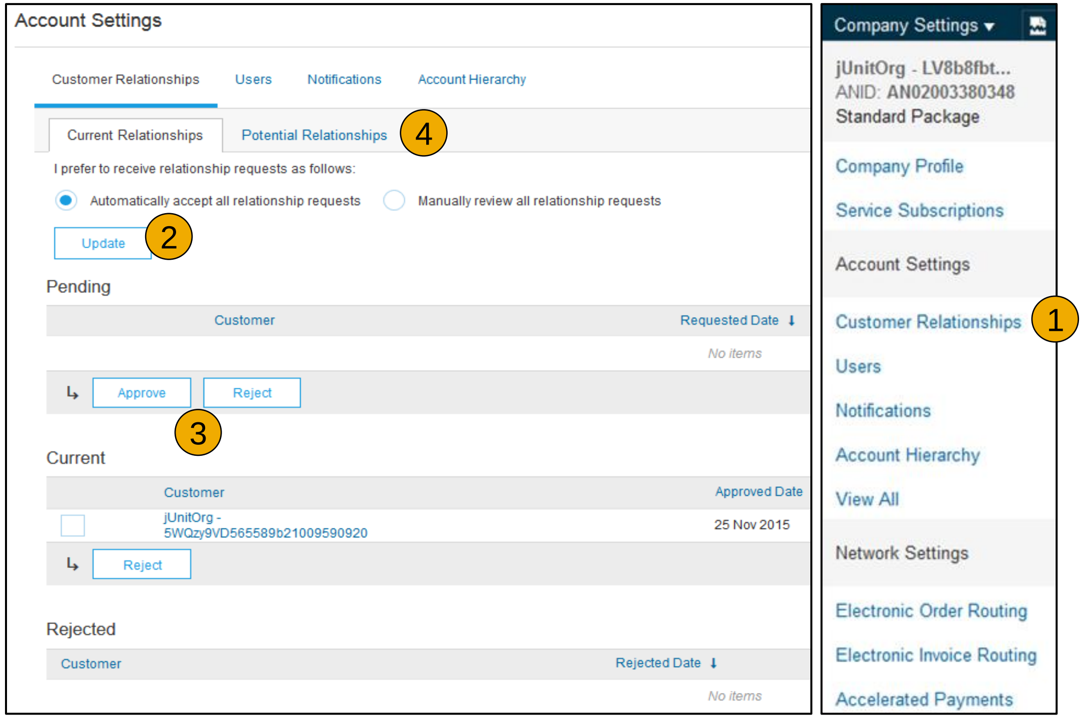
1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. **It is recommended to configure Notifications to email (the same way as in Order Routing).**
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab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



Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. Contact your customer @ CSSPNA_SUPPLIERENABLEMENT@Cargill.com if the TRR is rejected by accident.
4. **Find** potential customers in Potential Relationships tab.



Note: Cargill recommends to customize the settings to accept customer relationships manually to better comprehend Cargill's Ariba requirements.

Set Up User Accounts
Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

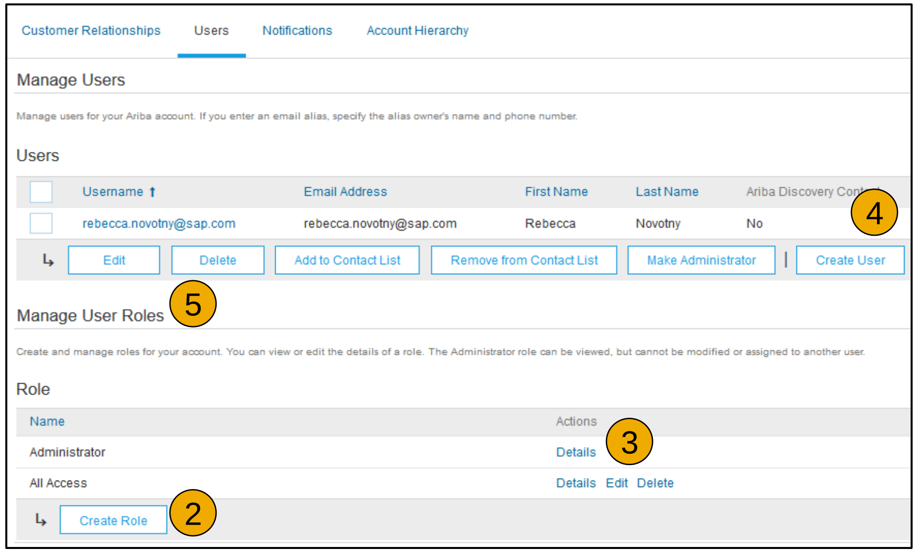
User

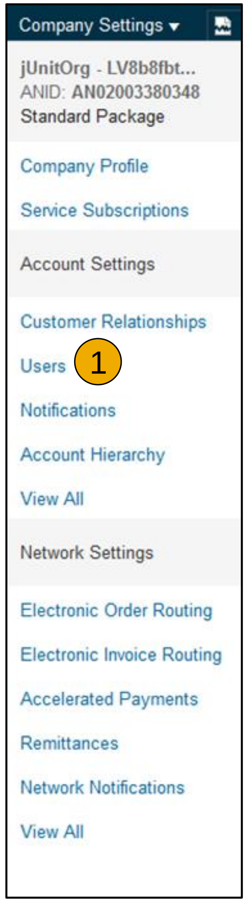
- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. 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.

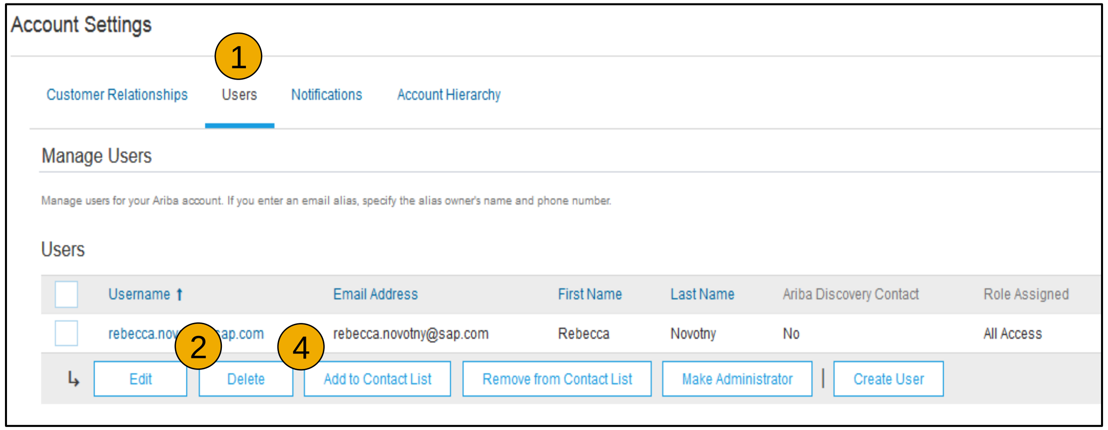


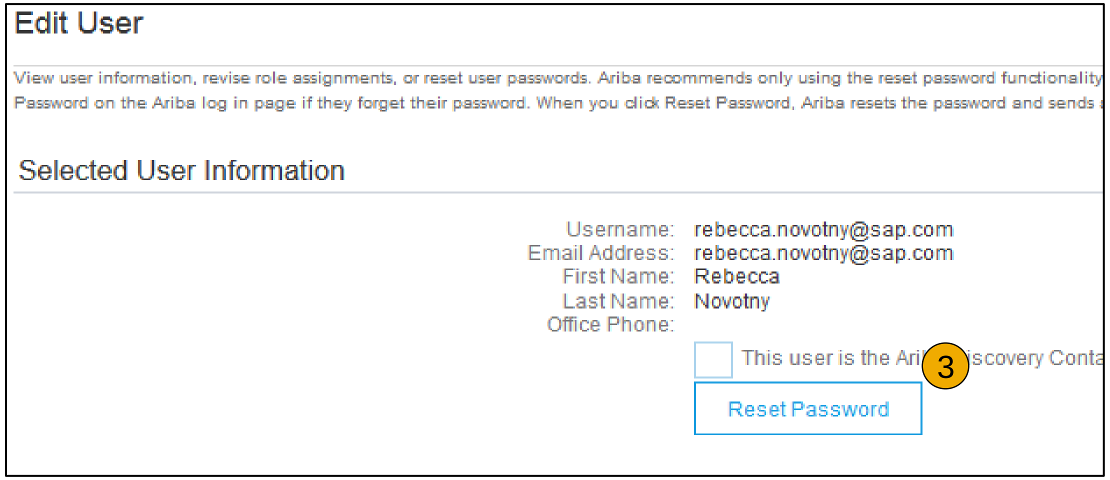


Set Up User Accounts

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 by selecting a user and clicking Make Administrator, you can transfer the role to this user.





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 customers with several 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.

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 account management 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:

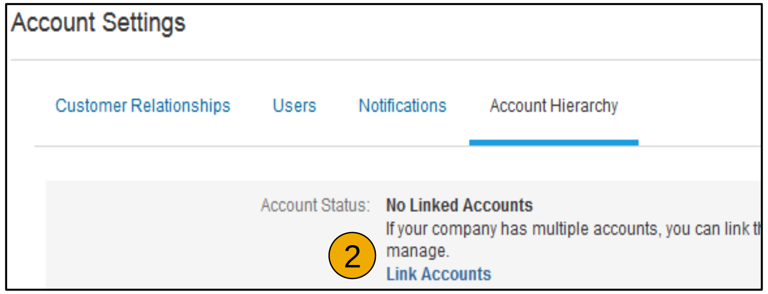
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

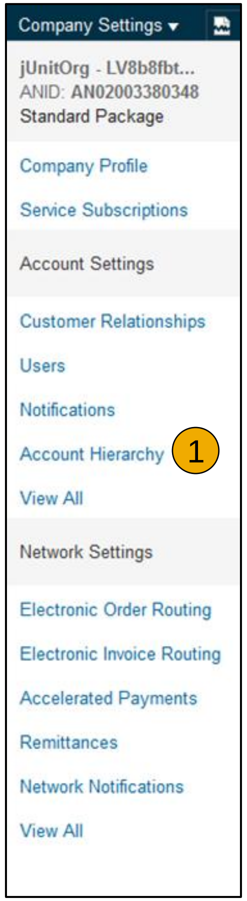
Create an Account Hierarchy

1. **From the Company Settings** menu, click Account Hierarchy.
2. **To add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** log in if you are the Administrator of the account.

   Note: If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.





