

Training for **Aravo** Cargill's Vendor Data Management Platform



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What is Cargill's Vendor Data Management Platform? What is it for?

Vendor Management Platform

CARGILL VENDOR DATA MANAGEMENT PLATFORM

Good News!

Cargill has a new Data Platform completely free that allows our vendors to perform the maintenance of their Data inside Cargill.

Now, you can enter on this site, check your Data inside our systems and, if necessary, raise an update request directly to our Data Team.

How is the data update process now?

Vendor

- Enter the Username and Password in Aravo and make the update requests - when necessary



Aravo

- Aravo receives the requests and sends the request to the Data Team to verify and update the systems

If you have any questions, send us an email at:

Vendors_Support@Cargill.com



Hello Lucas,

A new Aravo account has been created for you by Vendors_Support@Cargill.com for TEST SELF SERVICE BRASIL.

Your temporary user name credentials are included below:

username: fawcu6t5ahu

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.

In this material, we will teach you how to use the Aravo platform.

You will receive two e-mails with your credentials

Questions and Answers

CARGILL VENDOR MANAGEMENT PLATFORM

Frequently Asked Questions and Answers

1) Will Aravo replace any other system or platform used by Cargill, such as Ariba?

- No. Aravo is a new platform that serves to facilitate the management of Cargill's Vendors Data.

2) Will my company receive Purchase Orders from Aravo?

- No. But the information of your company that is currently in Aravo (such as e-mail contacts) will be used by other systems (e.g. Ariba and SAP) to send the purchase orders. For this reason, it is important to keep your information updated in Aravo.

3) What is Aravo for?

Aravo comes to make the process of managing the information of our Vendors more efficient and transparent.

What should I do?

CARGILL VENDOR MANAGEMENT PLATFORM

1st step: Use the credentials sent to you by e-mail to enter the platform.

(Your credentials)

(How to access Aravo?)

2nd step: Check if your company's data is updated in Cargill's systems.

(How do I check my Company's Information?)

3rd step: In case any data needs to be updated, please submit an update request.

(How do I create an update request?)

4th step: Fill out the update form, attach the required documentation and send us the request.

After submitting, in a week we will send you the confirmation that the data has been updated.

Your Credentials

CARGILL VENDOR MANAGEMENT PLATFORM


Your Credentials

1

New Contact User Name Credentials for TEST SELF SERVICE BRASIL Inbox x

Cargill Vendor Management Platform <no-reply@aravo.com> Mon, Apr 18, 10:34 AM

to me



Hello Lucas,

A new Aravo account has been created for you by Vendors_Support@Cargill.com for TEST SELF SERVICE BRASIL.

Your temporary user name credentials are included below:

username: fawcu6t5ahu

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.

2

New Contact Password Creden

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



Hello Lucas Martins

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](#)

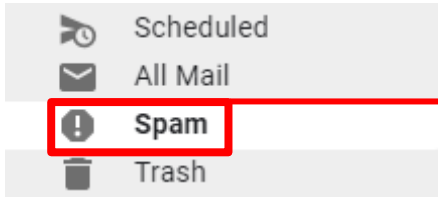
Upon login, you can change your user name and password by navigating to My Account in the upper right hand corner and clicking Edit. Please note, user names in the system are case-sensitive.

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

We will send you 2 separate e-mails: a) one with your username, and b) the other with a link to create your password, as it is shown here

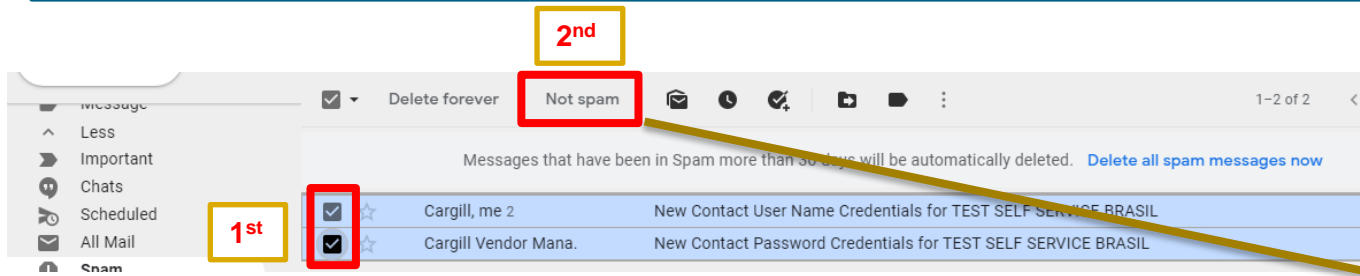


Your Credentials

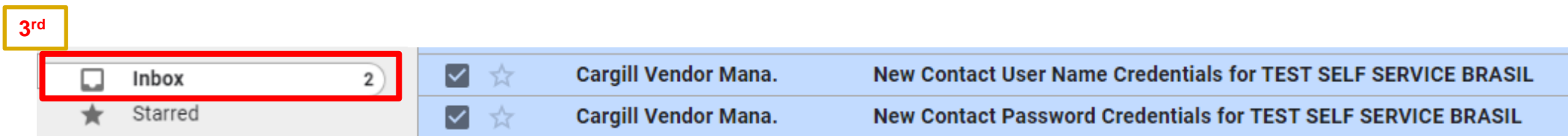


In your Spam folder, search for "Cargill Vendor Management Platform".

Mark both Cargill e-mails and click "Not Spam".



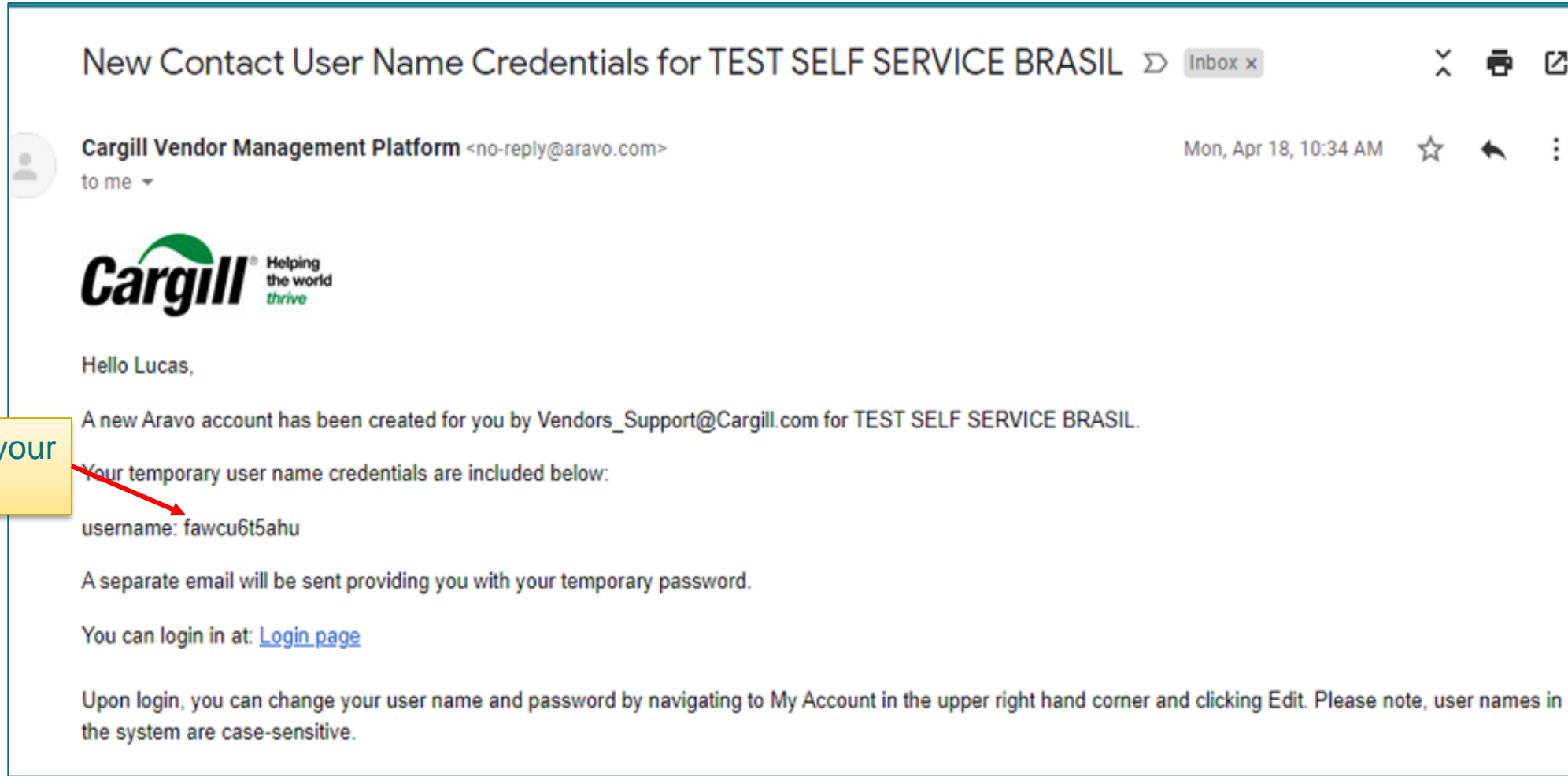
This way, the e-mails will be available in your Inbox:



NOTE: some e-mail providers (such as Gmail) forward both e-mails to the Spam folder. If you cannot find them, please follow these steps.



