

Date	Version	Amendment Location	Amendment Description
31.10.2022	1.1	Page 5	Copy Bill of Lading (<i>exception apply for Exwork/FCA incoterms follow internal Cargill guideline</i>)

CARGILL INVOICING REQUIREMENTS

Cargill strives to pay suppliers on time and we expect suppliers to understand where, how, and if an invoice should be submitted. Should your invoice not meet our requirements, Cargill may reject your invoice and/or additional manual processing will be required and will likely put us at risk of paying late. Please refer to the guidance below to understand how and where to submit your invoice.

1.1 SUBMITTING AN INVOICE

Cargill can accept invoices through either e-mail or post mail. If you don't submit your invoices to the right place with the right information and on time, your invoice may be rejected or require manual review, which can delay payment.

Please inform us if when you choose to change your standard method of invoicing from electronic to paper invoicing or vice versa. If we identify you as electronic invoicing vendor we may not (timely) process your paper invoices or if we identify you as paper invoicing vendor we may not (timely) process your electronic invoices.

In this section, you'll find some helpful information to support you in submitting invoices properly.

In order to identify bill to address, correct tax ID number, please find below the table the Cargill's plant location where good/services have been delivered.

1.1.1 Option 1: Electronic Invoice in PDF format

- **Only PDF format attachments** can be accepted - other formats, like Excel or Word, cannot be processed and will be rejected
- We prefer you to follow the following email subject standard format "PAYMENT REQUEST – Plant Location – Invoice Due Date"
Example : Vendor ABC supply to our Business in CCC Gresik with invoice number 1234, invoice will due on 1st Aug 2020 so the subject email must be "PAYMENT REQUEST- CCC Gresik – 01082020"
- Multiple invoices can be attached per email, but each invoice and the supporting documents must be in a single PDF file
- Email attachments larger than 9 MB will be rejected
- Password protected invoices cannot be accepted and will be rejected by our system
- Invoice should be submitted to the appropriate location email address
- Invoice sent to e-mail addresses of individual colleagues at Cargill will not be accepted nor forwarded. Any additional text typed in the e-mail will not be responded to as this is an automated mailbox
- **Supplier need to submit the written confirmation to Cargill that willing to accept the requirement electronic invoice before treat as an electronic supplier. In the confirmation include a verified email address that will send an invoice to Cargill**
- If supplier identified as electronic supplier, Cargill will process the payment only by the electronic document
- Supplier agree to keep the original, Cargill has the rights to ask supplier to provide the original Invoice and its supporting document if in the future these documents are required for tax audit or other audit. Supplier shall provide the documents as soon as possible to Cargill

- If Supplier disagree to keep the original, Supplier can send the original to Cargill one week after invoice electronic sent. Please provide a note on the invoice **“PDF Invoice has been sent”**
Invoice & supporting (hardcopy) must completely match with electronic document. The hardcopy documents will be filed and are not used as a basis for making payments

1.1.2 Option 2: Paper invoice

If you are not able to issue your invoice by PDF you can send a paper invoice directly to address on the table below. Please note that your paper invoice should contain the “Bill to” address of your Cargill counterparty as shown on the PO and outlined in the table below, but the envelope should be addressed to our postal address

1.2 INVOICE CONTENT REQUIREMENTS

Any Invoice submitted to Cargill must have the following mandatory information to be considered a valid Invoice. Generic mandatory requirements applicable to both PO and Non-Purchase order (Non-PO) based Invoices:

- Cargill “bill to” address
- Invoice number
- Invoice date, preferably in dd/mm/yyyy
- Currency. Where currency is not specified, the currency of the “bill to” address will be used
- Gross amount
- Tax amount (s), as applicable (VAT and WHT)
- Net amount
- Supplier entity name, address, and contact information such as email or phone number
- Bank account number, beneficiary name, remit to address, bank routing details such Swift BIC, IBAN, ABA, etc. Vendor is mandated to inform Cargill for any bank changes by providing valid and authorized new Statement of Bank Account. Any changes is subject to Cargill verification before put into effective.

Additional mandatory requirements for PO based Invoices:

- Cargill PO number
- Only one PO number per Invoice is permitted. Multiple PO numbers applied to one Invoice will lead to rejection of the Invoice
- PO line-item number, item description, Invoice description, line item total, unit price and unit of measure, as applicable.