Section 3: Purchase Order Management

View Purchase Orders

Purchase Order Detail

Create PDF of Purchase Order

Cargill Requirements- Important

For Cargill suppliers that are live on AN:

- Purchase Orders will be solely sent via Ariba Network.
- Material Purchase Order confirmations must be done by the supplier in Ariba.
- Purchase Orders must be flipped into an invoice in AN, or else payment will not occur.
- Cargill does have specific requirements for suppliers transacting in AN with us .. Cargill's requirements may be different than other customers (buyers)
- Cargill AN suppliers may support Cargill businesses that do not use SAP TC2 for transactions. In these cases the supplier should transact as they have previously with that business.
- Suppliers that are unaware of their companies Ariba account should be directed to contact their companies AN account administrator, e-commerce group, or electronic business team for info.
- Suppliers with questions about their companies business relationship with Cargill in AN should contact Cargill’s NA Supplier Enablement team at CSSP_NASUPPLIERENABLEMENT@CARGILL.COM.

Cargill Requirements- Important Cont.

Providing back up documentation for a PO from Cargill:

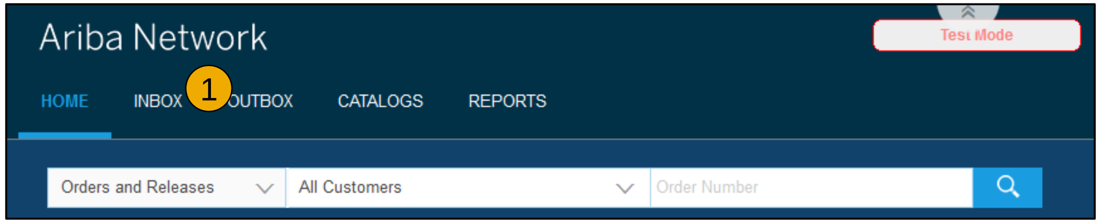
- You can attach support documents to any Cargill transaction in AN by adding notes in AN when you confirm and or invoice the order or by attaching related documents (quotes, estimates, time sheets) or by emailing the Cargill buyer directly.
- Payments will be made based on the actual PO values; PO values must reflect what you expect to be paid for the transaction. If PO values do not match what you expect to be paid you must work with your Cargill buyer to make corrections.

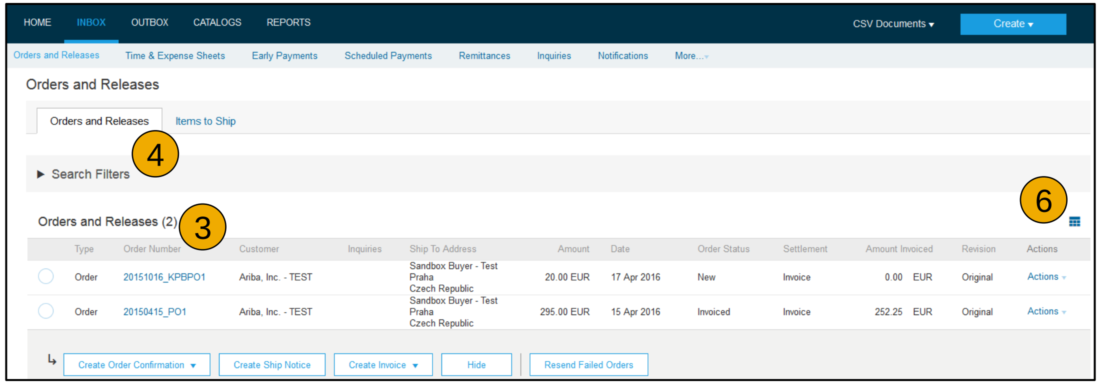
Note: If a service line is added before the order is confirmed, cancel the service line and the supplier will have the ability to confirm the order again

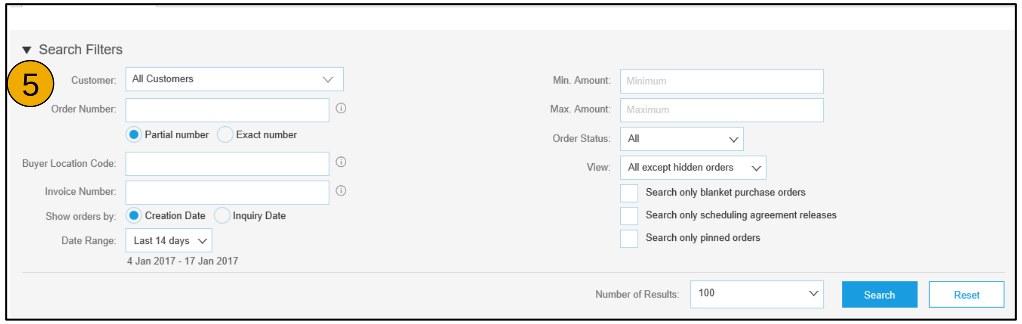
Manage POs

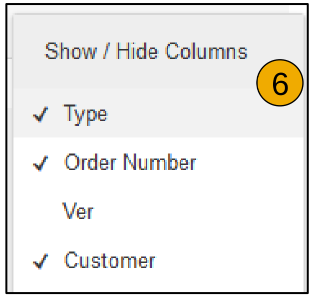
View Purchase Orders

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 (Recommended-Search by PO)
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.









Manage POs

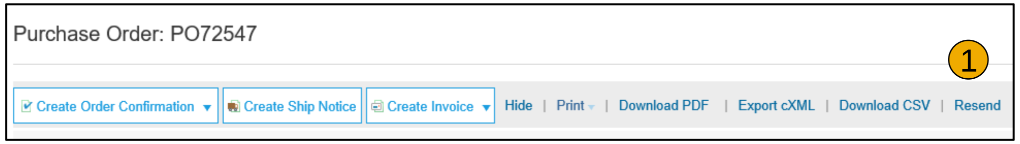
Purchase Order Detail

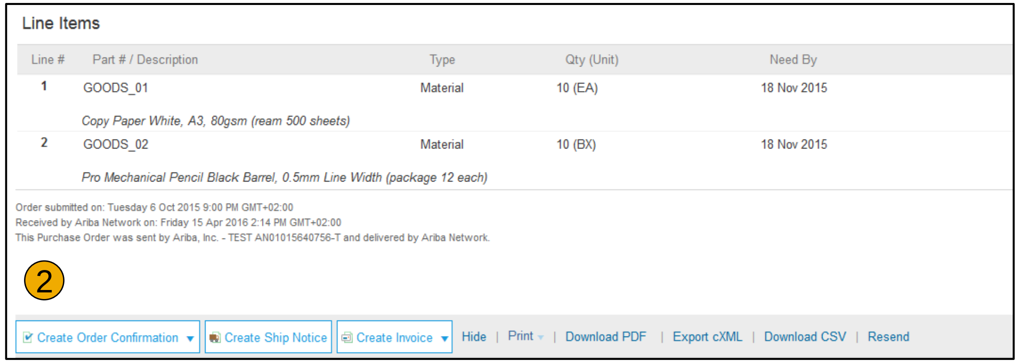
1. **View** the details of your order.
   The order header includes the order date and information about the buying organization and supplier.

   Note: You can always Resend a PO which was not sent to your email address.

   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. The sub-total is located at the bottom of the purchase order.





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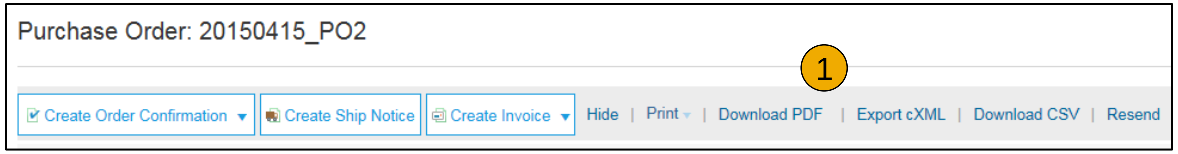
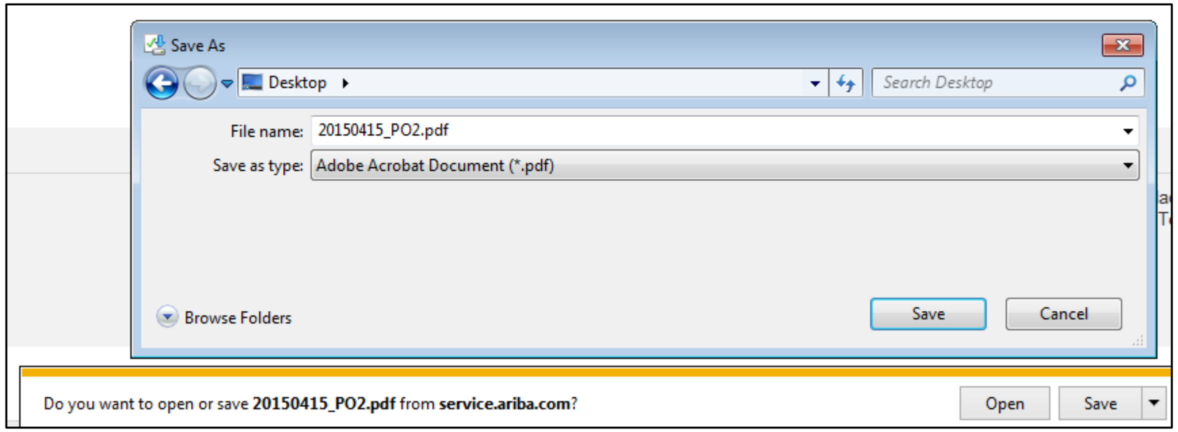
Manage POs

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: Order Confirmations

Order Confirmations (OC)

Confirm Entire Order

Update Line Items

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Create Order Confirmation

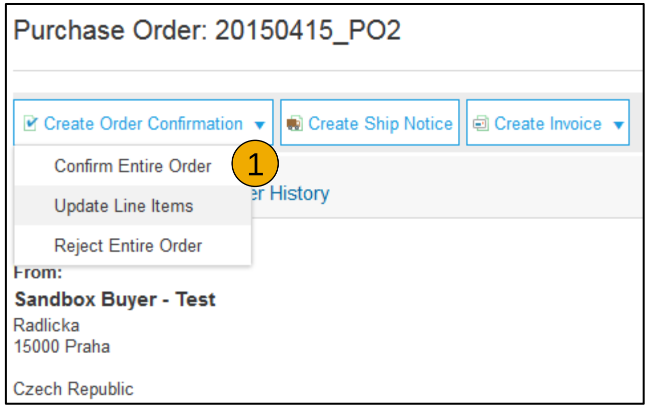
Confirm Entire Order (Header Level)

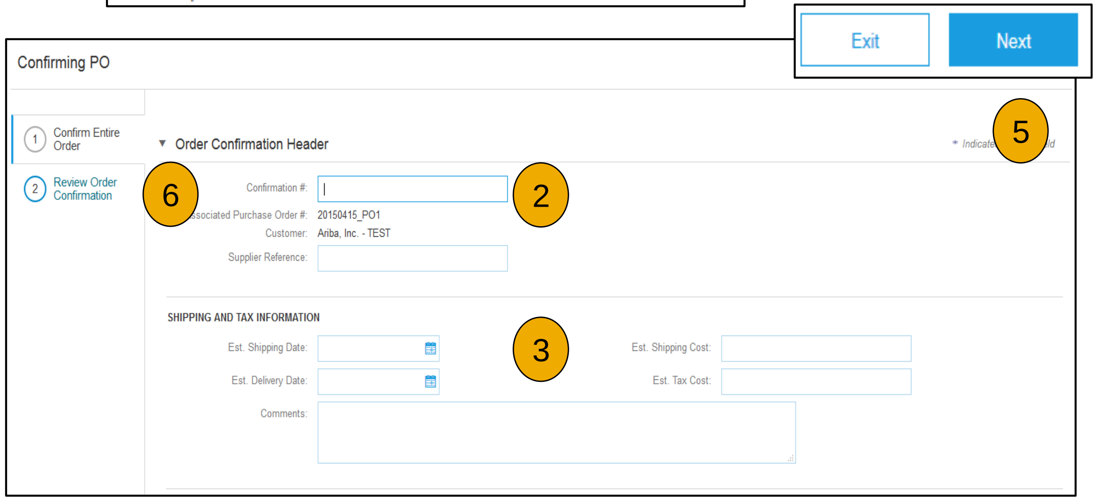
This slide explains how to Confirm Entire Order.