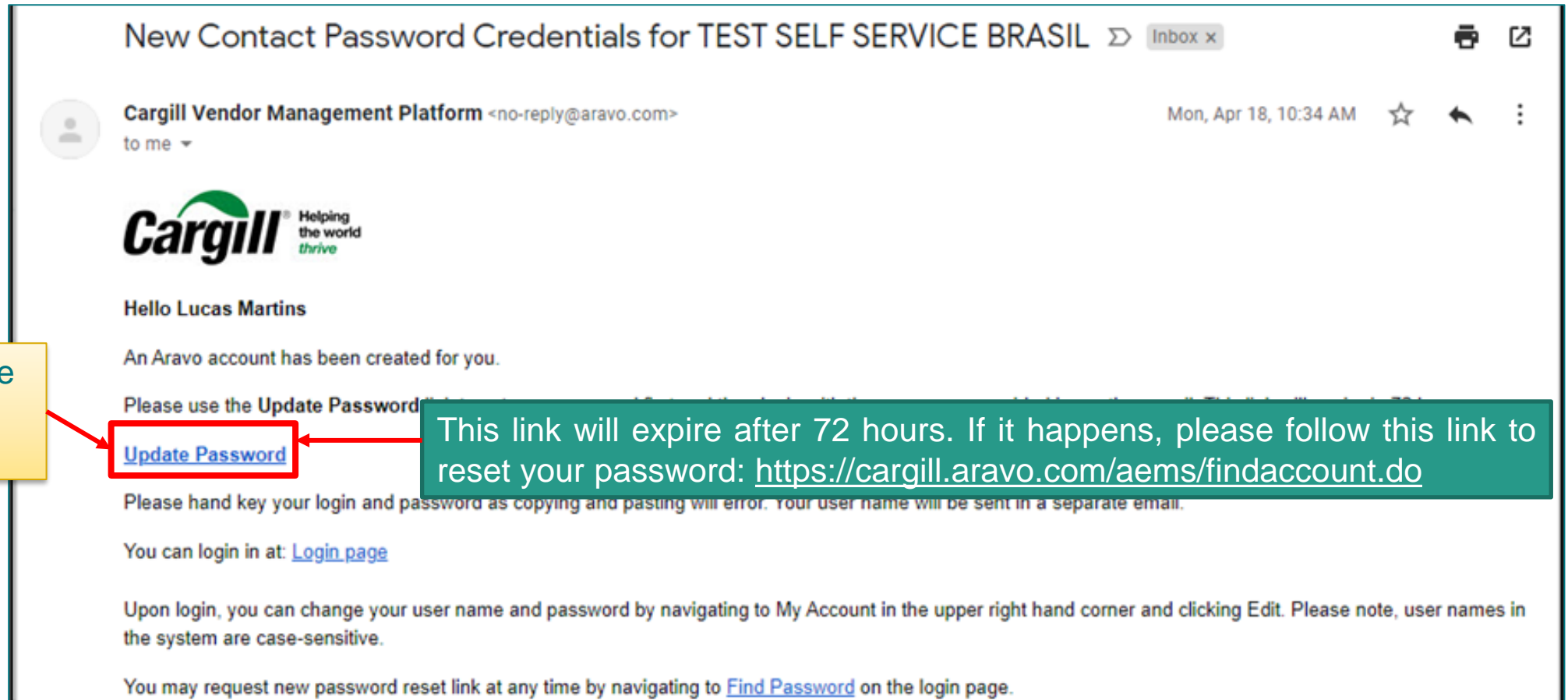
These are the 2 e-mails you will receive: (1) Username and (2) Password



This will be your username.

These are the 2 e-mails you will receive:

(1) Username and (2) Password



Please, click here to create your password.

This link will expire after 72 hours. If it happens, please follow this link to reset your password: <https://cargill.aravo.com/aems/findaccount.do>

Create your 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

Type in your preferred password and click **“Save”**.

New Password

Confirm Password

Save

Enable Two-factor authentication for your account


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

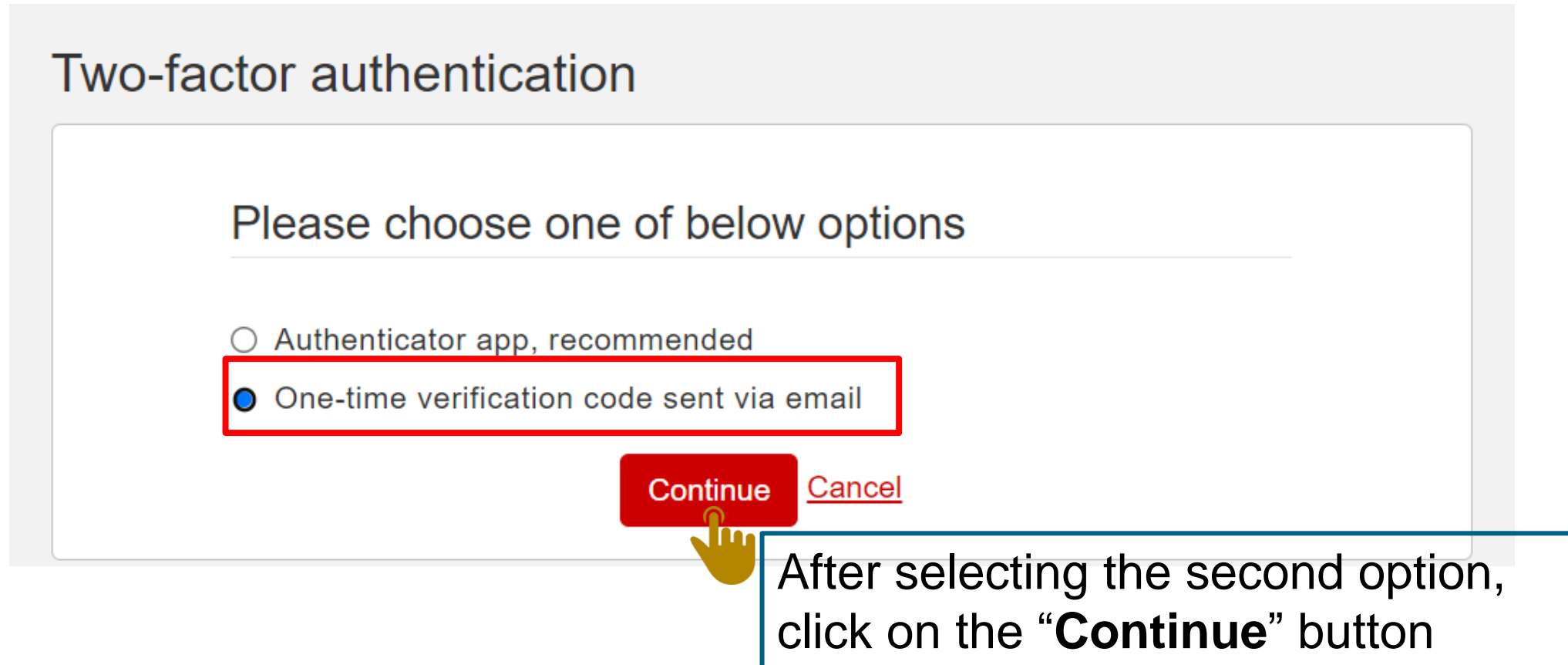
Please choose one of below options

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



下午 4:

[i](#) 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](#)

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

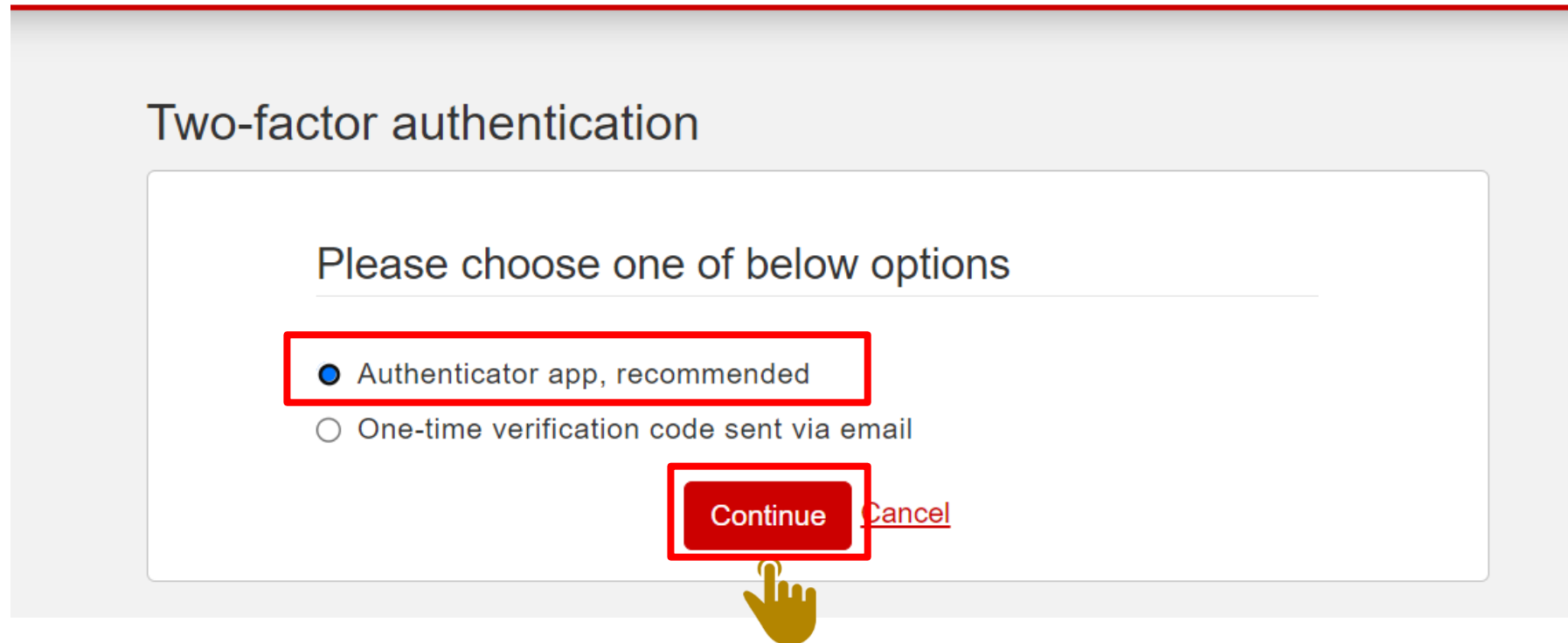
We have sent an email message with a one-time verification code to the email address associated with the account. [Need help?](#)

① Code: 450489

② [Login](#) [Cancel](#)

Authenticator app

1. If you want to use an Authenticator app to login instead of the code sent to your email, select the first option and click “**Continue**”



Two-factor authentication

Please choose one of below options


Authenticator app, recommended

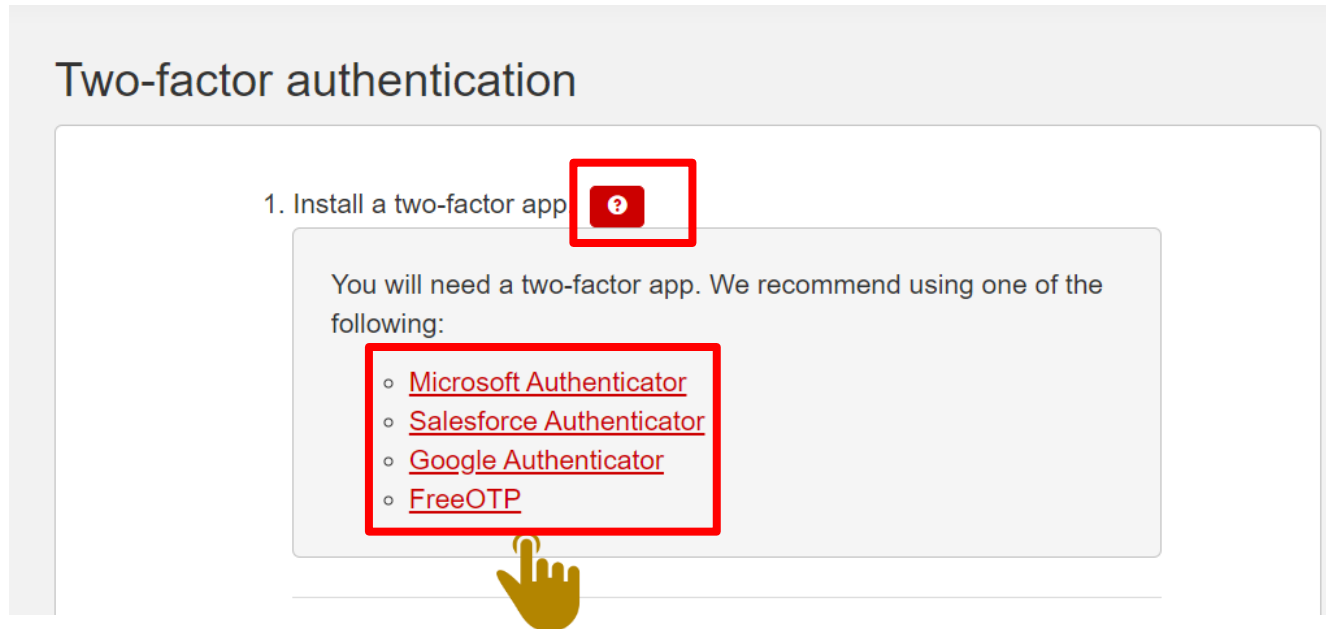
One-time verification code sent via email

Continue [Cancel](#)

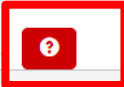
A hand icon is pointing to the 'Continue' button.

Authenticator app

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



Two-factor authentication

1. Install a two-factor app 

You will need a two-factor app. We recommend using one of the following:

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

Authenticator app

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




The screenshot shows a web browser window with the following tabs: 'Aravo | Two-factor authentication', 'Download and install the Micros...', 'Remedyforce Self Service ~ Sale...', and 'My Apps'. The address bar shows the URL: <https://support.microsoft.com/en-us/account-billing/download-and-install-the-microsoft-authen...>

Install the Authenticator app

To install the Authenticator app on an Android device, scan the QR code below or open the [download page from your mobile device](#).



2. To install the Authenticator app on For iOS, scan the QR code below or open the [download page from your mobile device](#).

