

How to fill the Vendor Packet

Cargill Vendor Management Platform

Vendor Support
ARAVO

You will receive three (3) emails from Cargill Vendor Management Platform no-reply@prod.aravo.com

EMAIL 1: Welcome Email



Welcome Dear Vendor,

We appreciate your preference in doing business with Cargill. As a supplier, you play a vital role in Cargill's success.

We inform you that your request of vendor (javier) creation with request ID: 173522080 is under processing in Cargill's Vendor Management Platform in Aravo. You are required to provide vendor packet information using this [link](#).

If this is your first time logging in, please read the following instructions:

1. You will receive three (3) emails from no-reply@prod.aravo.com.
2. First two emails will have your username and password.
 - o Your link to enter our vendor platform will be in the password email
 - o You will be prompted to enter the link and change your password first
 - o Log in with your username and new password to the Vendor Platform
3. Once logged in, you will see the pending task, or you can access directly from the link provided above (this is the third email)

Thank you, in advance, for supporting our requirements. Again, we strongly encourage you to cascade this communication to key individuals within your organization who work with Cargill.

EMAIL 2: Contains your Username



Hello [REDACTED],

A new Aravo account has been created for you by [REDACTED] for [REDACTED].

Your temporary user name credentials are included below:

username: [REDACTED]

A separate email will be sent providing you with your temporary password.

You can login in at: [Login page](#)

Upon login, you can change your user name and password by navigating to My Account in the upper right hand corner and clicking Edit. Please note, user names in the system are case-sensitive.

If you feel you have received this email in error, please contact your Customer Support representative.

EMAIL 3: Contains your Password and link to update it.



Hello [REDACTED]

An Aravo account has been created for you.

Please use the **Update Password** link to set your password first and then login with the user name provided in another email. This link will expire in 72 hours.

[Update Password](#)

Please hand key your login and password as copying and pasting will error. Your user name will be sent in a separate email.

You can login in at: [Login page](#)

Upon login, you can change your user name and password by navigating to My Account in the upper right hand corner and clicking Edit. Please note, user names in the system are case-sensitive.

You may request new password reset link at any time by navigating to [Find Password](#) on the login page.

If you feel you have received this email in error, please contact your Customer Support representative.

This password **expires within 72 hours** after this initial email has been sent. If you are not able to update it on time and it expires, please go to the other PDF material that teaches you "How to reset your Username and Password"

Click on one of these links to update password.

STEP 1. Set new password

Aravo | Update Password

https://cargillstaging.aravo.com/aems/passwordreset.do?token=38616339363731352d626463302d34386...

Cargill Connects JD Edwards Ariba Video Dave MacLen... Stream Policy - Car... Gravar uma reunião... Australian : Abbrevi... CAN or ANH or CA...

ARAVO

Update Password

Set a new password and click Save

New Password

Confirm Password

Save

STEP 2. Login at <https://cargill.aravo.com/>



Login

Enter username provided on Email 2 and recently updated password, and then click Login.

Username:

Password:

Login

Select a language: English (United States) ▼

[Need help accessing your account?](#)

Two-factor authentication:

There are 2 options available for vendors to enable the 2FA

Two-factor authentication

Please choose one of below options

☐ Authenticator app, recommended

☒ One-time verification code sent via email



[Continue](#) [Cancel](#)

One-time verification code sent via mail

1. We recommend the following option : **One-time verification code sent via mail**

Two-factor authentication

Please choose one of below options

☐ Authenticator app, recommended

☒ One-time verification code sent via email

Continue [Cancel](#)

After selecting the second option, click on the “**Continue**” button

One-time verification code sent via mail

2. You will receive the code sent from Aravo platform, marked below in red. The subject of the email is “One time verification code”.

One time verification code



Cargill Vendor Management Platform <no-reply@aravo.com>

To Winnie Zhang

Retention Policy Inbox (90 days)

Expires 21/5/2023

If there are problems with how this message is displayed, click here to view it in a web browser.



