

如何填写供应商数据包

Cargill 供应商管理平台

供应商支持
ARAVO

您将从

嘉吉供应商管理平台 no-reply@prod.aravo.com 收到三 (3) 封电子邮件

电子邮件 1: 欢迎电子邮件



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.

电子邮件 2: 包含您的用户名



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.

电子邮件 3: 包含您的密码以及更新密码的链接。



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.

该密码将在初始电子邮件发送后 **72 小时内过期**。如果您未能及时更新，而且密码过期了，请参阅另一份教您“如何重置用户名和密码”的 PDF 资料。

单击其中一个链接，以更新密码。

步骤 1: 设置新密码

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

设置新密码, 然后单击保存

New Password

Confirm Password

Save

步骤 2: 登录 <https://cargill.aravo.com/>



Login

输入电子邮件 2 中提供的用户名和最近更新的密码, 然后单击登录。

Username:

Password:

Login

Select a language: English (United States) ▼

[Need help accessing your account?](#)

步骤 3: 双重认证:

有两种选择可供您选择启用双因素身份验证

双因素身份验证

请选择下列选项中的一个

☐ 身份验证器应用, 推荐

☒ 一次性验证代码已通过电子邮件发送

继续

取消

通过邮件发送一次性验证码

1. 我们推荐这种方式：通过邮件发送一次性验证码

双因素身份验证

请选择下列选项中的一个

☐ 身份验证器应用，推荐

☒ 一次性验证码已通过电子邮件发送

继续 取消

当你选择第二个选项时，点击‘继续’按钮

通过邮件发送一次性验证码

2. 您将会收到Aravo平台发送的验证码，如下截图红框所示，邮件主题为一次性验证码

One time verification code



This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

Hello 刘先生,

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

151351

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

Your Aravo Admin team

通过邮件发送一次性验证码

3.在Aravo页面复制并输入验证码，然后点击登录，您将成功启用双因素身份验证，现在您可以进入供应商平台门户

双因素身份验证

我们已经发送一封含一次性验证代码的电子
邮件消息到该帐户关联的电子邮件地址。

① 未收到代码？ [重发](#)

输入已发送至您电子邮件的代码。

151351

② ☐ 启用双因素身份验证 [取消](#)



身份验证应用程序：

1.选择第一个选项，‘身份验证器应用’，然后点击继续

双因素身份验证

请选择下列选项中的一个

☒ 身份验证器应用，推荐

☐ 一次性验证代码已通过电子邮件发送



身份验证应用程序：

2. 按照Aravo的指南, 安装一个双因素身份应用程序, 点击标签  , 选择其中一个链接, 然后打开网站下载应用程序

双因素身份验证

1. 安装双因素应用



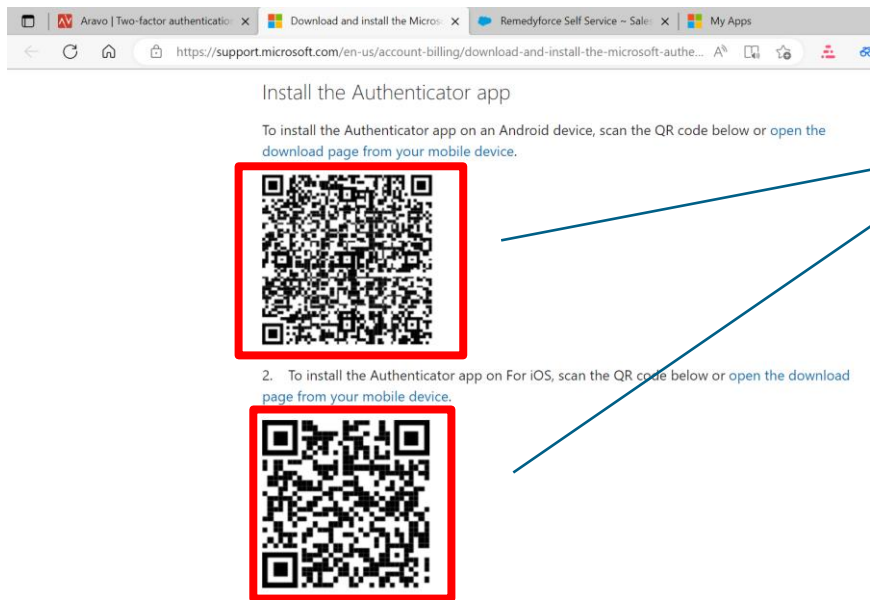
您需要一个双重因素应用。我们建议使用以下之一：

- [Microsoft Authenticator](#)
- [Salesforce Authenticator](#)
- [Google Authenticator](#)
- [FreeOTP](#)



身份验证应用程序:

3. 扫描二维码，在您的手机中安装验证应用程序



-使用手机扫描二维码安装应用程序
-安卓和IOS使用的二维码是不一样的

身份验证应用程序：

4. 打开刚刚下载到手机上的验证器应用程序

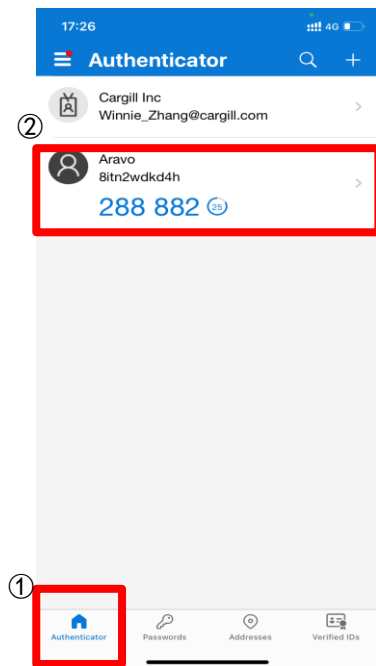
① 在手机上打开验证ID，②然后点击扫描二维码；③使用手机扫描Aravo平台上的二维码



