



August 31, 2021

Dear Valued Raw Material Supplier,

In our rapidly changing world, the expectations on serving customers continues to rise. We are pleased to inform you that our business will be upgrading several of our internal systems to SAP. This system upgrade will help us serve you better through operational effectiveness and better visibility to our supply chains.

**This packet contains details you will need to know about the SAP implementation that is affecting the following Cargill Incorporated locations effective October 4, 2021.** This letter contains details regarding the current information you should be using to update your systems.

Plant Code	Street Address	City	State	Postal Code
1DPU	2621 Eugenia Avenue	Nashville	TN	37211-2118
1DPV	3709 East 1st Street	Fort Worth	TX	76111-5804
1DPA	1529 E 23rd Street	Columbus	NE	68601-3718
1DPB	702 E 13th Street	Albert Lea	MN	56007-3250

**Checklist of REQUIRED ACTIONS:**

- Read** this letter in its entirety to understand requirements from your company regarding this change.
- Share** this information with all parties involved with the Cargill account and make sure your system is updated appropriately. It is very important that you thoroughly read the enclosed information.

**This letter includes a summary of the following changes:**

- Summary of Changes
  - Setting Cargill up in your System
  - Remittance Changes
  - Payments
  - Supplier Requirements
- Exhibit A – Sample Purchase Order

Thank you, in advance, for your full engagement in responding to our requests and adoption of new processes required to support this critical initiative.

- Order Questions: Please contact your Cargill contact
- Payment Questions: Please contact [-cbs-na-prtp-sr-escalation-cargillonly@exch.cargill.com](mailto:-cbs-na-prtp-sr-escalation-cargillonly@exch.cargill.com)

Regards,

**Cargill Incorporated**



**SUMMARY OF CHANGES:** This letter details changes that will apply to your transactions with the affected locations beginning **October 4, 2021**.

- **Setting Cargill up in your System:** Suppliers should be making sure they have Cargill's customer accounts set up correctly in their system(s) to assure orders and payments are entered and applied correctly. Cargill recommends that suppliers have a customer record for each Cargill Attn line they transact with. A detail of the Cargill locations and Attn lines impacted by this change can be found in Exhibit B of this letter. Current and additional guidance is located on Supplier Central: <https://www.cargill.com/page/supplier-central/onboarding-and-faqs>.
- **Purchase Orders:** Cargill, Incorporated locations listed in this communication will be using SAP for purchases made with your company on or after October 4, 2021 migration to SAP. Cargill requires a purchase order for all materials and services in most instances. To ensure prompt and accurate payment, your order confirmation **must** match Cargill's purchase order.

***Failure to provide a timely purchase order confirmation will result in a delay of payment.***

- **Purchase Order Confirmations:** All material and/or service purchase orders will require written confirmation from our suppliers (via e-mail, etc.) within one business day (24 hours) of receipt of a purchase order. Please send PO confirmations directly to the PO contact name listed on the purchase order form.
- **Changes to Existing Purchase Orders:** If purchase order changes are needed, it is the responsibility of the supplier to inform Cargill of them. When purchase order content has been modified (added to, changed, or deleted), you may receive a new copy of the purchase order, in which the heading will read "**Purchase Order Change.**" ***Cargill will not be liable to the supplier for any duplicate orders submitted to us in error. The supplier shall be liable for any costs, including all return costs to supplier, for deliveries placed in error.***

✓ **Action Required:**

- If you have any type of pricing arrangement (formal contract, price letter, etc.) with Cargill for the goods or services you provide, and you intend to amend this pricing, please work with your Buyer to submit correctly.
- **Remittance Changes:** Remittance advice notifications will contain more detail and Cargill recommends suppliers use this detail to apply settlements from Cargill. Payments will be made from the Cargill legal entity, so you will see a consolidation of invoice payments. **Instructions on how to read Remittance advice notifications can be found on Supplier Central:** <http://www.cargill.com/suppliercentral>. Go to FAQ/Payment-North America and there is a link to an SAP remittance sample at the bottom of the page in the Documents section.



- **Payments:** We have set up new banks and bank accounts. You may notice that your payment and remittance detail have changed. For wire transfer, the remittance advice will be available day of payment.
  - **ACH** is also known as Electronic Funds Transfer (EFT). Payment will deposit into your bank account the day due, eliminating use of checks. Remittance advice will be provided by fax or email, one day prior to payment. ACH provides great savings over conventional payment methods, offering an alternative to paper checks.