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

Your order confirmation is sent to Cargill.

Note: Order confirmations are required for all the POs received by North American suppliers.
Respective buyer needs to be contacted if there is any price change/to add additional charges.



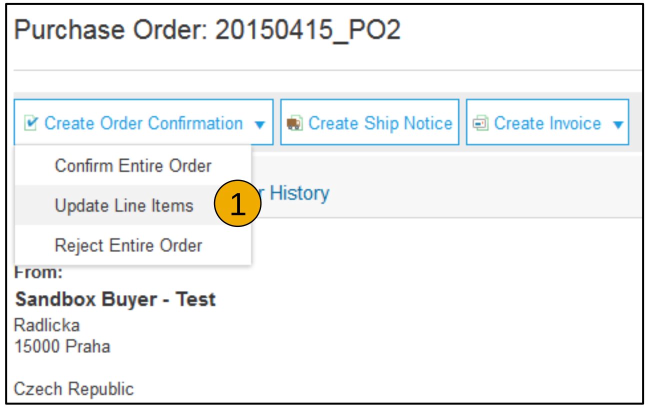


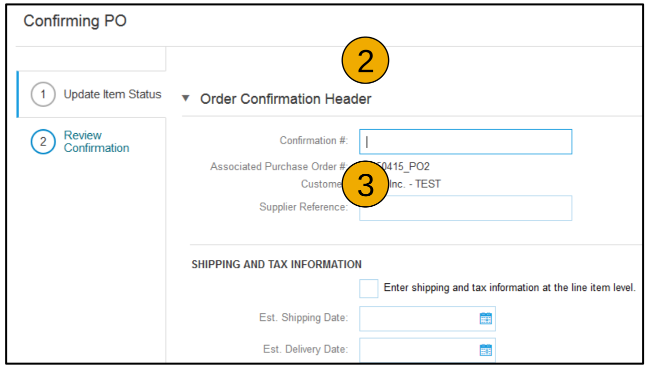
Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed.
Click Done to return to the Inbox.

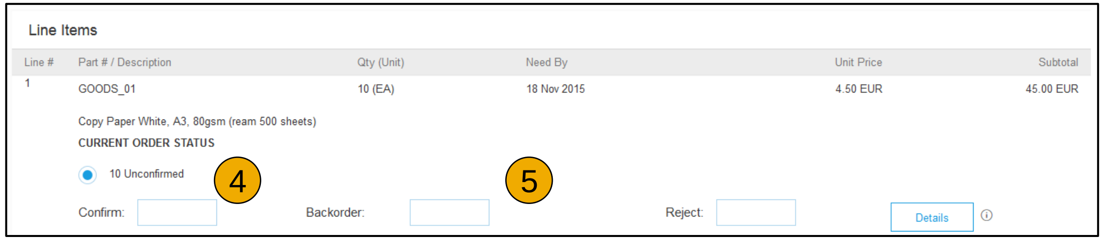
Create Order Confirmation

Update Line Items (Line item level)

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).
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** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.



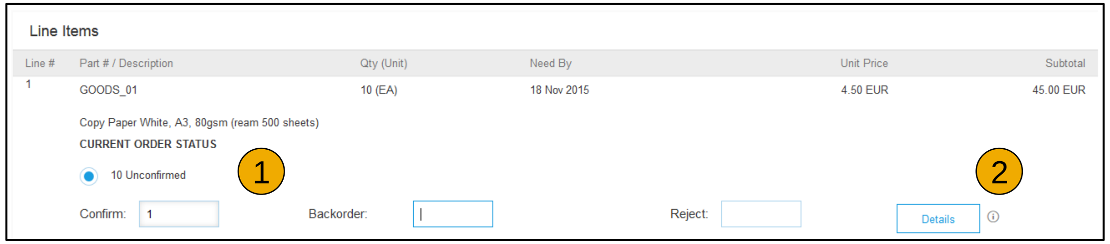


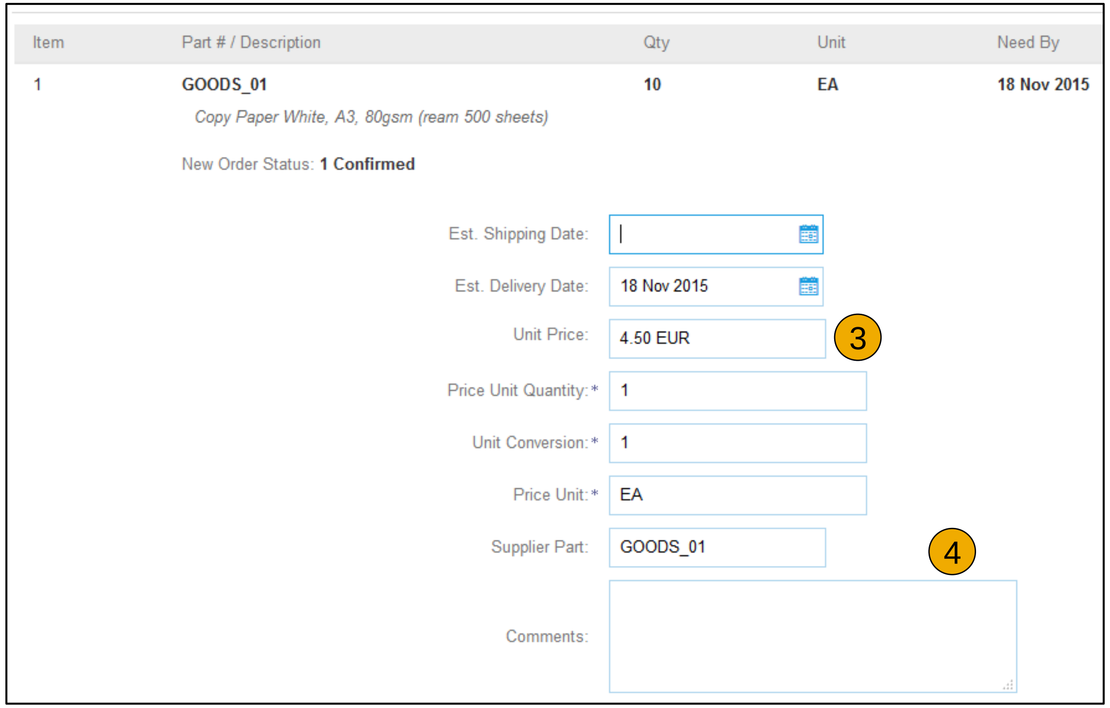


Confirm Order

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.





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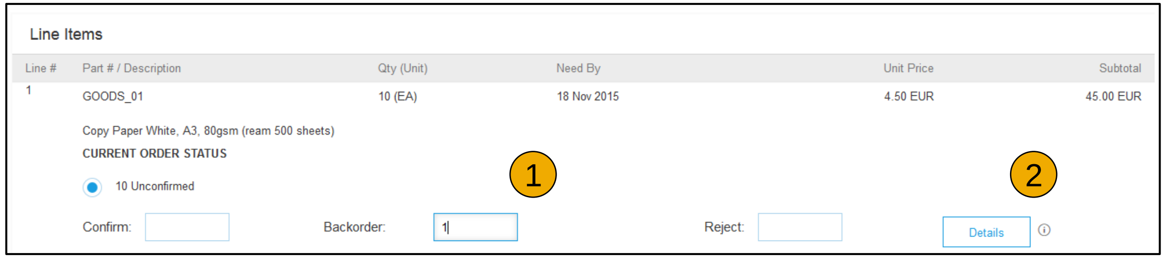
Confirm Order

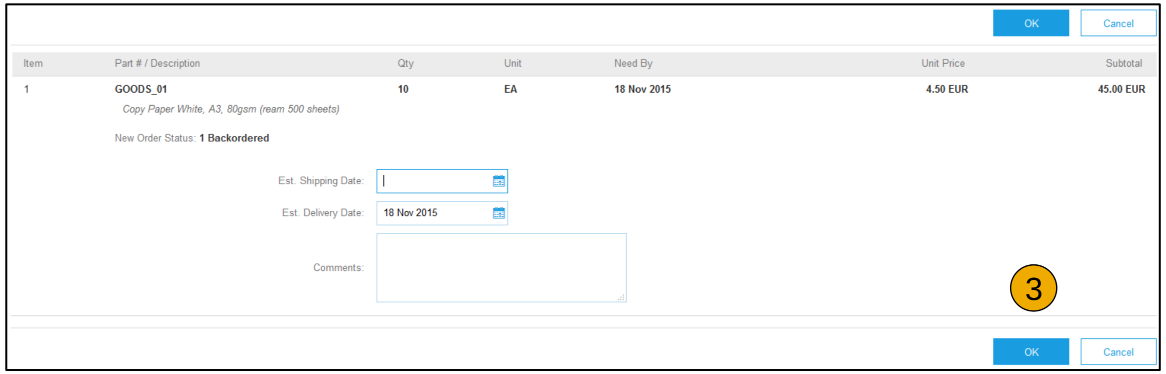
Update Line Items - Backorder

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.