Translate message to: Chinese Simplified

Never translate from: English

Translation preferences



下午 4:

This Message Is From an External Sender

This message came from outside your organization.

Hello winnie,

A one time verification code has been requested for your account. Please use the following code:

450498

If you feel you have received this email in error, please contact your Aravo Administrator.

Your Aravo Admin team

One-time verification code sent via mail

3. Copy and enter the code sent via email in the Aravo page, then click “**Login**”. You have successfully enabled 2FA, and now you can enter the vendor portal.

Two-factor authentication

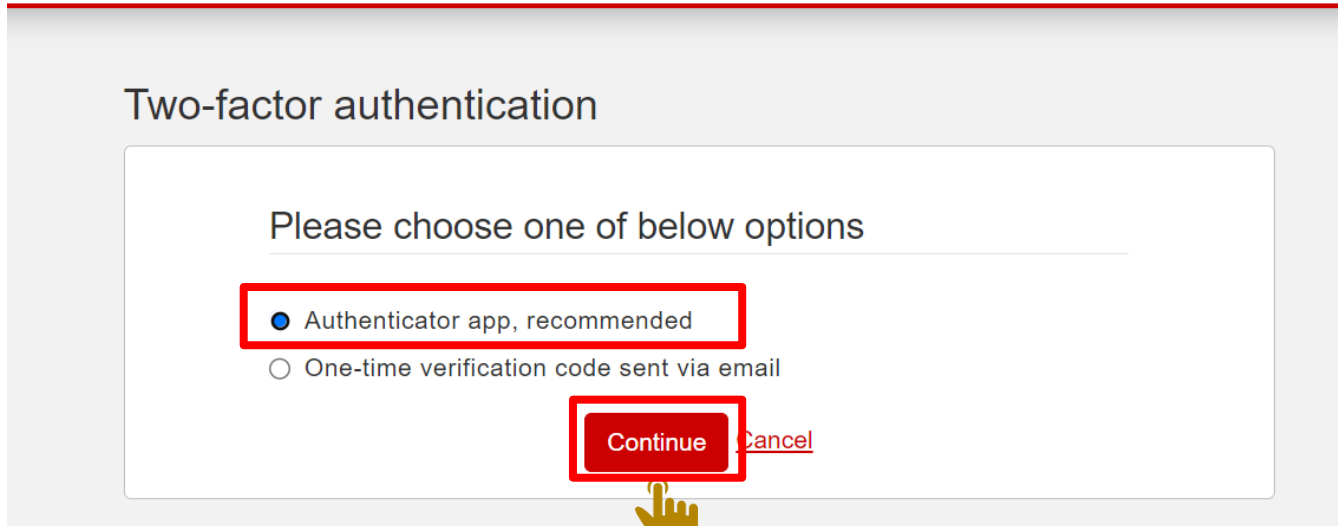
We have sent an email message with a one-time verification code to the email address associated with the account. [Need help?](#)

① Code: 450489

② [Login](#) [Cancel](#)

Authenticator app

1. If you want to use an Authenticator app to login, select the first option and click on “**Continue**”



Two-factor authentication

Please choose one of below options

☒ Authenticator app, recommended

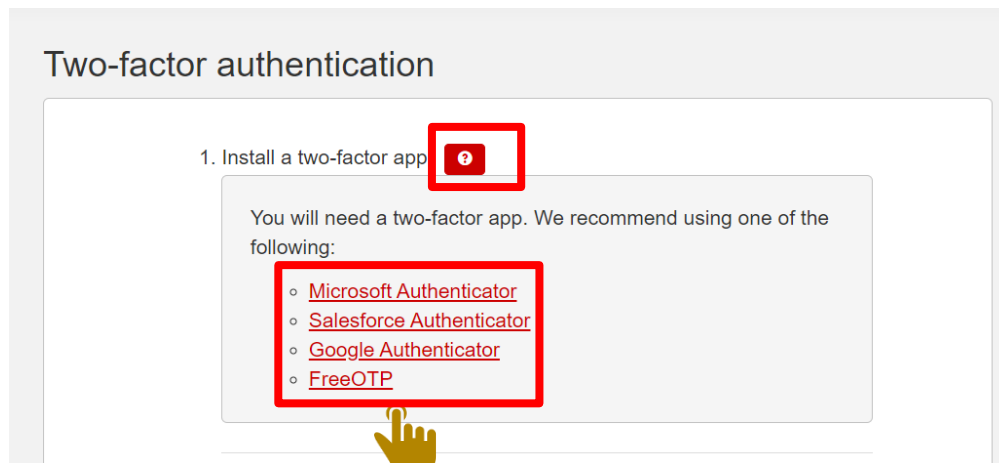
☐ One-time verification code sent via email