✓ **Action Required:**

***If you are not receiving all payments from Cargill via ACH/EFT, please submit an enrollment form. Link to form and instructions: <http://www.cargill.com/suppliercentral>. No action is required if you are currently receiving all payments from Cargill electronically.***

**Supplier Requirements:** Cargill requires that suppliers provide information for facilitating your company being set up and maintained in our systems. Suppliers Cargill will be transacting with out of SAP may be required to provide the following information:

Category	Description
<ul style="list-style-type: none"> <li>• Ordering Address</li> </ul>	<ul style="list-style-type: none"> <li>• This is address where the materials that Cargill orders would be ordered Cargill from; note it cannot be a PO Box.</li> <li>• Purchase Orders will be emailed to the email address on file.</li> <li>• For each ordering address/contact submitted, please indicate what Cargill site it is for and if this is the primary or secondary ordering address. Purchase orders will be delivered via email to the email address on file for the supplier</li> </ul>
<ul style="list-style-type: none"> <li>• Goods Supplier Address</li> </ul>	<ul style="list-style-type: none"> <li>• This is the address where the materials that Cargill orders would ship out from (warehouse/supplier company), it cannot be a PO Box.</li> <li>• If Supplier has multiple locations from which materials may ship to one of the Cargill locations, please include all of them, including those to which Supplier drop ships from third party locations on a regular basis. In those instances, please include the name of those third-party locations and their addresses.</li> <li>• For each goods supplier address submitted please indicate if this is the primary or secondary goods supplier address for the Cargill locations.</li> </ul>
<ul style="list-style-type: none"> <li>• Remittance address (Payee)</li> </ul>	<ul style="list-style-type: none"> <li>• Please list the address where Cargill payments should be sent, even if you are being paid via ACH/EFT.</li> <li>• If you have multiple remittance addresses, please include those that would pertain to the appropriate Cargill locations.</li> </ul>

- **Tax Forms:** All vendors must provide an IRS Form W-9 (U.S.) or Form W-8 (NON-U.S.) prior to receiving payment. If you have submitted these forms previously you do not need to re-submit at this time.

✓ **Action Required:**

- ***No action is required if you are currently receiving SAP payment notifications, payments, and communications to the correct contacts and addresses.***
- ***Submit completed and signed tax forms if you have not submitted tax forms previously - Link to instructions: <http://www.cargill.com/suppliercentral>***



## Exhibit A - SAMPLE of the SAP Purchase Order

**Cargill Business Name**  
Please use the full name on all documents including invoices

**SAP Attention Line**  
Will be referenced within the remit to address

**Cargill PO Number**  
Must be referenced on invoice for payment to be issued.

**PO Contact Name & Email**  
Email is the preferred method of communication. Questions should be directed to this contact

**Cargill**

**Purchase Order**  
5500057897  
Invoice must reference this Purchase Order # and match PO line items in order to process the payment.

Please confirm PO within 24 hours of receipt to the following contact:  
**PO Contact:**  
Harshit Thakur

**CARGILL MEAT SOLUTIONS CORPORATION**  
1000 POND LANE  
WICHITA, KS, 67262  
United States of America

**Vendor:**  
PRINTPACK, INC  
2800, OVERLOOK PKWY NE  
ATLANTA, GA, 30339-4240  
United States of America

**Remit To:**  
PRINTPACK, INC  
ATLANTA, GA, 30688-2430  
United States of America

**Ship From:**  
PRINTPACK, INC  
2800, OVERLOOK PKWY NE  
ATLANTA, GA, 30339-4240  
United States of America

**Delivery Terms:** : Delivered at Place  
**PO Issue Date:** : 01/13/2021  
**Currency:** : USD  
**Payment Terms:** : 1% DISCOUNT IN 10 DAYS NET

**Shipping Condition:** : Vendor Planning

**Replacement for Legacy PO# N116422**

Line	Cargill Material Vendor Part#	Delivery Date	Manufacturer Part#	Description	Quantity	UOM	Unit Price	Pier	Price Par	Extended Amount
00010	303033577	02/24/2021	20 ML 417MM ECO-BLOCK C		1,200.00	EA	195.72	1,000	EA	234,864.00

Net amount incl surcharges & discounts : 234,864.00  
**Total PO Amount** : 234,864.00