Additional mandatory requirements for Non-PO based Invoices:

- Cargill contract reference number or work order or valid/active Cargill Business contact name and e-mail or attention line
- Item description and line item amount, as applicable.

1.3 THE SUPPORTING DOCUMENTS MUST BE ATTACHED ALONG WITH INVOICE :

DOMESTIC VENDOR	CFN						
	CCC	CQN	CASC	CSST	CTI	CTP	CFR
Original Invoice	√	√	√	√	√	√	√
Copy PO for PO invoice, copy contract or work order	√	√	√	√	√	√	√
2 copies of Tax Invoice apply for full/down payment, if VAT is applicable.	√	√	√	√	√	√	√
Tax Exemption Letter (SKB), if any	√	√	√	√	√	√	√
Bukti Setor Pembayaran PPh Final, if any.	√	√	√	√	√	√	√

DOMESTIC VENDOR	CFN						
	CCC	CQN	CASC	CSST	CTI	CTP	CFR
For Material/Goods :							
Original Delivery Note signed by supplier and receiver with complete clear names and company stamp	√	√	√	√	√	√	√
If goods are delivered through courier as agreed in incoterm, we will use copy receipt from courier. Original Delivery Note can be without signed by both supplier and receiver, and no company stamp.	√	√	√	√	√	√	√
Receiving Ticket, only for corn and fuel diesel		√					
Weighbridge ticket only for goods passing weighbridge, e.g. : Chemical, Fertilizer, Beans	√			√			
For Service :							
Signed Berita Acara Penyelesaian Pekerjaan (BAPP), with clear names, signature, date and company stamp	√	√	√	√	√	√	√
Surat Ijin Usaha Jasa Konstruksi (SIUJK) and Sertifikat Badan Usaha Jasa Konstruksi (SBUJK) for construction company	√	√	√	√	√	√	√
For Local Transporter :							
Original Stamp Surat Pengantar Barang or Delivery Note	√		√	√	√	√	
Trucking Load Order	√	√	√				
Quotation Price List		√					
For Import/EMKL Transporter :							
PIB	√	√	√	√	√	√	
B/L	√	√	√	√	√	√	
Nota Rampung			√	√			
For Waste Supplier :							
Original Manifest Page 7, Festronek, Waste Processing Certificate, Metal Analysis	√		√	√			
For Rice, Diesel, Fertilizer Supplier :							
Signed Berita Acara Penyelesaian Pekerjaan (BAPP)with clear name, date and company stamp	√		√			√	

OVERSEAS VENDOR	CFN						
	CCC	CQN	CASC	CSST	CTI	CTP	CFR
Copy Invoice	√	√	√	√	√	√	√
Copy PO for PO invoices, copy contract or work order	√	√	√	√	√	√	√
Copy Bill of Lading (<i>exception apply for Exwork/FCA incoterms follow internal Cargill guideline</i>)	√	√	√	√	√	√	√
Copy Packing List	√	√	√	√	√	√	√
Service report (for service related)	√	√	√	√	√	√	√
Original DGT Form & Certificate of Origin (if service related), submitted per year	√	√	√	√	√	√	√

Table Cargill's plant location

No	Company Name	Business Unit	PREFIX PO/CONTRACT/WO	Bill to address as per tax ID	Tax ID Number	Paper Invoice send to address below	PDF Invoice send to email	Follow up status invoice/queries to email
1.	PT. CARGILL INDONESIA	CFN, CQN	53XXXXXX, 70XXXXXX, 65XXXXXX, 25XXXX; PO-MAN-CFN-XXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 2601 Jl Jend Sudirman Kav.1 RT 010, RW 009 Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta 10220	01.002.071.7-057.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 RT.010 RW.009 Karet Tengsin Tanah Abang, Jakarta Pusat DKI Jakarta Raya Attn : Muhammad Anggara & Astri Maulina	Can_Ap_Id@cargill.com	Fss_Id_Cfn_Prtp@cargill.com
2.	PT. CARGILL INDONESIA	CASC AMURANG	69XXXXXX – OP; PO-MAN-GOSC-XXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 2601 Jl Jend Sudirman Kav.1 RT 010, RW 009 Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta 10220	01.002.071.7-057.000	Jl Raya Trans Sulawesi, Kel. Kawangkoan Bawah LIngk. X Kec. Amurang Barat, Kab. Minahasa Selatan, Sulawesi Utara 95911 Attn : Angel Kodoati	Cascap_Id@cargill.com	Fss_Id_CascCfr_Prtp@cargill.com
3.	PT. CARGILL INDONESIA	CFR (Corporate)	PO-CGI-XXXXXX; PO-MAN-CORP-XXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 2601 Jl Jend Sudirman Kav.1 RT 010, RW 009 Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta 10220	01.002.071.7-057.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 RT.010 RW.009 Karet Tengsin Tanah Abang, Jakarta Pusat DKI Jakarta Raya Attn : Muhammad Anggara & Astri Maulina	can_ap_id@cargill.com	Fss_Id_CascCfr_Prtp@cargill.com
4.	PT. CARGILL INDONESIA	CCC Makassar Buying Station; Nusantara Warehouse ; Gresik Warehouse	66XXXXXX; PO-MAN-CCC-XXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 2601 Jl Jend Sudirman Kav.1 RT 010, RW 009 Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta 10220	01.002.071.7-057.000	Jl. Kima 9 Kav L 7B Daya Makassar Sulawesi Selatan 90241 Attn : Dwi Aprianto/Alma	CCC_ap_id@cargill.com	Fss_id_Ccc_prtp@cargill.com