Continue [Cancel](#)

A hand icon is pointing at the 'Continue' button.

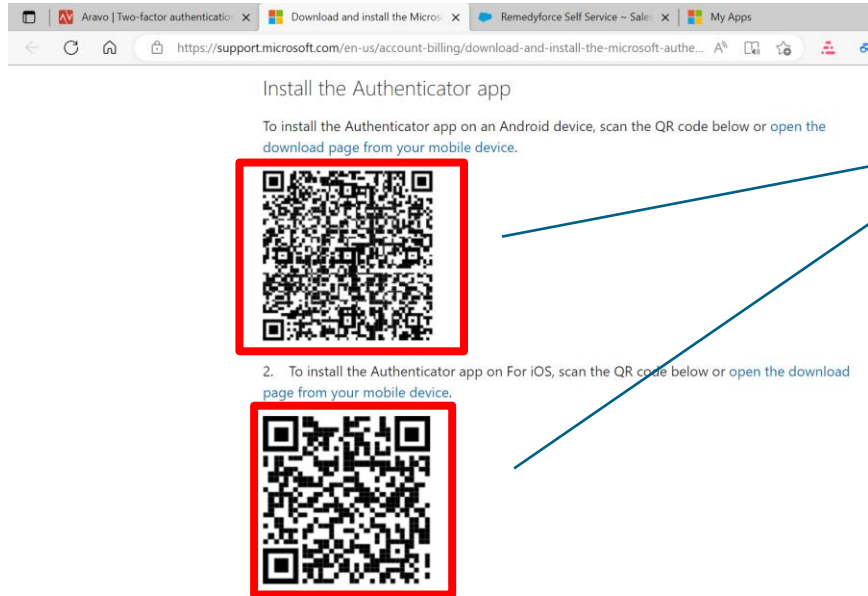
Authenticator app

2. Follow the guide in Aravo to install a two-factor authenticator app. Click on icon  and select one of the links. Then open the website to download your preferred app