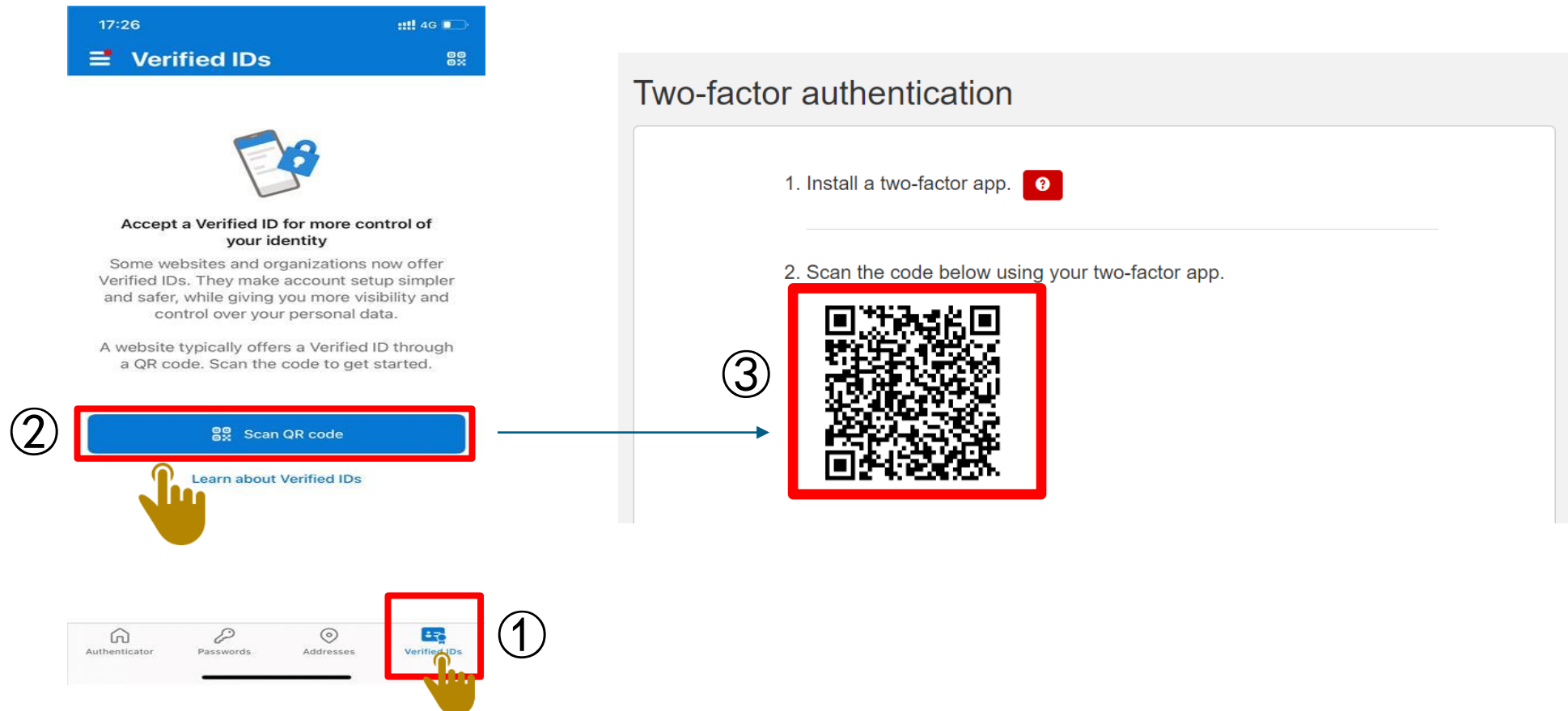


Use your smartphone to scan the QR Code and install the app.
NOTE: there are different QR codes for Android and iOS users.

Authenticator app

4. Open the Authenticator app your have just downloaded.

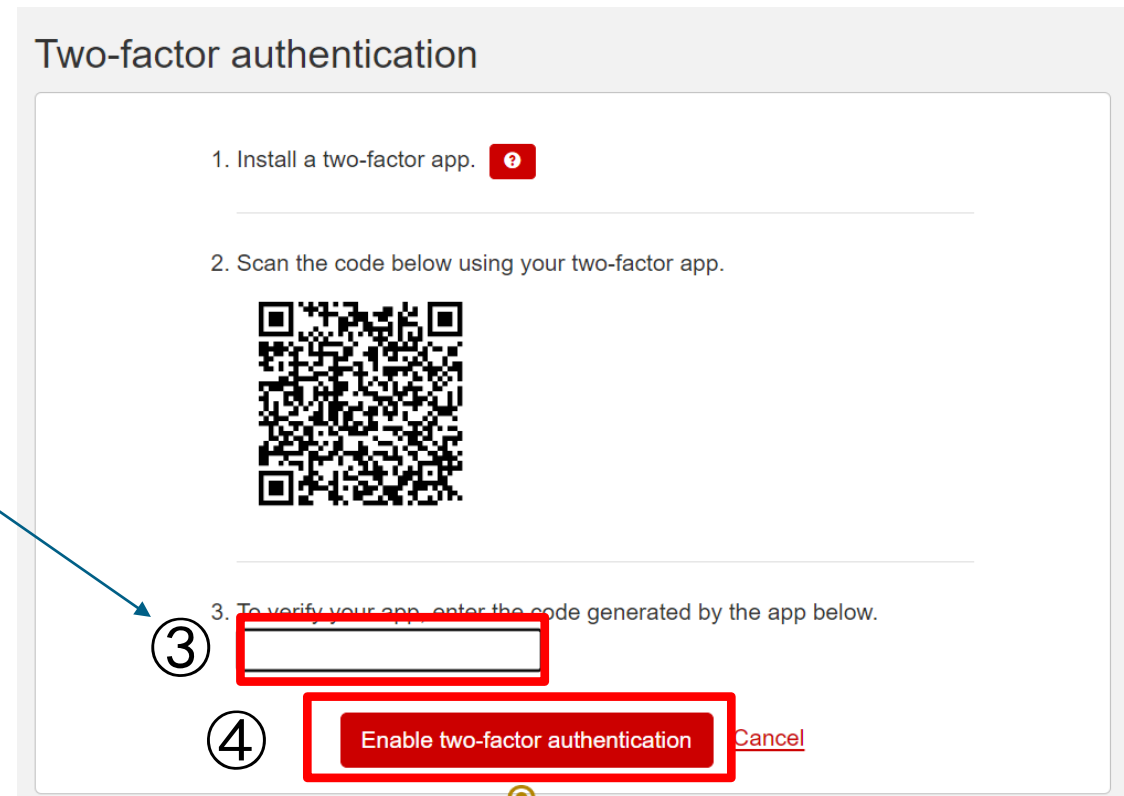
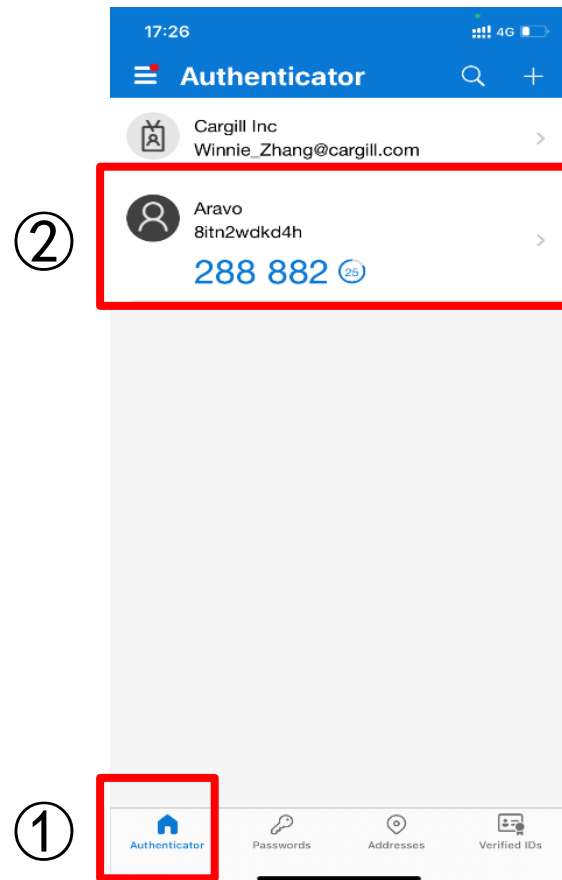
① Tap on “**Verified IDs**” >> then ② tap “**Scan QR code**” >> ③ use your phone to scan the QR code shown in the Aravo platform.