5.	PT. CARGILL INDONESIA	CCC Gresik Bonded Zone Jl. Manyar KM 25	66XXXXXX; PO-MAN-CCC-XXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 2601 Jl Jend Sudirman Kav.1 RT 010, RW 009 Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta 10220	01.002.071.7-057.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 RT.010 RW.009 Karet Tengsin Tanah Abang, Jakarta Pusat DKI Jakarta Raya Attn : Puspo Imaningtias	CCC_ap_id@cargill.com	Fss_id_Ccc_prtp@cargill.com
6.	PT. CARGILL TRADING INDONESIA	CTI	PO-CTI-XXXXXX; PO-MAN-CTI-XXXX	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220	03.234.841.9-022.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Muhammad Anggara & Astri Maulina	Can_Ap_Id@cargill.com	Fss_Id_cascCfr_Prtp@cargill.com Fss_id_Sorini_prtp@cargill.com
7.	PT. SORINI AGRO ASIA CORPORINDO	CSST	45XXXXXXXXX; PO-MAN-CSST-XXXX	Jl. Raya Surabaya – Malang KM 43 Ngerong Gempol Pasuruan, Jawa Timur	01.211.173.8-054.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Puti Hastin & Arli	csstapid_csstapid@cargill.com	Fss_id_Sorini_prtp@cargill.com
8.	PT. HINDOLI	CTP	PO-HIN-XXXXXX; PO-MAN-HIN-XXXX; CON-HIN-CO-XXXXXX; CON-HIN-WO-XXXXXX	Wisma 46 Kota BNI, LT.26 Suite 26.01 Jl. Jend. Sudirman Kav.1, Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta 10220	01.061.916.1-058.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com

9.	PT. SUMBER TERANG AGRO LESTARI	CTP	PO-STL-XXXXXXX; PO-MAN-STL-XXXXX; CON-STL-CO-XXXXXXX; CON-STL-WO-XXXXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 2601 Jl Jend Sudirman Kav.1 RT 010, RW 009 Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta 10220	02.779.684.6-301.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com
10.	PT. HARAPAN SAWIT LESTARI	CTP	PO-HSL-XXXXXXX; PO-MAN-HSL-XXXXX; CON-HSL-CO-XXXXXXX; CON-HSL-WO-XXXXXXX	Wisma 46 Kota BNI, LT.26 Suite 26.01 Jl. Jend. Sudirman Kav.1, Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta	01.564.259.8-058.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com
11.	PT. INDO SAWIT KEKAL	CTP	PO-ISK-XXXXXXX; PO-MAN-ISK-XXXXX; CON-ISK-CO-XXXXXXX; CON-ISK-WO-XXXXXXX	Wisma 46 Kota BNI, LT.26 Suite 26.01 Jl. Jend. Sudirman Kav.1, Karet Tengsin, Tanah Abang, Jakarta Pusat, DKI Jakarta 10220	02.624.482.2-022.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com
12.	PT. ANDES AGRO INVESTAMA	CTP	PO-AAI-XXXXXXX; PO-MAN-AAI-XXXXX; CON-AAI-CO-XXXXXXX; CON-AAI-WO-XXXXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 26.01 Jl Jend Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta	02.261.890.4-063.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com
13.	PT. ANDES SAWIT LESTARI	CTP	PO-ASL-XXXXXXX; PO-MAN-ASL-XXXXX; CON-ASL-CO-XXXXXXX; CON-ASL-WO-XXXXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 26.01 Jl Jend Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta	02.546.132.8-063.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com