Authenticator app

3. Scan the code to install the Authenticator app in your mobile device

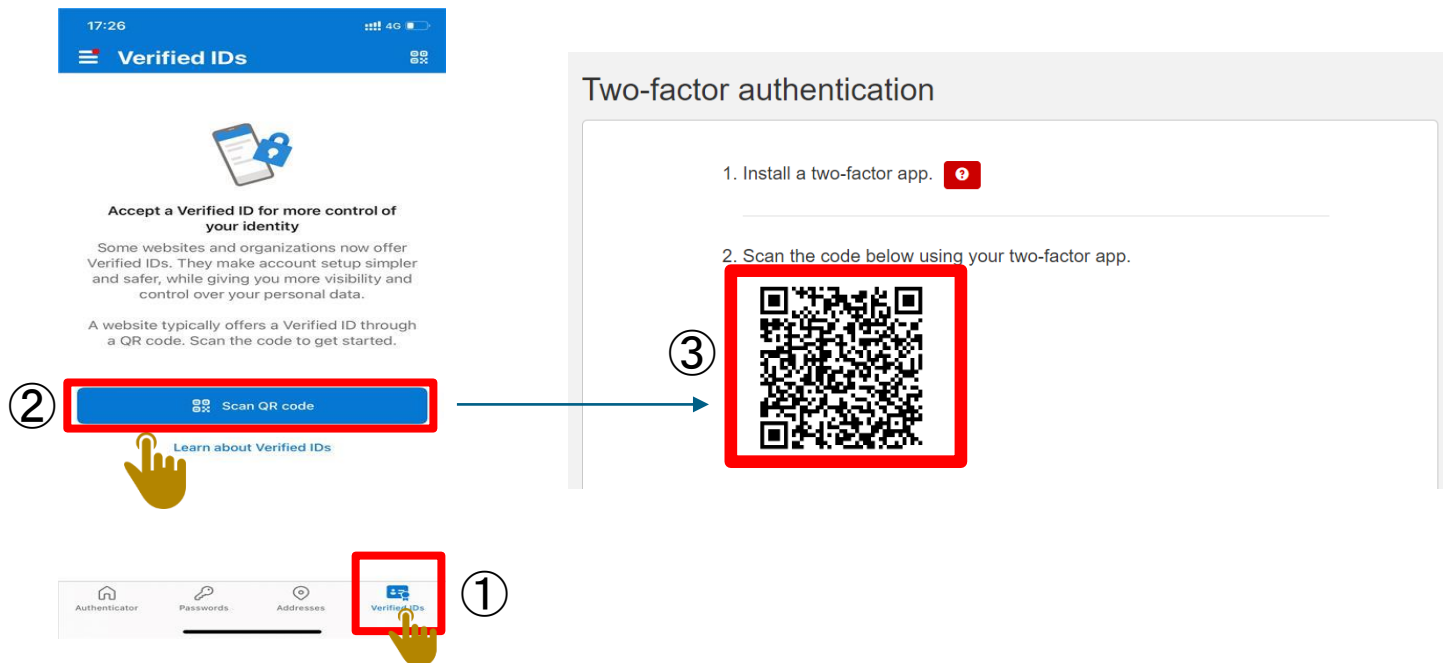


Use your smartphone to scan the QR Code and install the app.
NOTE: there are different QR codes for Android and iOS users.

Authenticator app

4. Open the Authenticator app you have just downloaded.

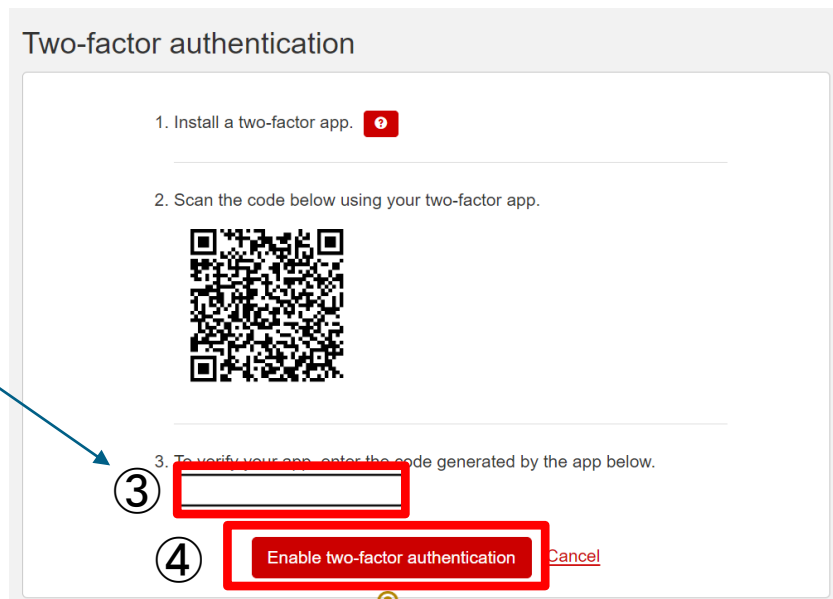
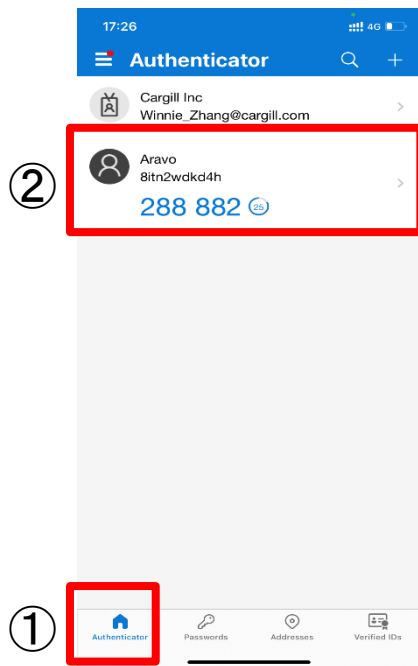
① Tap on “**Verified IDs**” >> then ② tap “**Scan QR code**” >> ③ use your phone to scan the QR code shown in the Aravo platform.