Authenticator app

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

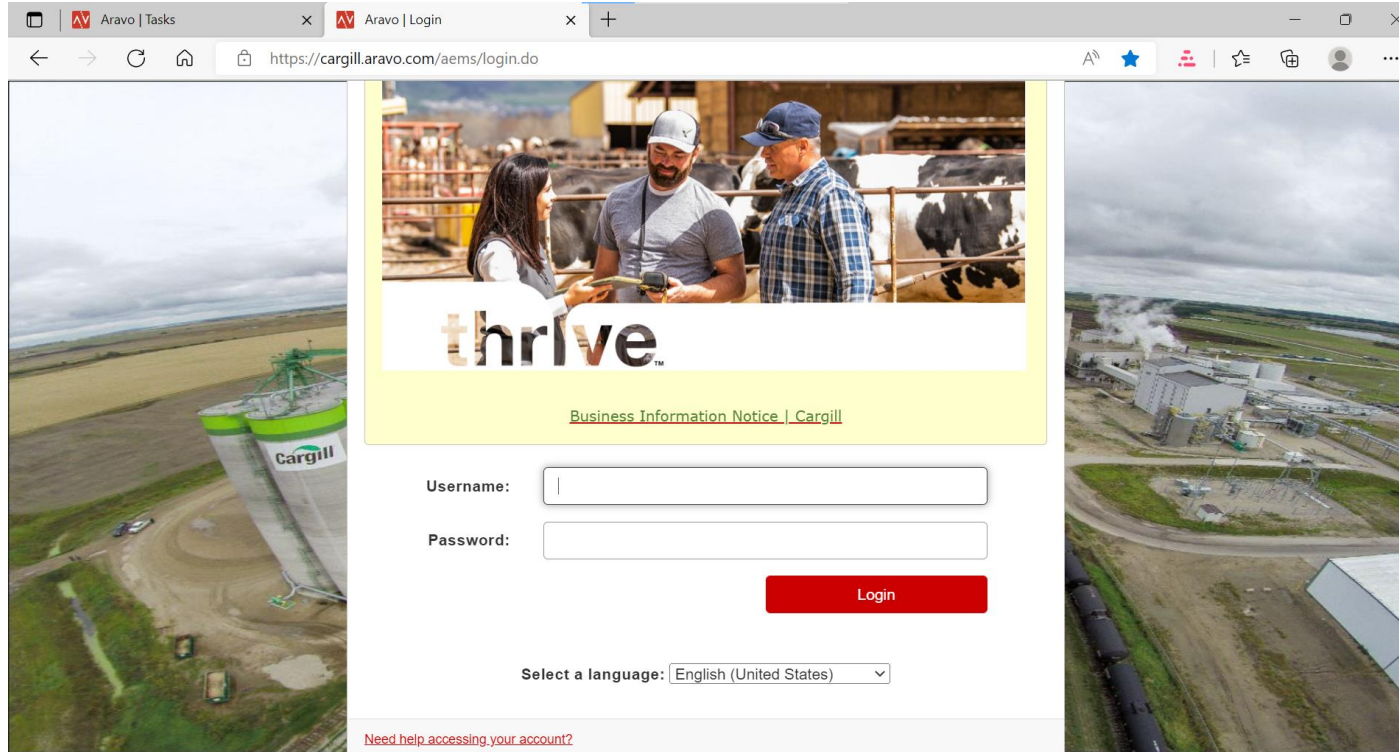
- ① Tap the “**Authenticator**” button >>
- ② Copy the code on your phone’s screen >>
- ③ Paste it in Aravo >>
- ④ Click on “**Enable two-factor authentication**”



How to access Aravo?

CARGILL VENDOR MANAGEMENT PLATFORM

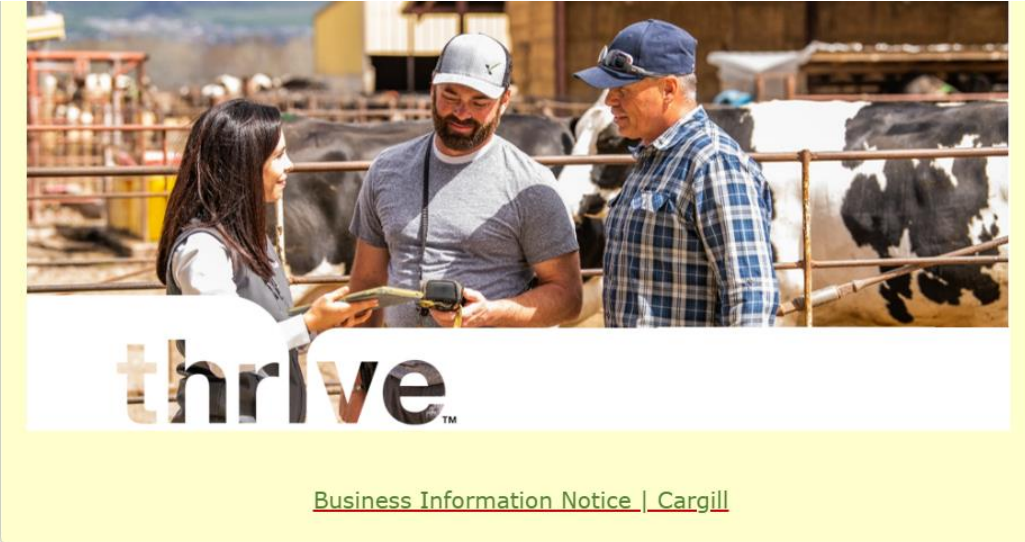
Login Page



Link to the Platform website:
<https://cargill.aravo.com/aems/login.do>



Login Page



Username:

Password:

Login

Select a language: English (United States) ▾

[Need help accessing your account?](#)

Here, you will enter the username we sent you and the password you just created.



Login Page – If you need help:

In case you have any trouble or difficulties related to the Username and Password, please select this button.



Username:

Password:

Login

Select a language:

[Need help accessing your account?](#)

If you have any questions, send us an email:
Vendors_Support@Cargill.com

Home Page

After logging in with your credentials, this is the Aravo Home Page.



A screenshot of a web browser showing the 'CARGILL STAGING VENDOR PORTAL' home page. The browser tabs include 'Aravo | Tasks' and 'Aravo | Supplier Self-Service'. The address bar shows 'https://cargill.aravo.com/aems/home/supplier/#/supplierhome/home'. The page header includes the user name 'Steven Vega' and a 'Logout' button, along with the Cargill logo and tagline 'Helping the world thrive'. A navigation menu has 'Home', 'Tasks', and 'Profile' options. The main content area displays a welcome message: 'Welcome, Steven Vega' with a sub-message 'Your last login was Mon Jul 04 12:25:43 CDT 2022'. Below this is a large light blue box with the text 'Welcome To Cargill Vendor Management Platform' and a photograph of three smiling people (two women and one man) in a warehouse setting.

How do I check my Company's Information?

CARGILL VENDOR MANAGEMENT PLATFORM

Go to your profile

CARGILL STAGING VENDOR PORTAL

Steven Vega ▾ | Logout 🔌

Home

Tasks

Profile

Welcome, Steven Vega

Your last login was Mon Jul 04 12:25:43 CDT 2022

Welcome To Cargill Vendor Management Platform



To check your company's data, please select the **"Profile"** tab.

Profile page

Aravo | Tasks x Aravo | Company Profile x +

https://cargill.aravo.com/aems/party/survey/supplierprofile.do?reset=true

CARGILL STAGING VENDOR PORTAL

Steven Vega Logout

Home Tasks **Profile**

hide menu

Basic Vendor Information

Vendor Detail Information

Address line 1	2942 N Greenfield Rd	Address line 2	—
Address line 3	—	Country	United States of America
State / Region / Province	Minnesota	City	Minneapolis
Postal Code	85215	Fax Number	—
Website Address	—		
D&B number - DUNS	—		
Order Currency	USD		

This is the 'Profile Page' where you can verify your company's data. Let's check it step by step.



Check your information in Profile

This section shows your company's name.