14.	PT. ANDES SAWIT MAS	CTP	PO-ASM-XXXXXX; PO-MAN-ASM-XXXXX; CON-ASM-CO-XXXXXX; CON-ASM-WO-XXXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 26.01 Jl Jend Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta	02.546.133.6-063.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com
15.	PT. MAYA AGRO INVESTAMA	CTP	PO-MAI-XXXXXX; PO-MAN-MAI-XXXXX; CON-MAI-CO-XXXXXX; CON-MAI-WO-XXXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 26.01 Jl Jend Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta	02.330.617.8-063.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com
16.	PT. POLIPLANT SEJAHTERA	CTP	PO-PSA-XXXXXX; PO-MAN-PSA-XXXXX; CON-PSA-CO-XXXXXX; CON-PSA-WO-XXXXXX	Gedung Wisma 46 Kota BNI Lt 26 Suite 26.01 Jl Jend Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220	01.344.757.8-062.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220 Attn : Sofie Narantaka & Evita	Invoice_APAdmin@cargill.com	CBS_CTPaccpayable@cargill.com
17.	PT. Pacrim Nusantara Lestari Foods	CASC PACRIM	PO-PACRIM-XXXXX ; 84xxxxxx	Gedung Wisma 46 Kota BNI Lt 26 Suite 26.01 Jl Jend Sudirman Kav.1 Karet Tengsin Tanah Abang Jakarta Pusat DKI Jakarta 10220	01.957.768.3-022.000	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 RT.010 RW.009 Karet Tengsin Tanah Abang, Jakarta Pusat DKI Jakarta Raya Attn : Muhammad Anggara & Astri Maulina	can_ap_id@cargill.com	Fss_Id_CascCfr_Prtp@cargill.com

VAT code for BU CCC

Location (CCC Bonded Zone)	Gresik Plant Bonded Zone	
TAX ID	01.002.071.7-057.000	
TAX ADDRESS FOR TAX INVOICE CODE 07	Jl. Manyar KM 25 Beta Plot 2 KIM RT.000 RW.000 Manyar Sidomukti – Manyar Gresik	
TAX ADDRESS FOR TAX INVOICE CODE 01/04/05/08/09	GEDUNG WISMA 46 KOTA BNI LT.26 SUITE 26.01, JL JEND SUDIRMAN KAV.1 RT. 010 RW. 009, KARET TENGSIN TANAH ABANG, JAKARTA PUSAT, DKI JAKARTA 10220	
TYPE OF GOODS/SERVICES	Dikirim dari vendor lokal ke	
	Bonded Zone Plant - Gresik (Kawasan Industri Maspion)	
Packaging	vendor will issue VAT Invoice with code 07 (Non VAT Collected) proofed and attached with SPPB + BC 4.0	
Chemical for production (Potassium)	vendor will issue VAT Invoice with code 07 (Non VAT Collected) proofed and attached with SPPB + BC 4.0	
Spare Part Maintenance, IT hardware, Consumable & Supplies, Safety Equipment, Chemical for utility	Vendor will issue VAT Invoice with Code 01 (VAT Collected)	
Jasa	Vendor will issue VAT Invoice with Code 01 (VAT Collected)	

Location (CCC – Non Bonded Zone)	Makassar Buying Station / Nusantara Warehouse Gresik	
NPWP	01.002.071.7-057.000	
TAX ADDRESS	GEDUNG WISMA 46 KOTA BNI LT.26 SUITE 26.01, JL JEND SUDIRMAN KAV.1 RT. 010 RW. 009, KARET TENGSIN TANAH ABANG, JAKARTA PUSAT, DKI JAKARTA 10220	
TYPE OF GOODS/SERVICES	Dikirim dari vendor lokal ke	
	Nusantara Warehouse Gresik	Makassar / Palu Buying Station
Spare Part Maintenance, IT hardware, Consumable & Supplies, Safety Equipment	Vendor will issue VAT Invoice with Code 01 (VAT Collected)	Vendor will issue VAT Invoice with Code 01 (VAT Collected)