Authenticator app

5. After scanning the QR code, check your smartphone app again.

- ① Tap the “Authenticator” button >>
- ② Copy the code on your phone’s screen >>
- ③ Paste it in Aravo >>
- ④ Click on “Enable two-factor authentication”



STEP 3. Access to Vendor Packet

The screenshot displays the Aravo Self Service Portal interface. At the top, a navigation bar includes a 'Home' button (highlighted with a red box and a red arrow pointing to the 'Vendor Packet - Create' link), 'Tasks', and 'Profile' tabs. The Cargill logo is in the top right corner.

Welcome, javeria Gutierrez
Your last login was Wed Mar 10 15:24:59 CST 2021

Welcome to the Aravo Self Service Portal!

ARAVO
Third Party Management

The following features are available to you on the portal:

1. Use 'Manage Incidents' button under **Actions** to access all the incidents previously logged. You can also log a new incident via 'Add new Incident' button and report a data breach. This section is valid only if your organization is GDPR assessed.
2. Use 'Tasks' section to manage your tasks. Same tasks are also accessible under **Tasks** tab, right next to the **Home** tab.
3. Additionally, you can make changes to the 'Transactional Enablement data' using the **Profile** tab visible on the top.

Tasks

Overdue 0 High Priority 0 Normal Priority 1 Low Priority 0

1 Task

Show: All Overdue Priority: All High Normal Low

Priority	Start Date	Due Date
Vendor Packet - Create	Mar 10, 2021	Mar 11, 2021

Contact Information

javeria Gutierrez
staples 5

EMAIL
javeria_gutierrezmarticorena@cargill.com

Support Contacts

STEP 4. Verify Vendor Name and select Vendor Type

hide menu

0%
0 of 7 pages complete

- ☒ Basic Vendor Information
- ☐ Vendor Detail Information
- ☐ Contact Information
- ☐ Tax Information
- ☐ Bank Information
- ☐ Payment Term or Inco Term
- ☐ Supporting Documents

Vendor Portal > Tasks > Current Task

Basic Vendor Information

Next >

0%

preview

*Required Field

Basic Vendor Information

Vendor Name - Legal Name staples 5

Request Region NA

Vendor type *

Select an Option
Company/Organization
Individual/Person

Next >

Select Vendor Type.

Vendor Portal for staples 5 | Help

STEP 5: Verify your information and Select Order Currency and Vendor Diversity

[hide menu](#)

14%
1 of 7 pages complete

- ☒ Basic Vendor Information
- ☒ Vendor Detail Information
- ☐ Contact Information
- ☐ Tax Information
- ☐ Bank Information
- ☐ Payment Term or Inco Term
- ☐ Supporting Documents

[Vendor Portal](#) > [Tasks](#) > Current Task

Vendor Detail Information

[« Back](#) [Next »](#)

100%

[preview](#)

***Required Field**

Vendor Detail Information

Address 1 *	No 11/ 4	Address 2	
Address 3		Country *	United States of America x v
State / Region / Province *	New York x v	City *	new york
Postal Code		Fax Number	
Website Address			
D&B number - DUNS			
Order Currency *	USD x v		
Vendor Diversity *	Woman Owned x v		