The second line shows the region to which you provide services (NA = North America)

Basic Vendor Information

Vendor Name - Legal Name

Entreprises Larry Inc

Request Region

NA

Vendor type

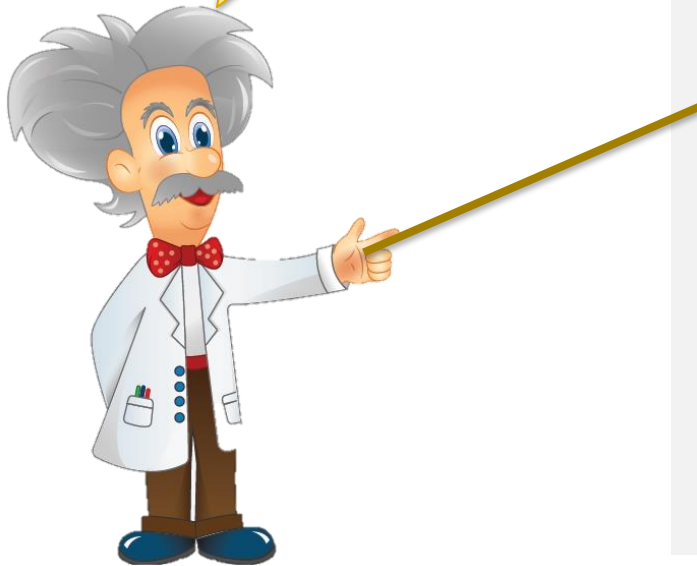
Company/Organization

This third section, tell us if you are registered as a Company or as an Individual Person.



Check your information in Profile

Scrolling down the screen, you can verify if your address info is correct.



Vendor Detail Information

Address line 1	2942 N Greenfield Rd	Address line 2	—
Address line 3	—	Country	United States of America
State / Region / Province	Minnesota	City	Minneapolis
Postal Code	85215	Fax Number	—
Website Address	—		
D&B number - DUNS	—		
Order Currency	USD		

Check your Tax Data in Profile

SSN(US)

Tax ID 1

EIN (US)

Tax ID 2



In this section you can check your tax information within Cargill (such as EIN, SSN, VAT, GST).

Check your Bank Information

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:

▶ **Summary Field - Please edit this text**



You have to click in this box to open your company's Bank information.

Here you can see the different Bank Accounts that we have registered in our systems.



Check your Bank Information:

▼ Summary Field - Please edit this text	
New bank information need to be added?	—
Cargill Business Name which assign the bank information to:	—
City of Cargill Business which use this bank information:	—
City of Cargill Business which use this bank information:	—
Bank Country:	United States of America
Bank Key (Routing Number / ABA Number):	123456789
Bank (LATAM Countries):	—
Bank Name:	Bank of Examples of United States
Bank Code:	—
Bank Branch Number:	—
Account Bank Type:	—
Account Settings:	—
Bank Branch:	—
Sort Code:	—
SWIFT Code:	****
Bank Account Number:	****
Bank Account Currency:	USD



After you click on the gray box, Aravo will show you the details of your company's Bank Account, so that they can be verified.



Verify Payment Terms and Incoterms

Payment Terms and Inco Terms	
Payment Term	—
Inco terms 1	DDP-Delivered Duty Paid (recommended)
Inco terms 2	DESTINATION

Here, you will see the payment terms agreed with your Cargill representative during negotiations.

And here you can check the Incoterms agreed as well as the destination.



Check contact information

In this tab, you will see the Contact information we have for you company.



Vendor Contact Details

Business Email Address **example@email.com**

Business Telephone Number

1234567890

Contacts

Filter Results:

▼ Contact Information *(primary contact)*

First Name:	Steven
Last Name:	Vega
Email:	example@email.com
Phone:	1234567890
Function:	—



You have to click on this box to open the Contact Information.

Verification is ready!

Done!
You have finished verifying your company's data in Cargill's systems.



Now we will teach you how to request an update to your data in case you have noticed something needs to be changed.

How do I create an update request?

Supplier Management Platform

Home Page

In case you are not on the home page, select the "Home" Tab.



A screenshot of a web browser showing the Cargill Staging Vendor Portal. The browser tabs include 'Aravo | Tasks' and 'Aravo | Supplier Self-Service'. The address bar shows 'https://cargill.aravo.com/aems/home/supplier/#/supplierhome/home'. The page title is 'CARGILL STAGING VENDOR PORTAL'. In the top right, there is a user profile for 'Steven Vega' and a 'Logout' button. The Cargill logo with the tagline 'Helping the world thrive' is in the top right corner. A navigation bar contains three tabs: 'Home' (highlighted with a red box and a hand cursor), 'Tasks', and 'Profile'. Below the navigation bar, the page displays 'Welcome, Steven Vega' and 'Your last login was Mon Jul 04 12:25:43 CDT 2022'. A large light blue banner contains the text 'Welcome To Cargill Vendor Management Platform' and a photograph of three smiling people.

How to create a request

The following features are available for you on this Supplier Portal:

1. Go to the 'Tasks' section to access and complete your pending tasks
2. Click on the Support Contacts button if you need to contact our support team.

Actions

[Vendor Portal - NA newV7.2](#)

Tasks

i You have no open tasks.

Contact Information

Steven Vega
Enterprises Larry Inc

PHONE: 1234567890

EMAIL: @cargill.com

[Support Contacts](#)

Scrolling down the Home page, you will see this Blue Button written 'Vendor Portal - NA'. Click on it!



Update Request Type

Vendor Portal - Request Details

Vendor Name - Legal Name: Enterprises Larry Inc

Request Region: NA

Update Type*: Select Some Options

Submit cancel

You have to select this field to open the update options.

This page is going to ask you what kind of data you want to update.

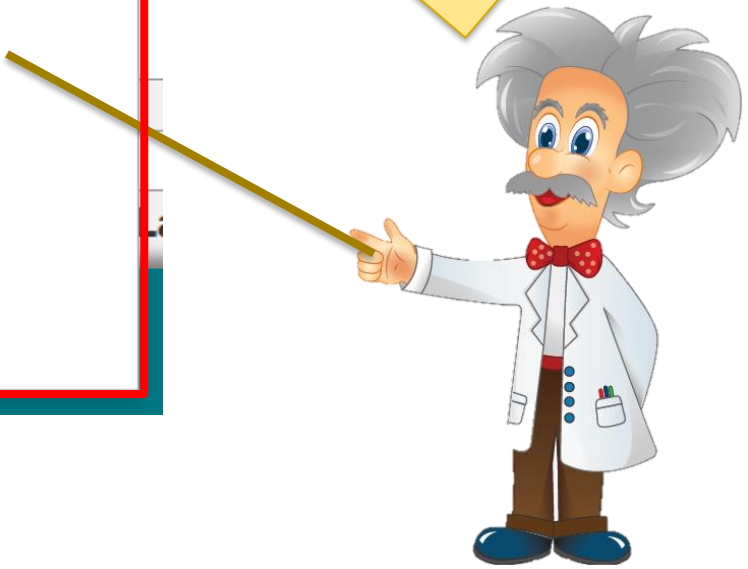


Update Request type

Submit cancel

Vendor Name
Vendor Address
Contact Information
Bank Information
Change of Currency
Vendor Diversity
Tax document

These are the Update options. You can choose one or more types of update, it will depend on which data is currently outdated in our systems.



Name update

Update Type *

Vendor Name	1
Vendor Address	2
Contact Information	3
Bank Information	4
Change of Currency	5
Vendor Diversity	6
Tax document	7

(1) Here you can update your company's name

(2) You can also change your company's address

(3) Here you can update your company's contact information, such as e-mails and phone numbers

(4) You can edit and add bank accounts to receive payments

(5) Change the currency in which you receive payments

(6) Change your company's Diversity status

(7) Update your company's fiscal documents (EIN, GST, VAT etc)

Page before starting the request

After choosing which types of data update you want, you have to confirm that you really want the update process to begin by clicking **“SUBMIT”**

A screenshot of a web browser displaying the 'CARGILL STAGING VENDOR PORTAL'. The browser tabs show 'Aravo | Tasks' and 'Aravo | Task Detail'. The URL is 'https://cargill.aravo.com/aems/party/supplier/request/supplierportalrequest.do?requestLocationDetailId=18980201'. The page header includes 'Steven Vega' and a 'Logout' button. The main content area is titled 'Vendor Portal - Request Details' and contains a form with the following fields:

- Vendor Name - Legal Name: Entreprises Larry Inc
- Request Region: NA
- Update Type*: A dropdown menu with the following options: Vendor Name, Vendor Address, Contact Information, Bank Information, Change of Currency, Vendor Diversity, and Tax document.

At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'cancel'. A hand cursor is pointing at the 'Submit' button.

To confirm you really need these updates, select SUBMIT.

You have successfully created an update request!

Done!
You
successfully
created an
update
request.



Now we will teach
you how to fill out
each type of
request.