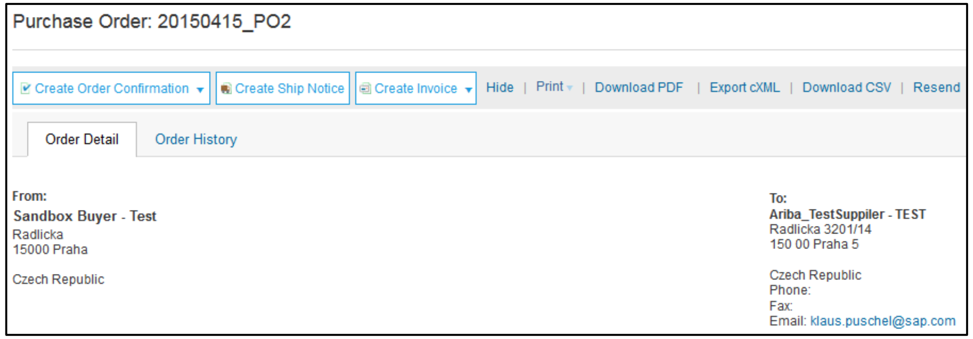


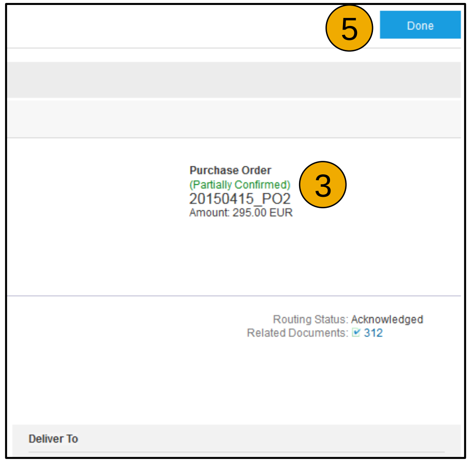


Confirm Order

Update Line Items

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

[Customer Specifications](#)

[Invoice Rules](#)

Invoice Methods

[PO Flip](#)

[Credit Memo](#)

[Copy Invoices](#)

Invoice Management

[Search for Invoice](#)

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[Modifying Invoices](#)

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[Auto-Generate Service Sheet](#)

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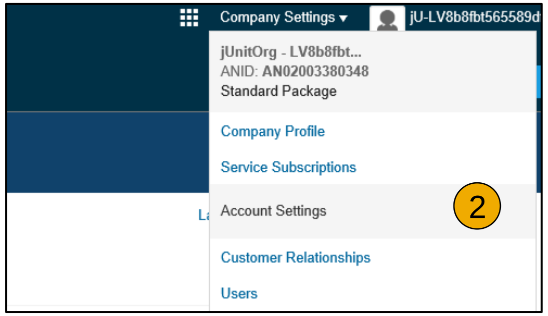
Cargill Invoice Requirements

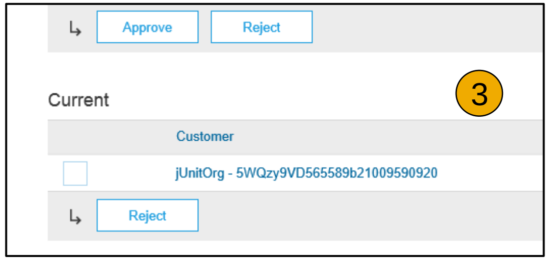
1. Suppliers are required to include a Remit To address on invoice
2. Suppliers are expected to submit the invoice on the day of Purchase order received. Suppliers are allowed to future date invoices for 10 days
3. Suppliers must include Tax ID on invoices

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.

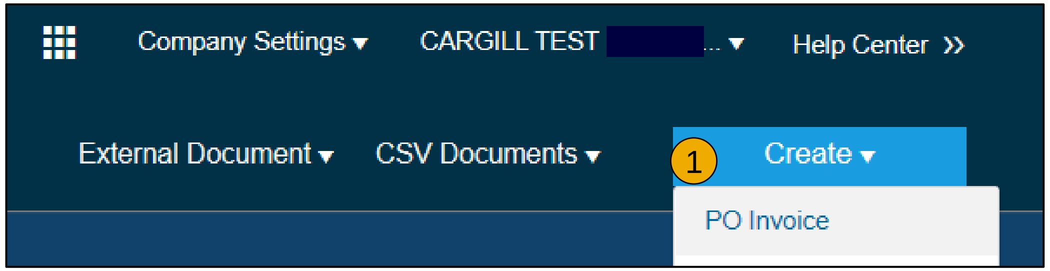


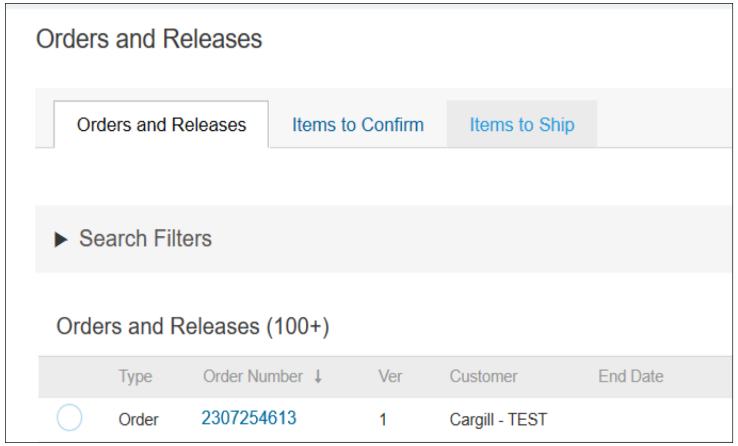


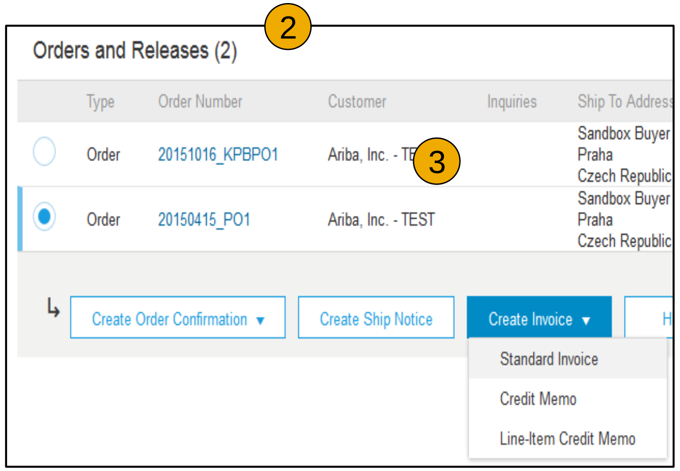
Invoice via PO Flip

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**.







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Invoice via PO Flip

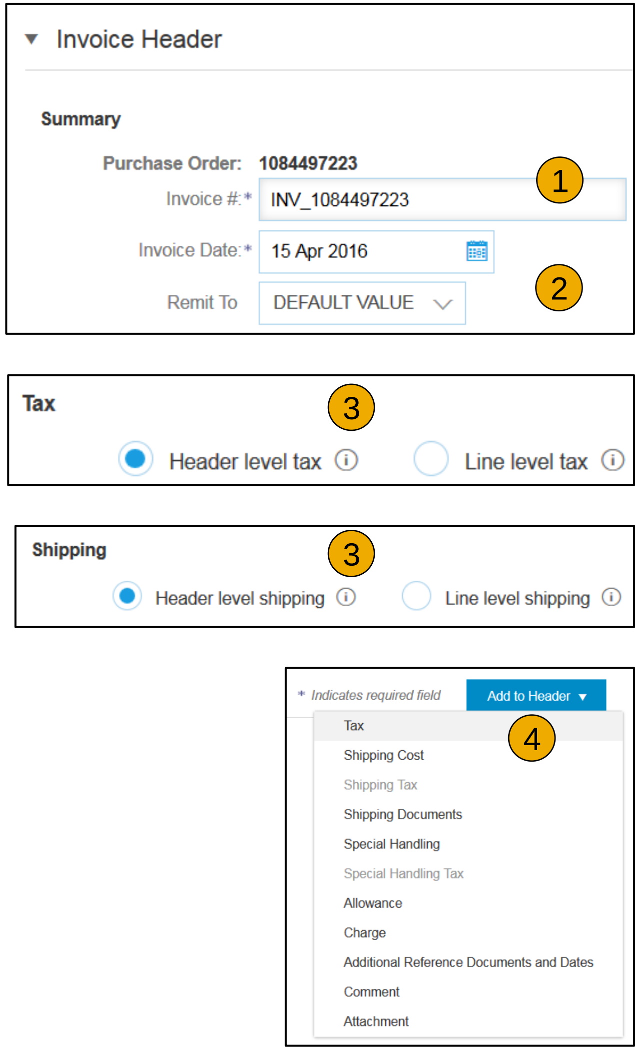
Header

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. (Maximum 11 digits are allowed)
2. **Select Remit-To** address from the drop down box if you have entered more than one. **This is required**.
3. **Tax can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.

Scroll down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.



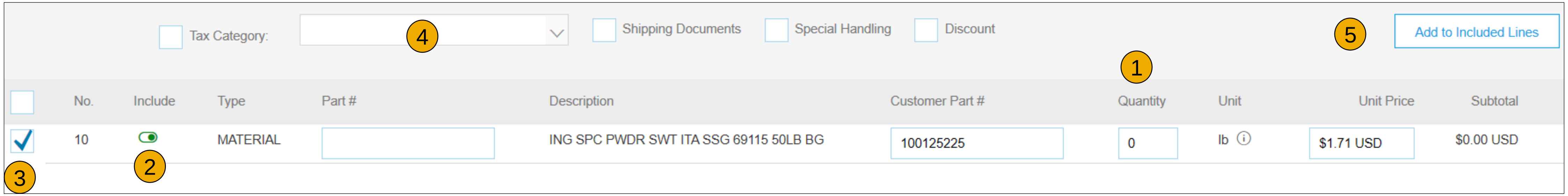
Invoice via PO Flip
Line Items

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

1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

Note: You can generate another invoice later to bill for the excluded 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.

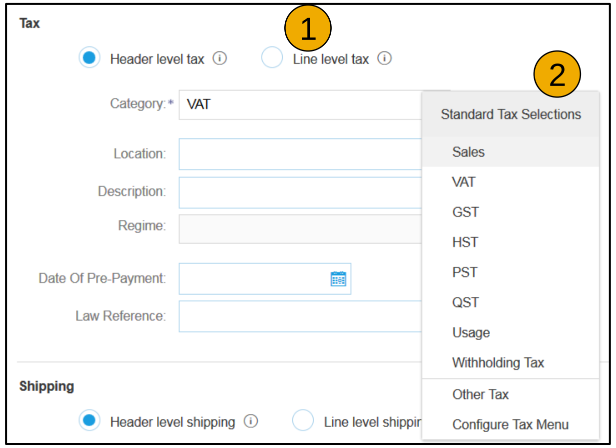


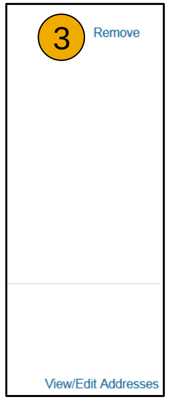
Invoice via PO Flip

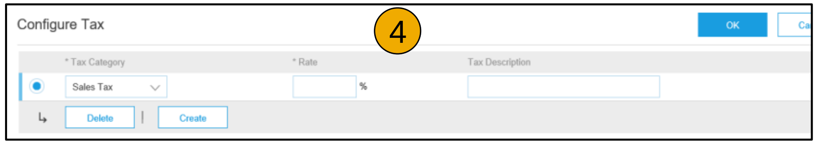
Additional Tax Options & Line Item Shipping

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.