[« Back](#) [Next »](#)

STEP 6: Enter or edit Contact Information

hide menu 42% 3 of 7 pages complete

- ☒ Basic Vendor Information
- ☒ Vendor Detail Information
- ☒ **Contact Information**
- ☐ Tax Information
- ☐ Bank Information
- ☐ Payment Term or Inco Term
- ☐ Supporting Documents

Vendor Portal > Tasks > Current Task

Contact Information

« Back Next »

100%

preview

*Required Field

Contact Information

Business Email Address Business Telephone Number

Contacts

Filter Results:

▼ Contact Information (primary contact)		⚙ Actions ▼
First Name*:	javeria	
Last Name*:	Gutierrez	
Email*:	Javiera_Gutierrezmarticorena@cargill.com	
Phone:	—	
Function:	—	

Add a new Contact

« Back Next »

To add a second contact click on **Add a new contact button.**

Edit existing information by clicking the **Actions** button.

STEP 6 (A): If you choose to add or edit new contact

Contact Information

Back

Next

Add New Contact

X

*Required Field

Contact Information

First Name *

Last Name *

Email *

Phone

Function

OK

cancel

Enter or edit contact information and click OK.

Back

Next

When finished edit/add contact click on Next.

100%

preview

Actions

STEP 7: Email for PO

42%
3 of 7 pages complete

- ☒ Basic Vendor Information
- ☒ Vendor Detail Information
- ☒ Contact Information
- ☐ Tax Information
- ☐ Bank Information
- ☐ Payment Term or Inco Term
- ☐ Supporting Documents

Tax Information

[« Back](#) [Next »](#)

*Required Field

Email Address (Receive PO)

ERP Systems

Filter Results:

▼ Email Details - SAP TC2*

Enterprise: CAQN-Cargill Aqua Nutrition

Email address (Receive PO)*:

[Actions](#)

Click on the **Actions** button.
Enter Email address in which
you will receive PO.

Tax Information

SSN(US)

Tax ID 1*

EIN (US)

Tax ID 2

VAT Registration Number

[« Back](#) [Next »](#)

Edit ERP System

Email Details - SAP TC2

Enterprise: CAQN-Cargill Aqua Nutrition

Email address (Receive PO)*

[OK](#) [cancel](#)

STEP 8: Enter Tax ID

STEP 9: Enter Bank Information

Bank Information

Vendor Portal > Tasks > Current Task

71%
5 of 7 pages complete

- Basic Vendor Information
- Vendor Detail Information
- Contact Information
- Tax Information
- Bank Information**
- Payment Term or Inco Term
- Supporting Documents

***Required Field**

Bank Information

Cargill Incorporated is pleased to offer electronic ACH/EFT (Automated Clearing House) payments to you, our suppliers. ACH payments provide an alternative to paper checks and offer many advantages:

- Better cash management forecasting - accelerated funds availability - certainty of delivery
- Establishment of excellent payment and credit records
- Reduced operating costs through the elimination of paper check handling, check depositing and reduction off Eliminating the possibility of stolen checks
- Eliminating the possibility of stolen checks; stop payment charges and check reuse costs
- Reduction of bank service charges and check fraud
- Being part of "Going Green" by reducing paper

Bank(s)

No items found.

[Add a new Bank](#)

Add New Bank

Supplier Bank Information -

Cargill Business Name which assign the bank information to

City of Cargill Business which use this bank information

Bank Country

Bank Key (Routing Number / ABA Number) *

Bank Name *

Bank Branch

Sort Code

SWIFT Code

Bank Account Number *

Bank Account Currency *

IBAN Number

Bank Account Holder's name

OK [cancel](#)

Provide Bank information where
you want to receive
Cargill payments.