Name Update Request

Supplier Management Platform

Page before you start the request

This page is to confirm that you have selected the updates you need in the previous page.



A screenshot of a web browser showing the 'Request Details' page in the Cargill Staging Vendor Portal. The browser tabs include 'Aravo | Search Vendors', 'Aravo | Tasks', and 'Aravo | Vendor Survey'. The URL is 'https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?reset=true&invitationId=242770687&taskInstanceId...'. The page header shows 'CARGILL STAGING VENDOR PORTAL' with a user profile for 'Steven Vega' and a 'Logout' button. The Cargill logo is in the top right. A progress bar indicates '14%' completion, '1 of 7 pages complete'. A sidebar menu has 'Request Details' checked. The main content area shows 'Request Details' with a 'Next >' button. A 'Page Requirements' box shows 'Required Completed 100%' and 'Page Completed 1 of 7'. A table lists fields: 'Vendor Name - Legal Name' (Entreprises Larry Inc), 'Request Region' (NA), and 'Update Type' (Vendor Address, Change of Currency, Contact Information, Tax document, Vendor Diversity, Bank Information, Vendor Name). A red box highlights the 'Update Type' field. A 'Next >' button is at the bottom left, with a hand cursor icon over it.

To confirm you really need these updates, select 'NEXT'.

Name Update Request

Now you are in the update request stage. You will see the same data as on the Profile page, but you can edit it.



The screenshot shows a web browser window with two tabs: 'Aravo | Requestor Dashboard' and 'Aravo | Vendor Survey'. The address bar shows the URL: <https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242802976&taskInstanceId=4424...>

The page title is 'CARGILL STAGING VENDOR PORTAL'. The user is logged in as 'Steven Vega' with a 'Logout' button. The Cargill logo is in the top right corner with the tagline 'Helping the world thrive'.

The navigation menu includes 'Home', 'Tasks', and 'Profile'. A progress indicator shows '28%' completion and '2 of 7 pages complete'. A sidebar menu on the left has the following items:

- Request Details
- Update Type = Vendor Name
- Vendor Name / Address
- Update Type = Vendor Diversity
- Update Type = Contact informat
- Update Type = Bank information
- Update type=Change of Currency

The main content area has 'Back' and 'Next' buttons. A 'Page Requirements' section shows '100%' and '2 of 7'. A '*Required Field' section is visible. The 'Vendor Details' section contains the following information:

Third Party Identifier	225056
Vendor Name - Legal Name *	Enterprises Larry Inc
Vendor Name - Business/Trade name	Larry Inc
Country	United States of America

Below the Vendor Details is a section for 'Supporting Documents'.

Name Update Request

Once you have edited your name, further down the screen, you will have a field to attach the **W9 documentation** to verify the data filled above.



BILL STAGING VENDOR PORTAL

Home Tasks Profile

Menu

28%

of 7 pages complete

Request Details

Update Type = Vendor Name

Vendor Name / Address

Update Type = Vendor Diversity

Update Type = Contact Information

Update Type = Bank Information

Update type=Change of Currency

Steven Vega Logout



« Back Next »

Page Requirements

100%

2 of 7

preview

*Required Field

Vendor Details

Third Party Identifier 225056

Vendor Name - Legal Name * Enterprises Larry Inc

Vendor Name - Business/Trade name Larry Inc

Country United States of America

Supporting Documents

W9 Form *

W9.txt 07/05/2022 at 10:07:38 AM CDT

Other supporting documents

Choose File No file chosen

Link to the updated W9 form:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Name Update Request

Name
<input type="checkbox"/> Vendor Name / Address
<input type="checkbox"/> Update Type = Vendor Diversity
<input type="checkbox"/> Update Type = Contact informat
<input type="checkbox"/> Update Type = Bank information
<input type="checkbox"/> Update type=Change of Currency

Supporting Documents

W9 Form *

W9.txt 07/05/2022 at 10:07:38 AM CDT

Other supporting documents

Choose File No file chosen

« Back

Next »



After filling in the fields with your company's correct name and attaching the mandatory document (W9 form, 2018 version), click "NEXT" to advance.



Address Update Request

Supplier Management Platform

Address Update Request

Now you are in the address update page. You will see the same as on the Profile page, but you can now edit the information.



Aravo | Requestor Dashboard | Aravo | Vendor Survey

https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242802976&taskInstanceId=4424...

CARGILL STAGING VENDOR PORTAL

Steven Vega | Logout

Home | Tasks | Profile

hide menu

42%
3 of 7 pages complete

- Request Details
- Update Type = Vendor Name
- Vendor Name / Address
- Update Type = Vendor Diversity
- Update Type = Contact informat
- Update Type = Bank information
- Update type=Change of Currency

***Required Field**

Basic Vendor Information

Vendor Name - Legal Name	Enterprises Larry Inc
Request Region	NA
Address line 1 *	2942 N Greenfield Rd
Address line 3	
Country *	United States of... x
City *	Minneapolis
Vendor type *	Company/Orga... x
Address line 2	
State / Region / Province *	Minnesota x
Postal Code	85215
Email address (Receive PO)	
Fax Number	
Website Address	
D&B number - DUNS	

Address Update Request

Once you have edited your address, further down the screen, you will have a field to attach the documentation that verifies the data filled above. This can be: **an invoice, company letter, W9, etc.**



Aravo | Requestor Dashboard | Aravo | Vendor Survey

https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242802976&taskInstancelId=4424...

Steven Vega | Logout

Cargill

STAGING VENDOR PORTAL

Tasks | Profile

42%
7 pages complete

Request Details

Update Type = Vendor Name

Vendor Name / Address

Update Type = Vendor Diversity

Update Type = Contact Information

Update Type = Bank Information

Update type=Change of Currency

Address line 3

Country* United States of... x

State / Region / Province* Minnesota x

City* Minneapolis

Postal Code 85215

Email address (Receive PO)

Fax Number

Website Address

D&B number - DUNS

Supporting documents

Proof of address attached? (invoice or letter from the vendor)

Choose File W9.txt

< Back | Next >

Address Update Request

Update Type = Contact Information

Update Type = Bank Information

Update type = Change of Currency

Website Address

D&B number - DUNS

Supporting documents

Proof of address attached? (invoice or letter from the vendor)

W9.txt

After filling in the fields with your company's correct address and attaching the supporting document, click "**NEXT**" to advance.

A yellow hand cursor icon with the index finger pointing at the 'Next' button.

Diversity Information Update Request

Supplier Management Platform

Diversity Information Update Request

Now you can request an update to your company's Diversity Information. You will see the same as on the Profile page, but you can edit it.



A screenshot of a web browser displaying the 'CARGILL STAGING VENDOR PORTAL'. The browser address bar shows the URL: https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242770687&taskInstanceId=442199817... The page header includes the user name 'Steven Vega' and a 'Logout' button. The main navigation menu has 'Home', 'Tasks', and 'Profile'. The current task is 'Update Type = Vendor Diversity'. The progress bar shows '3 of 6 pages complete'. The task details list several update types, with 'Update Type = Vendor Diversity' selected. The main content area contains a 'Vendor Diversity' section with a text box explaining the importance of diversity and providing links for more information. Below the text box is a dropdown menu for 'Are you a diverse vendor?' with 'No' selected.

Why does Cargill have a Diversity Information option?

Cargill has a global target to work directly with diverse vendors throughout all of our supply chain.



Vendor Diversity

The diversity of our supply chain is one of the many ways we offer distinctive value to our customers by fostering economic growth in the communities they serve. We collect this data to ensure we can accurately report the diversity of our supply chain. If you have additional questions or concerns, please go to <https://www.cargill.com/supplier-central/en/supplier-diversity> to find information about our program. If you have not already done so, please register at <https://cargill.suppliergateway.com/> to upload your certification information or to update your existing profile.

Diversity Information Update Request

If you select "Yes", a drop-down list will open so you can select a category in which your company fits.