身份验证应用程序：

5. 扫描二维码后，回到您的手机

① 点击下图 Authenticator；② 复制验证码；③ 粘贴验证码到 Aravo；④ 点击启用双因素身份验证



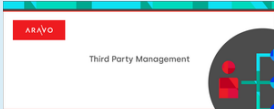
步骤 4: 访问供应商数据包

[Home](#) | [Tasks](#) | [Profile](#)



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

Welcome to the Aravo Self Service Portal!



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

0 Overdue

0 High Priority

1 Normal Priority

0 Low Priority

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](#)

步骤 5: 确认供应商名称并选择供应商类型

Vendor Portal > Tasks > Current Task

Basic Vendor Information

Next >

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

*Required Field

Basic Vendor Information

Vendor Name - Legal Name staples 5

Request Region NA

Vendor type *

Select an Option
Company/Organization
Individual/Person

Next >

preview

Vendor Portal for staples 5 | Help

选择供应商类型。

步骤 6: 确认您的信息并 选择订单货币和供应商多元化

[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 »](#)

步骤 7: 输入或编辑联系人信息

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 »

单击操作按钮，编辑现有信息。

要添加第二个联系人，单击添加新联系人按钮。

步骤 7 (A): 如果您选择添加或编辑新联系人

Contact Information

Back

Next

Add New Contact

*Required Field

Contact Inform

Business Em

Contacts

Filter Result

▼ Cont

First Nam

Last Nam

Email*

Phone:

Function

Contact Information

First Name *

Last Name *

Email *

Phone

Function

OK

cancel

输入或编辑联系人信息，然后单击确定。

Back

Next

完成编辑/添加联系人后，单击下一步。

步骤 8: PO 电子邮件

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 ▼

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

单击操作按钮。输入您用于接收 PO 的电子邮件地址。

步骤 9: 输入税号

步骤 10: 输入银行信息

hide menu

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

Vendor Portal > Tasks > Current Task

Bank Information

Back

Next >

*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. Benefits include:

- 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

Back

Next >

Add New Bank

Supplier Bank Information -

Cargill Business Name which assign the bank information to

Select Some Options

City of Cargill Business which use this bank information

Select Some Options

Bank Country

Select an Option

Bank Key (Routing Number / ABA Number) *

Bank Name *

Bank Branch

Sort Code

SWIFT Code

Bank Account Number *

Bank Account Currency *

Select an Option

IBAN Number

Bank Account Holder's name

OK

cancel

提供您希望用于接收嘉吉付款的
银行信息。

步骤 11:

确认所提供的银行信息，您还可以进行添加或编辑

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

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

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

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

要添加其他银行信息，
请单击此处

要进行编辑，请单击
此处

步骤 12: 付款期限和国际贸易术语

重要提示

这些付款期限和国际贸易术语必须事先与启动您的供应商加入流程的嘉吉申请者协商并达成一致。

如果您不同意付款期限或国际贸易术语并选择否，则将要求您提供期望的付款期限，嘉吉申请者将与您联系，就这些新期限进行新的谈判。

如果新的期限与嘉吉的标准付款期限不同，则需要嘉吉经理的批准。

这些并行要求将导致您的供应商加入流程延迟。

[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

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? *

是

Do you agree with Inco Term shown? *

是

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

步骤 13: 随附所需文档

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

注意 需要 W9 表格

选择此处，以同意嘉吉的商业行为准则 COBC

单击此链接以阅读 COBC

单击保存并提交更改

步骤 14: 同意 COBC

您的供应商数据包已全部完成： 您可以确认信息并发送调查总结

Hide menu

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

单击电子邮件按钮，以发送调查总结

单击蓝色箭头，以展开并确认各个部分所提供的信息。

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.

建议：

转至主页并确认不存在未完成任务。

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

Basic Vendor Information

Basic Vendor Information

Vendor Name - Legal Name

staples 5

Request Region

NA

Vendor type

PREVIOUS VALUE:

Company/Organization

Vendor Detail Information

Contact Information

Tax Information

Bank Information

Payment Term or Inco Term

Supporting Documents

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

建议:

确认没有未完成任务, 并记下您作为联系人电子邮件所提供的电子邮件地址。

Welcome, [REDACTED]

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

You have no open tasks.

Contact Information

staples 5

EMAIL [REDACTED]

Support Contacts

如果您需要任何帮助, 点击此按钮可以找到支持联系方式。

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

此处将显示您作为联系人电子邮件所提供的电子邮件地址, 您将从该电子邮件地址接收来自 Aravo 的通知。



thrive™

谢谢！

机密信息。本文档包含嘉吉机密信息。禁止将本文档中的信息泄露给嘉吉内部或外部无需知道这些信息的人员，也禁止上述人员使用或复制这些信息。© 2021 Cargill, Incorporated. 保留所有权利。