Step 10:

Verify bank info provided , you can also add or edit

71%

5 of 7 pages complete

☒ Basic Vendor Information

☒ Vendor Detail Information

☒ Contact Information

☒ Tax Information

☒ Bank Information

☐ Payment Term or Inco Term

☐ Supporting Documents

Bank Information

BackNext

100%

*Required Field

preview

Bank Information

Cargill Incorporated is pleased to offer electronic ACH/EFT (Automated Clearing House) payments to you, our suppliers. ACH payments provide an alternative to paper checks, affording you the following advantages:

- Better cash management forecasting - accelerated funds availability - certainty of delivery
- Establishment of excellent payment and credit records
- Reduced operating costs through the elimination of paper check handling, check depositing and reduction off Eliminating the possibility of stolen checks; stop payment charges and check reissue costs
- Eliminating the possibility of stolen checks; stop payment charges and check reissue costs
- Reduction of bank service charges and check fraud
- Being part of "Going Green" by reducing paper

Bank(s)

Filter Results:

Supplier Bank Information -

100%

Actions

Cargill Business Name which assign the bank information to:	---
City of Cargill Business which use this bank information:	---
Bank Country:	---
Bank Key (Routing Number / ABA Number):	123456
Bank Name:	BAC San JOse
Bank Branch:	---
Sort Code:	---
SWIFT Code:	---
Bank Account Number:	89929454
Bank Account Currency:	USD
IBAN Number:	---
Bank Account Holder's name:	---

Add a new Bank

BackNext

To add another Bank click here

To edit click here

To add another Bank click here

STEP 11: Payment Terms and INCO Terms

IMPORTANT

These **Payment Terms and INCO Terms** must have been negotiated and agreed priorly with the Cargill requester who started your Vendor onboarding.

If you don't agree with Payment Terms or INCO Terms and select **No**, you will be asked to provide Expected Payment Terms and Cargill requester will contact you for new negotiations over these new terms.

If new terms are different from Cargill Standard Payment Terms, approvals from Cargill managers will be required.

These parallel requirements will result in a delay on your Vendor onboarding process.

[Vendor Portal](#) » [Tasks](#) » Current Task

Payment Term or Inco Term

Our Cargill approved INCO TERMS 1 is DDP (Delivery Duty Paid) and INCO TERMS 2 is Destination.

[Back](#) [Next](#)

*Required Field

[Preview](#)

Payment Terms and Inco Terms

Payment Term

Net 90 Days from Invoice Receipt Date (recommended)

Inco terms 1

DDP-Delivered Duty Paid (recommended)

Inco terms 2

destination

Do you agree with Payment Term shown? *

Yes

Do you agree with Inco Term shown? *

Yes

[Back](#) [Next](#)

STEP 12: Attach required documents

The screenshot shows the 'Supporting Documents' page in the Vendor Portal. The left sidebar indicates progress at 85% (6 of 7 pages complete) and lists sections: Basic Vendor Information, Vendor Detail Information, Contact Information, Tax Information, Bank Information, Payment Term or Inco Term, and Supporting Documents (selected). The main content area is titled 'Supporting Documents' and includes a 'Back' button. It features three file upload sections: 'W9 Form' (marked as a required field), 'Vendor Diversity Certificates', and 'Other supporting documents (Vendor Packet)'. Each section has a 'Choose File' button and a 'No file chosen' status. Below these is a checkbox for 'Do you agree with Cargill's COBC - Code of Business Conduct?' with a link to <https://www.cargill.com/about/code-of-conduct>. At the bottom, there is an 'Additional Information' section with a large text area and a 'Save & Submit Changes' button. Annotations with red boxes and arrows point to the 'W9 Form' upload button, the COBC checkbox and link, the 'Save & Submit Changes' button, and the 'ATTENTION to required W9 form' text.

