



# Vendor Onboarding Guide

Welcome to Cargill's Vendor onboarding through our Vendor Management platform (Aravo).

**Your prompt action in this onboarding is very important for Cargill to process your payments on time.**

## STEP 1. WELCOME AND CREDENTIALS

When your onboarding process begins you will receive **three (3) emails** from the email address **Cargill Vendor Management Platform <no-reply@prod.aravo.com>**:



1. **Welcome email** stating that your registration has began and with some instructions to log in to the Aravo platform.
2. **Email containing your username.**
3. **Email containing your temporary password and the link to log in** to the Aravo platform. This temporary password expires within 72 hours. If you miss to login within this time frame, you must click on the Need help accessing your account link and reset your password.

If you do not receive these emails in your inbox, check Junk and Spam folders, and add this email address (no-reply@prod.aravo.com) in your contact list or trusted emails list.

## STEP 2. VENDOR PACKET

Once you are logged in to ARAVO, you will see a pending task asking you to complete the Vendor Packet validating your information, including the payment terms and INCO terms negotiated and agreed upon with the requester from Cargill. You will also need to attach Tax documents based on your company location and the Cargill business requesting your set up.

**Completing this step on time will help make your payment process more expeditious.**

You can find a more information about Aravo platform in our [Supplier Central](#) site or contact our Vendor Support Team at [vendors\\_support@cargill.com](mailto:vendors_support@cargill.com)



## STEP 3. VALIDATION

After submitting your Vendor Packet, you will receive an email and/or phone call from an independent team member to perform the Cargill Payment Control Policy (PCP) validation. Our team member will validate your banking details and Tax information to ensure correct and safe payments. (International vendors in the US: In some cases, international vendors might be receive an email with instructions to fill up and provide CTI form verification letter.)



## STEP 4. VENDOR READINESS

Once the vendor creation process is complete you will start receiving Purchase Orders (POs) and Purchase Requests from Cargill's procurement systems.



Any future updates to your company information (address changes, bank account changes, contact info, etc) must be submitted directly in the ARAVO portal.