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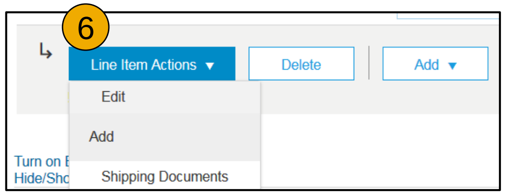
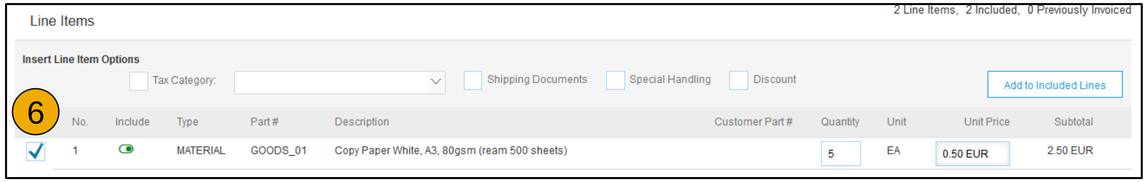
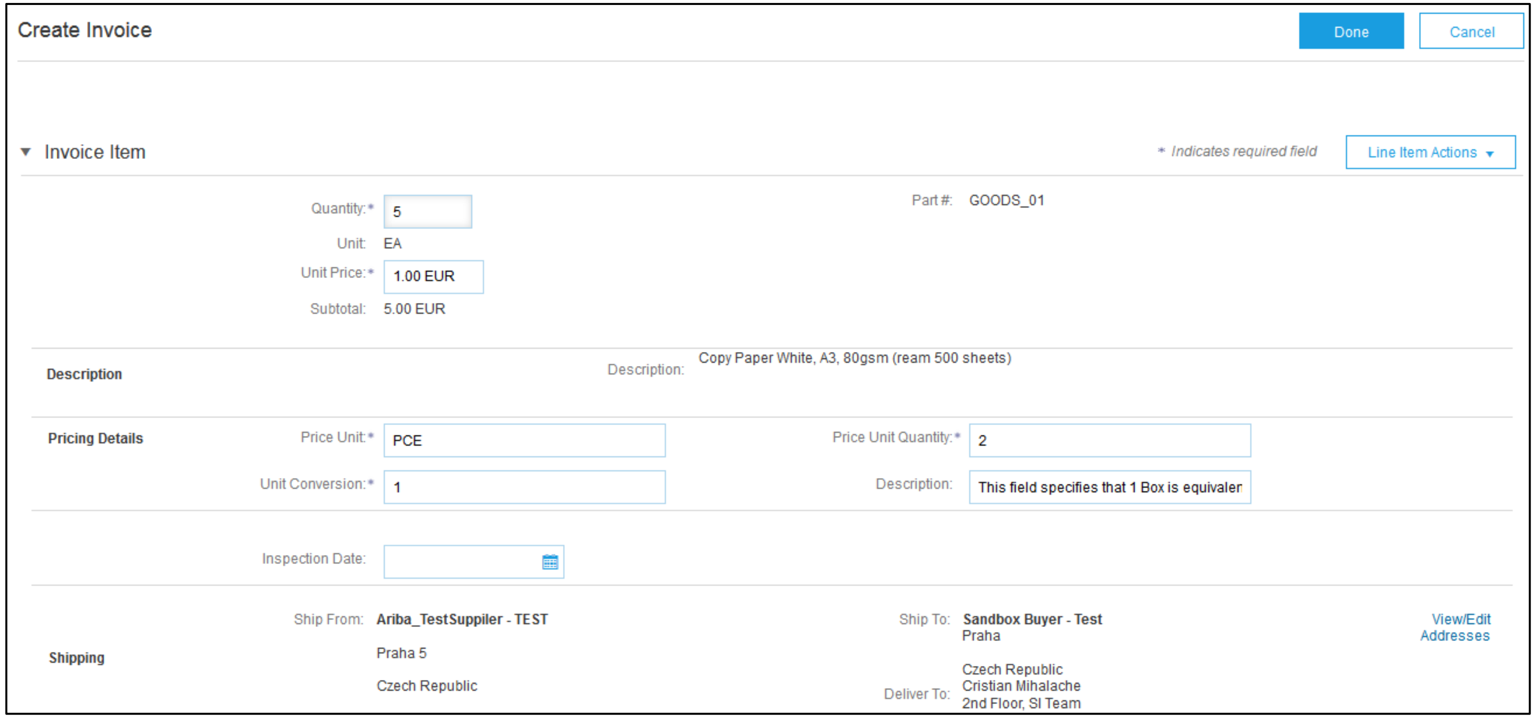
Invoice via PO Flip

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

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.
3. Click Next.

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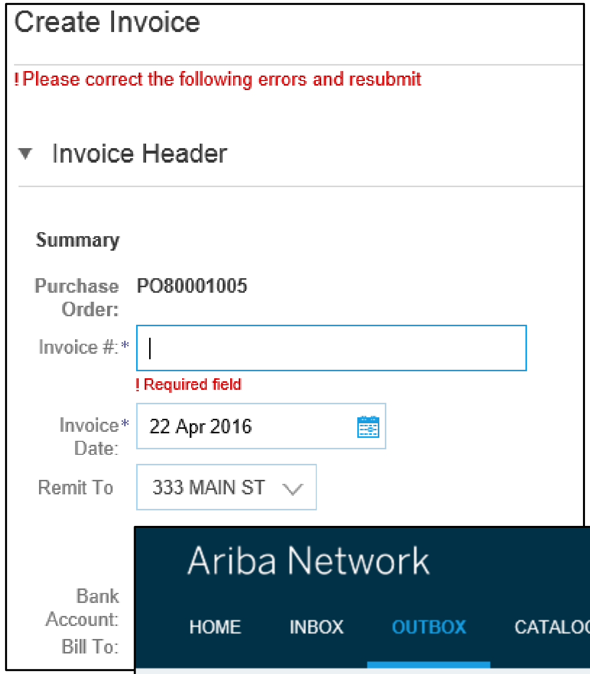
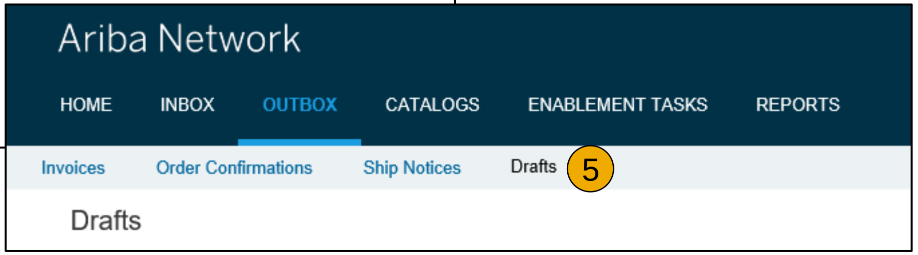
Invoice via PO Flip

Review, Save, or Submit to Customer

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 event of errors, there will be a notification in red where information must be corrected