Home Tasks Profile

hide menu

85%
6 of 7 pages complete

- Basic Vendor Information
- Vendor Detail Information
- Contact Information
- Tax Information
- Bank Information
- Payment Term or Inco Term
- Supporting Documents

Vendor Portal > Tasks > Current Task

Supporting Documents

Back

0%

***Required Field**

Supporting Documents

W9 Form *

Choose File No file chosen

Vendor Diversity Certificates

Choose File No file chosen

Other supporting documents (Vendor Packet)

Choose File No file chosen

Do you agree with Cargill's COBC - Code of Business Conduct?

<https://www.cargill.com/about/code-of-conduct>

Additional Information

Additional Information

Back Save & Submit Changes

ATTENTION to required W9 form

Select here to agree with Cargill's Code of Business Conduct COBC

Click on this link to read COBC

CLICK ON SAVE AND SUBMIT CHANGES

STEP 13: Agree with COBC

Your Vendor Packet is 100% COMPLETED:

You can verify info and send survey summary

The screenshot displays the Vendor Portal interface. On the left, a sidebar menu shows a progress bar at 100% (7 of 7 pages complete) and a list of sections: Basic Vendor Information, Vendor Detail Information, Contact Information, Tax Information, Bank Information, Payment Term or Inco Term, and Supporting Documents. The main content area is titled 'Vendor Portal > Tasks > Current Task' and features an 'Email' button. A message box states: 'To go to your home page, [click here](#). Your changes have been saved and submitted to the requesting organization. This survey is now closed.' Below this, a section titled 'Basic Vendor Information' is expanded, showing fields for Vendor Name - Legal Name (staples 5), Request Region (NA), and Vendor type (Company/Organization). A yellow bar indicates a 'PREVIOUS VALUE' for the Vendor type field. At the bottom, a list of sections is shown with blue arrows pointing to each section title.

100%
7 of 7 pages complete

- Basic Vendor Information
- Vendor Detail Information
- Contact Information
- Tax Information
- Bank Information
- Payment Term or Inco Term
- Supporting Documents

Email

To go to your home page, [click here](#).
Your changes have been saved and submitted to the requesting organization. This survey is now closed.

Click on a page title below to expand a section, or click the + to expand all sections.

Basic Vendor Information

Vendor Name - Legal Name staples 5

Request Region NA

Vendor type Company/Organization

PREVIOUS VALUE: []

Vendor Detail Information

Contact Information

Tax Information

Bank Information

Payment Term or Inco Term

Supporting Documents

RECOMMENDED:
Go to home page and verify there is no Tasks open.

Click the Email button to send a Survey summary

Click on the blue arrows to expand and verify info provided on each section.

Vendor Portal for staples 5 | [Help](#)

RECOMMENDED:

Verify that no tasks are open and take note of the email address you provided as contact email.

The screenshot shows the Aravo Self Service Portal. At the top, it says "Welcome, [redacted]" and "Your last login was Wed Mar 10 15:24:59 CST 2021". Below this is a large blue box titled "Welcome to the Aravo Self Service Portal!" containing a small Aravo logo and the text "Third Party Management". Underneath, it lists available features:

- 1. Use 'Manage Incidents' button under Actions to access all the incidents previously logged. You can also log a new incident via 'Add new Incident' button and report a data breach. This section is valid only if your organization is GDPR assessed.
- 2. Use 'Tasks' section to manage your tasks. Same tasks are also accessible under Tasks tab, right next to the Home tab.
- 3. Additionally, you can make changes to the 'Transactional Enablement data' using the Profile tab visible on the top.

Below the list, there are two main sections. The "Tasks" section is highlighted with a red box and contains a green message: "You have no open tasks." The "Contact Information" section shows the user's email address as "[redacted]@staples.com" and a "Support Contacts" button. A red arrow points from a text box to the email address. A blue arrow points from a text box to the "Support Contacts" button.

Tasks

You have no open tasks.

Contact Information

staples 5

EMAIL [redacted]@staples.com

Support Contacts

In this button you can find Support contacts in case you need any assistance.

Cargill Staging Vendor Portal for staples 5 | [Help](#)

Here will be the email address you provided as contact email and where you will be receiving notifications from Aravo.



thrive™

Thank
You!

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