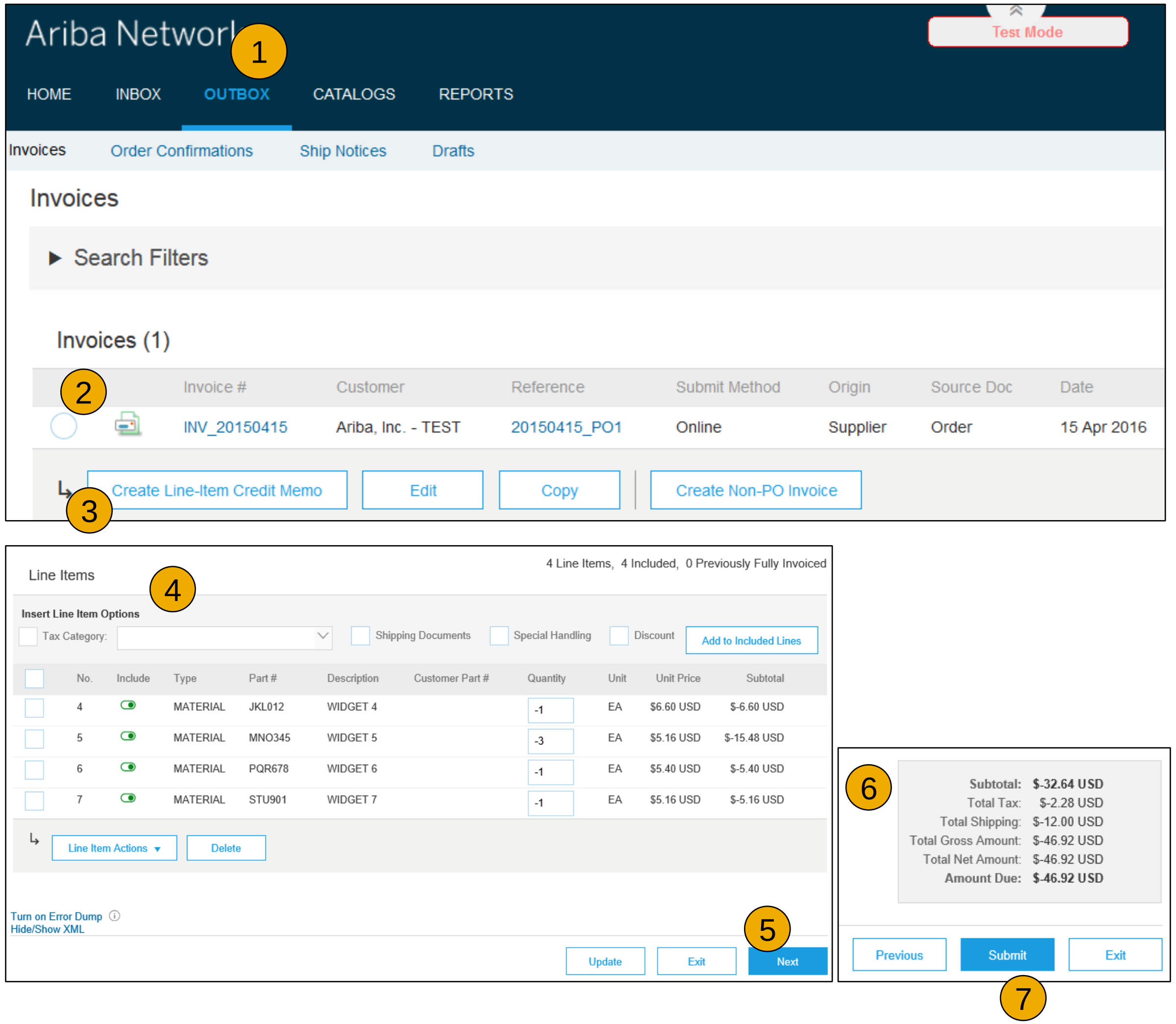


Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

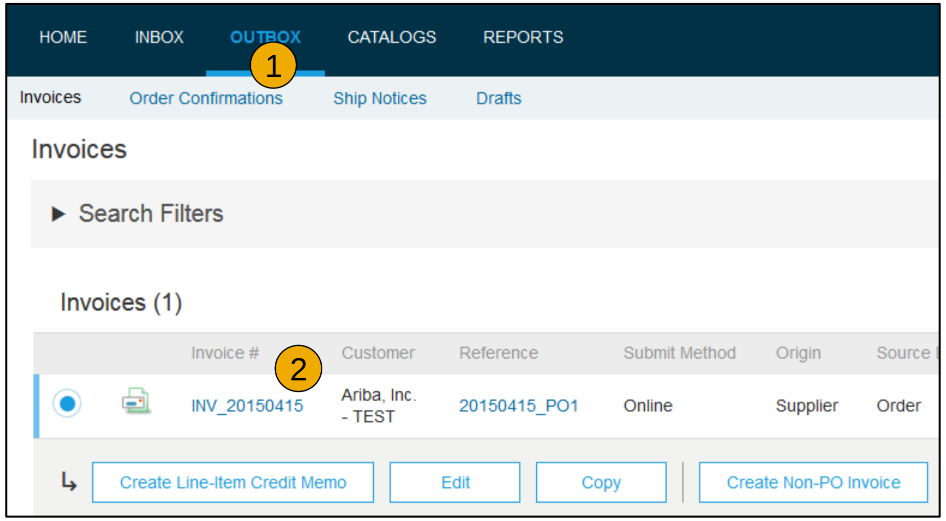
1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required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

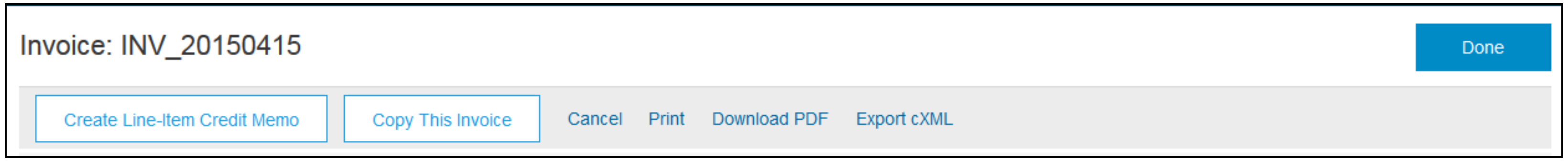


Copy an Existing Invoice

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 new 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.





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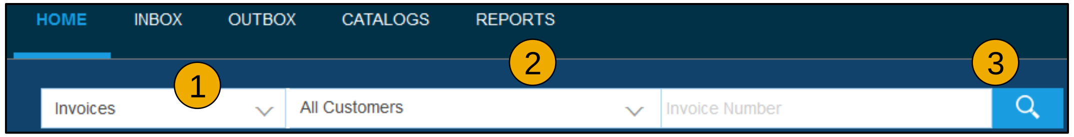
Search for Invoice
(Quick & Refined)

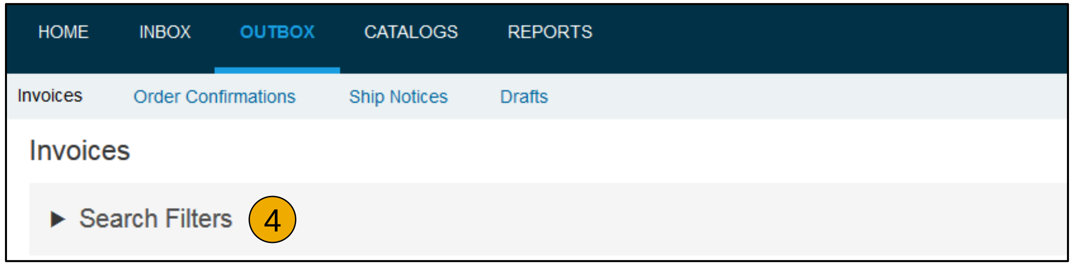
Quick Search:

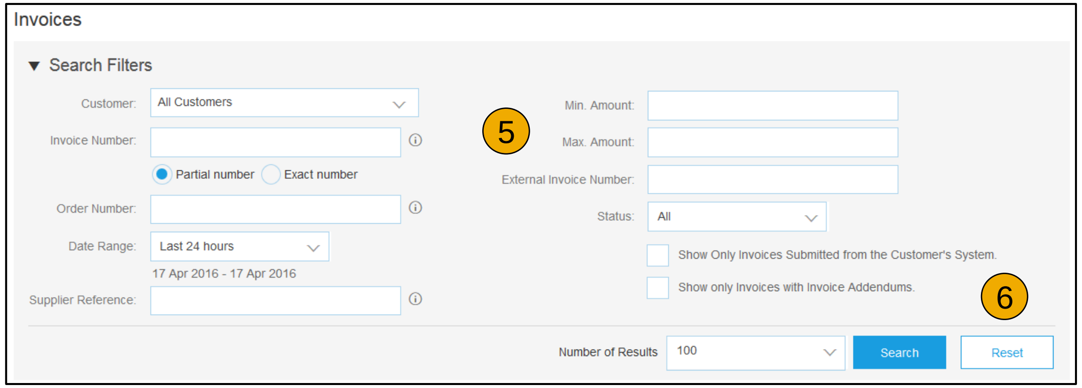
1. **From the Home Tab,** Select Invoices in the Document type to search.
2. **Select** Cargill from Customer Drop down menu**.**
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

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

4. **Search** Filters from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click** Search.







Check Invoice Status

Routing Status To Your Customer

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
- **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
- **Cancelled** – Cargill approved the invoice cancellation
- **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
- **Rejected** – Cargill has rejected the invoice or the invoice failed validation by Ariba Network. If Cargill accepts the invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Note: Rejected invoice needs to be actioned as per the comments given.

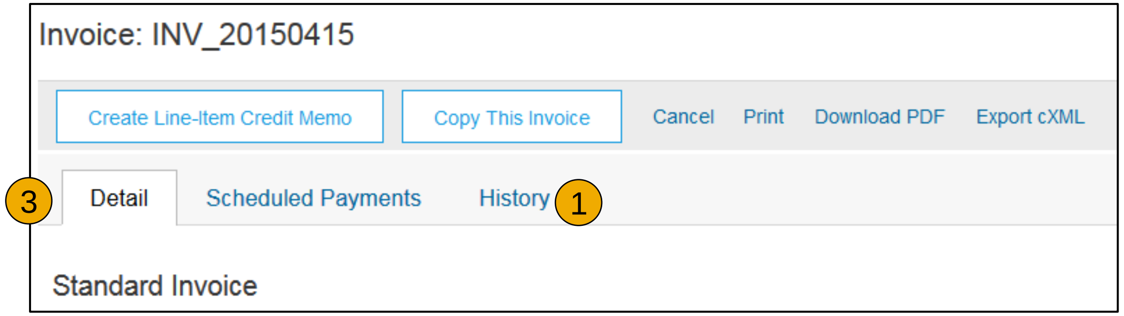
Reach out to Supplier relations team @ Fsc_SupplierRelations@cargill.com for questions on rejected/failed invoice.

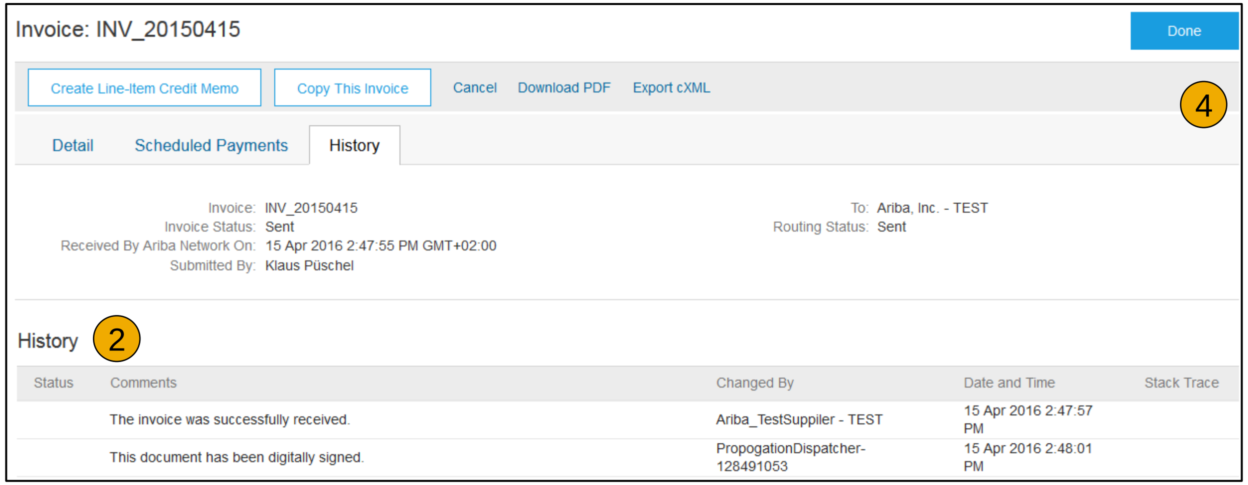
Review Invoice History

Check Status Comments

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. **Click on Details** to view the reason for rejection for rejected invoice.
4. **When you are done** reviewing the history, click Done.

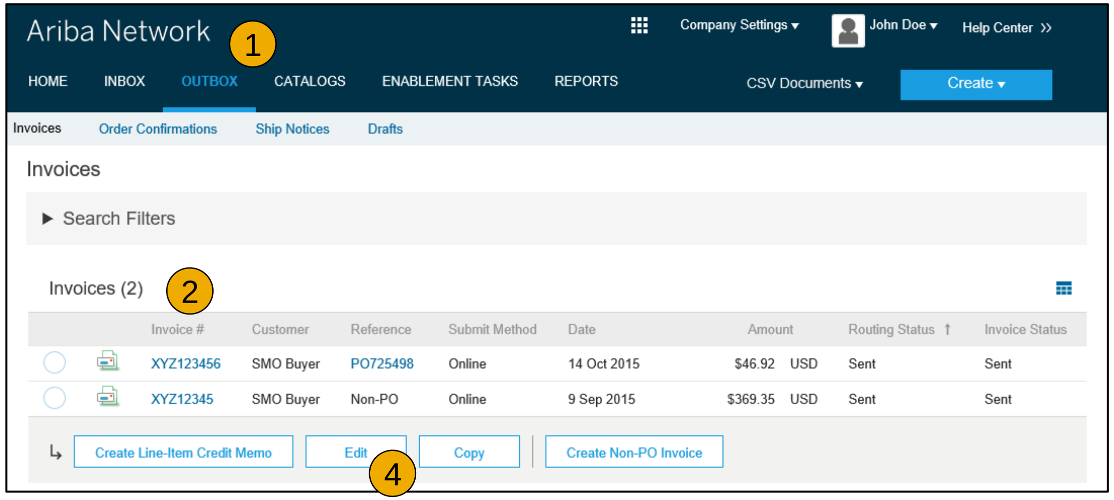


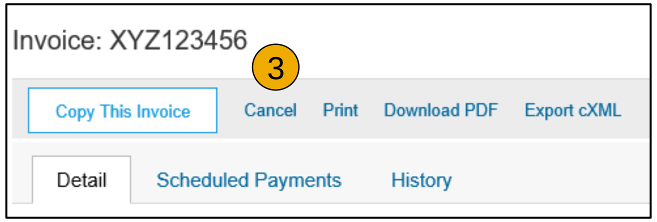


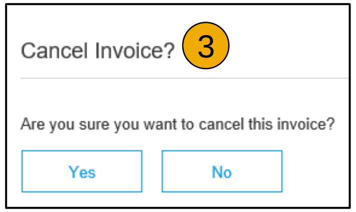
Modify an Existing Invoice

Cancel, Edit, and Resubmit

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







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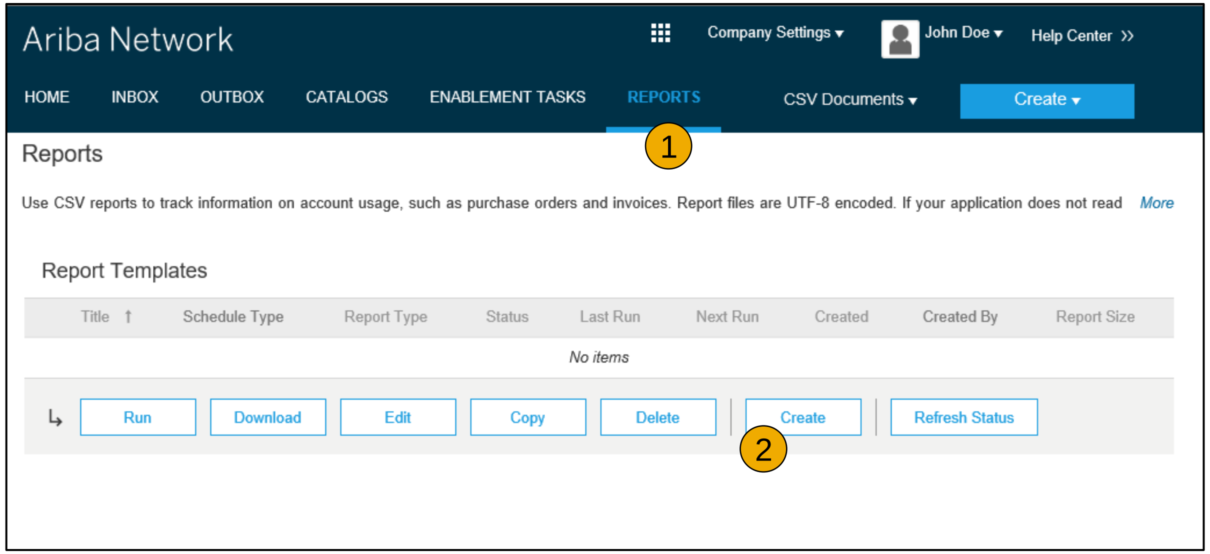
Download Invoice Reports

Learn About Transacting

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.**

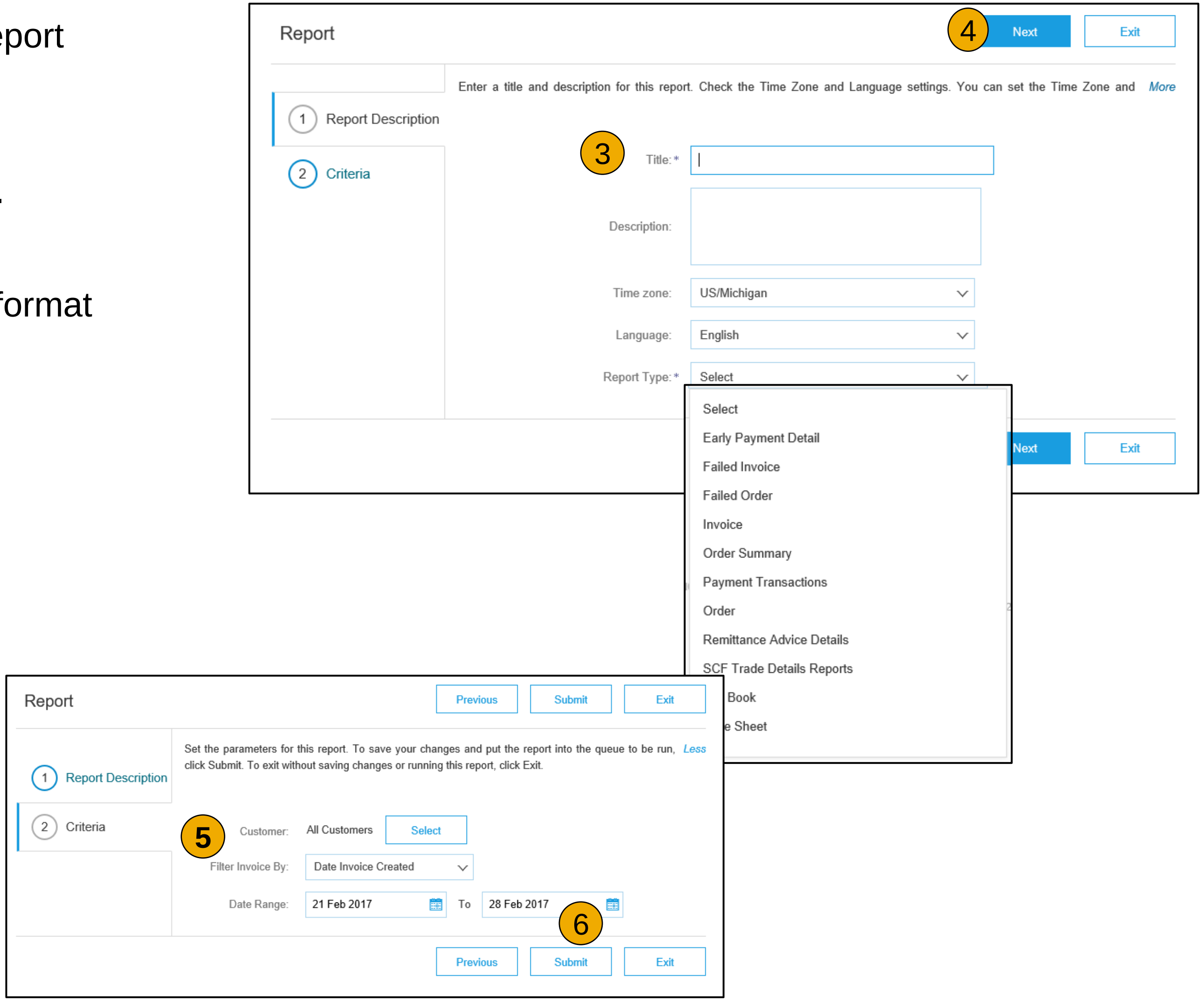


- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail 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.

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



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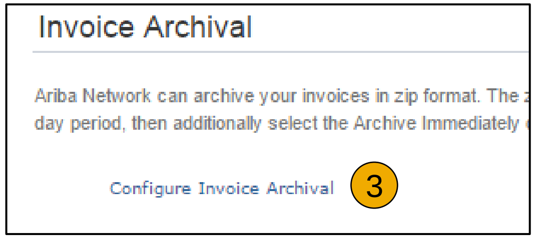
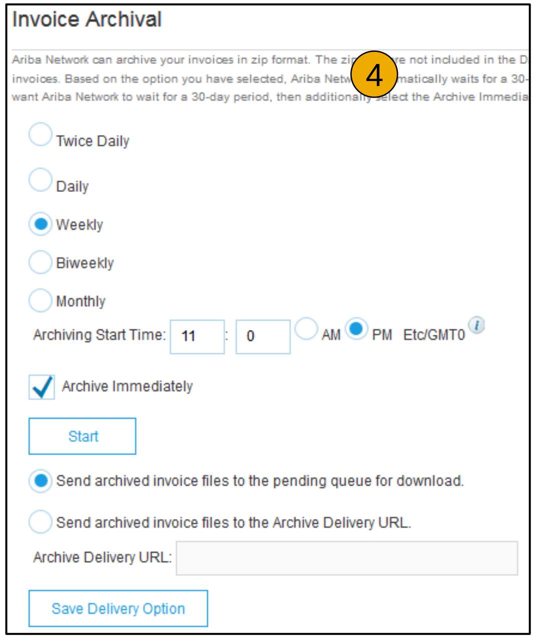
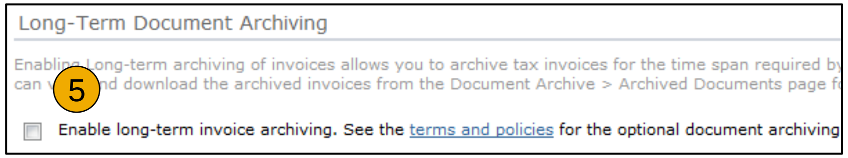
Invoice Archival

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.)







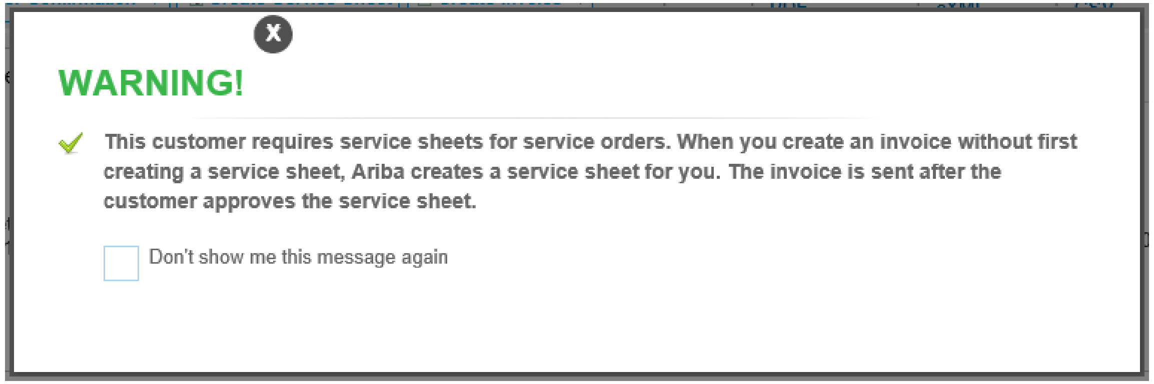
Auto-Generate a Service Entry Sheet

Create a 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.

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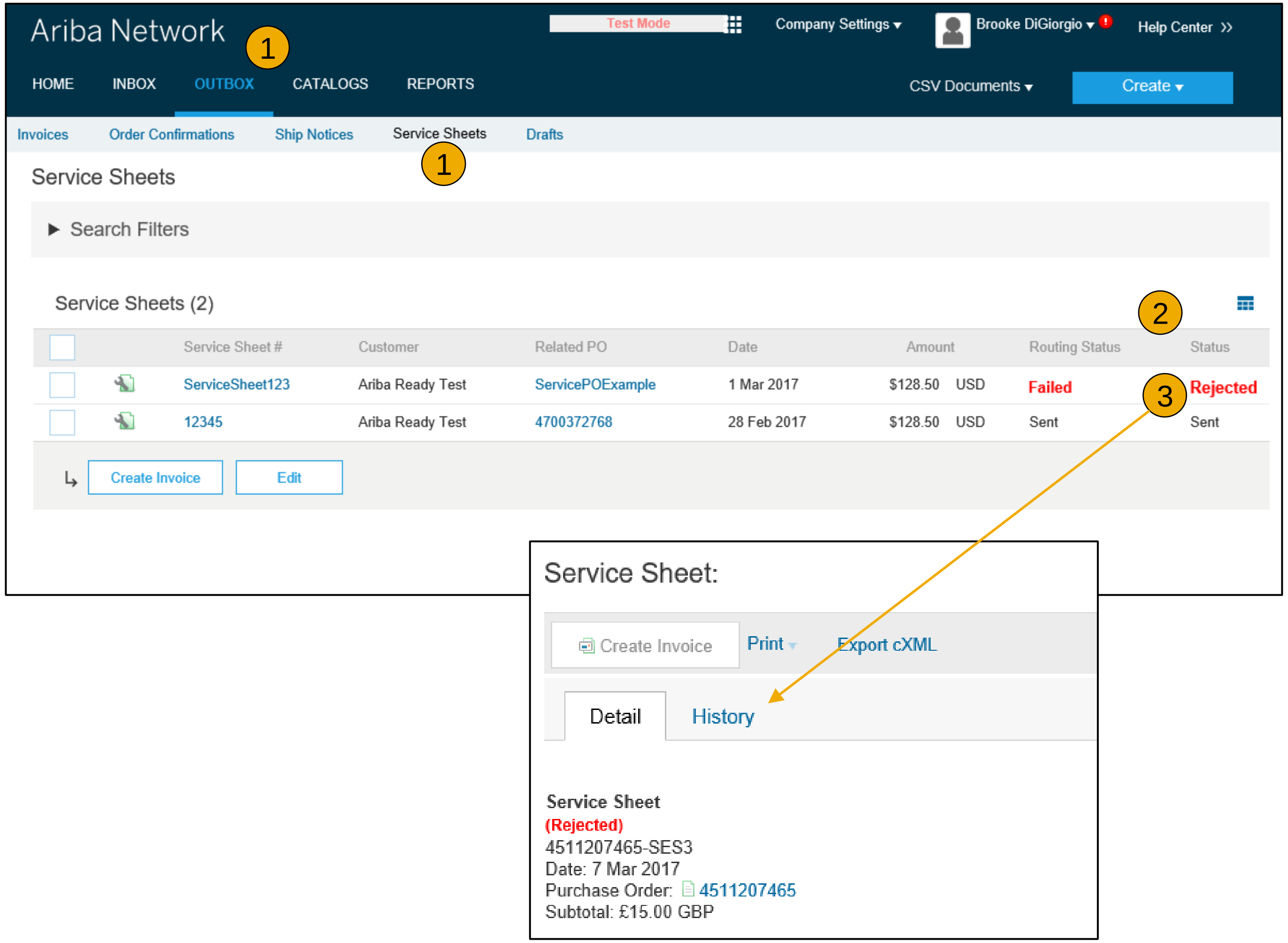
Check Service Sheet Status

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.



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Section 6: Ariba Network Help Resources

Customer Support

Supplier Information Portal

Additional Resources

[Useful Links and Webinars]

[Troubleshoot Your Invoice]

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Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at CargillNAEnablement@ariba.com
  - Registration/ Account Configuration
  - Supplier Fees
  - General Ariba Network Questions

Cargill Enablement Business Process Support

- Email Cargill Enablement Team at CSSP_NAsupplierenablement@Cargill.com
  - Business-Related Questions

Cargill Supplier Information Portal

- Find your supplier information portal HERE

Supplier Support Post Go-Live

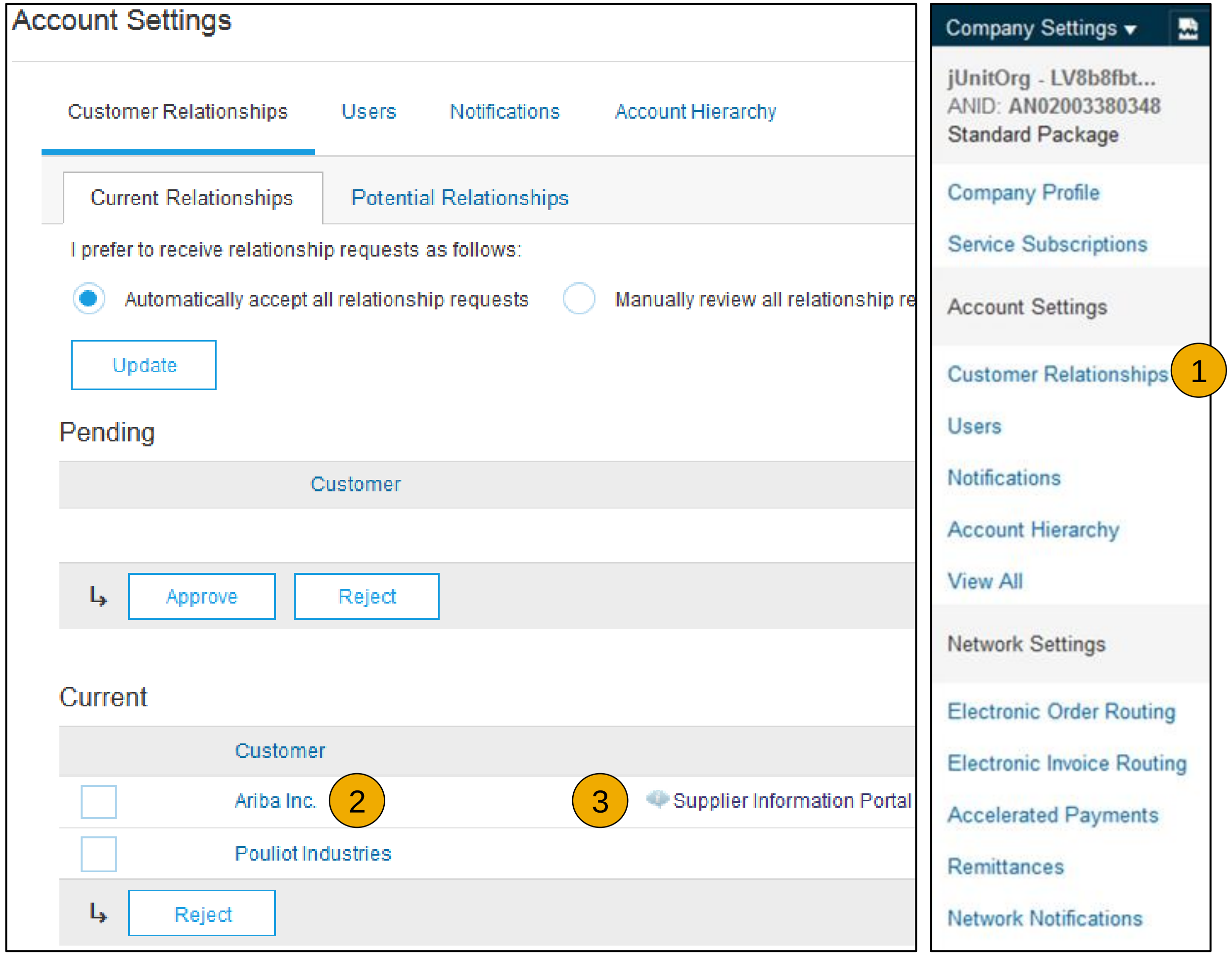
SAP Ariba Global Customer Support

- Click here to find your appropriate customer support phone number

Training & Resources

Cargill Supplier Information Portal

1. **Select** the Company Settings Menu 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 and Webinars Available

Links

- Ariba Supplier Pricing page
- Ariba Network Hot Issues and FAQs
- Ariba Cloud Statistics and Network Notification
  - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- SAP Ariba Discovery
- Ariba Network Overview
- Support Center
- Learning Center
- Supplier Central
  - Resources and Announcements for suppliers servicing Cargill in the U.S. and Canada

Webinars

- Supplier Success Sessions
  - Created by Ariba Network Customer Support
  - Example topics:
    - Introduction to Ariba Network
    - Registration
    - Invoicing
    - Using the help center
- 30 on Thursdays
  - Information sessions on Supplier best practices
  - Example Sessions:
    - Uncover Advanced Functionality to Maximize Value
    - Introduction to Supplier Electronic Integration
    - Roadmap to Your Ariba Network Subscription
- Live Demonstrations
  - Understand SAP Ariba's solutions
  - Example Demos:
    - PunchOut for e-Commerce managers
    - Creating electronic catalogs
    - Integrating with your customers through cXML

Troubleshoot Your Invoice Issues

How do I know which type of invoice to create?

What does this error message mean?

How do I cancel an invoice that I’ve sent?

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?

How do I tell when my invoice will be paid?

Thank you.