A screenshot of a web browser displaying the 'Cargill Staging Vendor Portal'. The browser address bar shows the URL: https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242770687&taskInstanceId=442199817... The user is logged in as 'Steven Vega'. The page title is 'CARGILL STAGING VENDOR PORTAL'. The main content area shows a form for updating diversity information. The question 'Are you a diverse vendor?' has 'Yes' selected. Below it, the 'Vendor Diversity' dropdown menu is open, showing a list of categories: 'Minority Owned (51% or more Minority owned equity)', 'Woman Owned (51% or more Women owned equity)', 'Veteran Owned (51% or more Veteran owned equity)', 'Small business', 'Airport Concession Disadvantage Business Enterprise (ACDBE)', and 'Gay, Lesbian, Bisexual and Transgender Businesses (51% or more Gay, Lesbian, Bisexual and Transgender)'. The 'Minority Owned' option is highlighted. Below the dropdown is a 'Supporting Documents' section with a 'Choose File' button and 'No file chosen' text. At the bottom of the form are 'Back' and 'Next' buttons. The Cargill logo is in the top right corner.

Diversity Information Update Request

ALL STAGING VENDOR PORTAL

Steven Vega | Logout



Tasks Profile

In some cases, a second drop-down list may open to specify your diversity category.



57%

pages complete

Details

Update Type = Vendor
Update Type = Vendor

Vendor Name / Address

Update Type = Vendor
Update Type = Vendor

Update Type = Contact
Update Type = Contact

Update Type = Bank
Update Type = Bank

Update type=Change of
Update type=Change of

Are you a diverse vendor?

Yes

Vendor Diversity

Veteran Owned (51% or more Veteran owned equity)

Veteran owned (51% or more Veteran owned equity)

- Disabled Veteran (Certified)
- Disadvantaged Veteran (Certified)
- Service-Disabled Veteran
- Vietnam Veteran Owned
- Veteran Owned (Other)

Supporting Documents

Other supporting documents

Choose File No file chosen

« Back Next »

Diversity Information Update Request

Please attach one (or more) certificate issued by an accredited institution as a supporting document to your company's diversity status.



NMSDC – National Minority Supplier Development Council	NAWBO – National Associate of Women Business Owners
WBENC – Women Business Enterprise National Council	WEConnect International – Women Business Enterprise (Valid internationally)
NGLCC – National LGBT Chamber of Commerce	NaVOBA – National Veteran-Owned Business Association
SBA – Small Business Administration	Disability IN – Disability-owned Businesses (DOBE)

NOTE: the table above serves solely as a guide, and it is not a comprehensive list of the accepted certifications. **If you have a diversity certificate from a different institution, please attach it as well.**

Diversity Information Update Request

After attaching a document that proves your Diversity Info, please click "NEXT" to proceed.



Supporting Documents

Other supporting documents

✕ Choose File Veteran...ificate.txt +

[« Back](#) [Next »](#)

A yellow hand cursor icon is positioned over the 'Next' button, indicating it is the active element.

Contact Information Request

Supplier Management Platform

Contact Information Update Request

At this stage, you can see and edit your contact information. Let's check step by step.



A screenshot of a web browser displaying the 'CARGILL STAGING VENDOR PORTAL'. The browser tabs show 'Aravo | Business Process Detail' and 'Aravo | Vendor Survey'. The address bar contains a URL starting with 'https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242802976&taskInstanceId=4424...'. The portal header includes 'Home', 'Tasks', and 'Profile' navigation links, a user profile for 'Steven Vega', and a 'Logout' button. The Cargill logo is in the top right corner. On the left, a progress bar shows '71%' completion for '5 of 7 pages complete'. A list of tasks includes 'Request Details', 'Update Type = Vendor Name', 'Vendor Name / Address', 'Update Type = Vendor Diversity', 'Update Type = Contact informat' (highlighted in blue), 'Update Type = Bank information', and 'Update type=Change of Currency'. The main content area is titled 'Update Type = Contact information' and shows 'Required Completed 100%' and 'Page Completed 5 of 7'. It features a 'Back' and 'Next' button, a 'Page Requirements' button, and a 'preview' link. The form includes a '*Required Field' section for 'Contact Information' with fields for 'Business Email Address' (larry_inc@larry.com) and 'Business Telephone Number' (1234567890). Below this is a 'Contacts' section with a 'Filter Results' input and a table listing 'Contact Information (primary contact)' with an 'Actions' dropdown. An 'Add a new Contact' button is also present. At the bottom, there are sections for 'Email Address (Receive PO)' and 'Email - PO Details'.

Contact Information Update request



CARGILL STAGING VENDOR PORTAL

Home Tasks Profile Logout

hide menu

71%
5 of 7 pages complete

- Request Details
- Update Type = Vendor Name
- Vendor Name / Address
- Update Type = Vendor Diversity
- Update Type = Contact informat
- Update Type = Bank information
- Update type=Change of Currency

Contact Information

Business Email Address: **larry_inc@larry.com**

Business Telephone Number: **1234567890**

Contacts

Filter Results:

▼ Contact Information (primary contact)		Actions
First Name*:	Steven	Edit
Middle Name:	—	
Last Name*:	Vega	
Email*:	steven1@larry.com	
Function:	—	
Phone:	1234567890	

Add a new Contact

This is your company's general Business email.

And here is your phone number.

To edit, you have to click the ACTIONS button.

Contact Information Update request



CARGILL STAGING VENDOR PORTAL

Home Tasks Profile

Steven Vega Logout

Cargill

71%
5 of 7 pages complete

- Request Details
- Update Type = Vendor Name
- Vendor Name / Address
- Update Type = Vendor Diversity
- Update Type = Contact informat
- Update Type = Bank information
- Update type=Change of Currency

Required Field

Contact Information

Business Email Address: larry_inc@larry.com Business Telephone Number: 1234567890

Contacts

Filter Results:

▼ Contact Information (primary contact)		Actions
First Name*:	Steven	Edit
Middle Name:	—	
Last Name*:	Vega	
Email*:	steven1@larry.com	
Function:	—	
Phone:	1234567890	

Add a new Contact

You can also add a new contact by clicking “Add a new contact”

Contact Information Update request

CARGILL STAGING VENDOR PORTAL

Steven Vega | Logout



Home | Tasks | Profile

- hide menu
- 71%
5 of 7 pages complete
- Request Details
 - Update Type = Vendor Name
 - Vendor Name / Address
 - Update Type = Vendor Diversity
 - Update Type = Contact informat
 - Update Type = Bank information
 - Update type=Change of Currency

Add New Contact

Contact Information

First Name *

John

Middle Name

Last Name *

Smith

Email *

john1@larry.com

Function

Manager

Phone

OK

cancel

After filling out the mandatory fields, click "OK" to add the new contact.



Contact Information Update Request

On the section “Email Address (Receive PO)”, you can edit the contact of the person or team in your company responsible for receiving POs from Cargill.



A screenshot of a web browser displaying the 'CARGILL STAGING VENDOR PORTAL'. The page title is 'Email Address (Receive PO)'. On the left, there is a sidebar with a progress bar at 66% and a list of update types: 'Request Details', 'Update Type = Vendor Name', 'Update Type = Vendor Diversity', 'Update Type = Contact informat' (highlighted), 'Update Type = Bank information', and 'Update type=Change of Currency'. The main content area shows 'Email - PO Details' with a table of information for 'Po Email Details - Z001 Non-trade Vendor (VN)-6XXXXXXXXX & Z004 Payee (PI)-8XXXXXXXXX'. The table includes fields like System (SAP TC2), System Vendor ID (ASDADASDSA), Account Group, Country, Enterprise*, and Email address (Receive PO)* (STEVEN@CARGILL.COM). A red box highlights an 'Actions' button with a gear icon, and a hand cursor is pointing at it. A yellow callout box contains the text: 'To edit, you have to click on the button 'ACTIONS' and then choose 'EDIT''. Below the table is a 'Supporting Documents' section with a placeholder for 'Other supporting documents'.

Contact Information Update Request:

Aravo | Vendor Survey

https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242770687&taskInstanceId=442199817...

CARGILL STAGING VENDOR PORTAL

Steven Vega Logout

Home Tasks Profile

hide menu

66%
4 of 6 pages complete

- Request Details
- Update Type = Vendor Name
- Update Type = Vendor Diversity
- Update Type = Contact informat
- Update Type = Bank information
- Update type=Change of Currency

Account Group:
Z001 Non-trade Vendor (VN)-6XXXXXXXXX & Z004 Payee (PI)-8XXXXXXXXX

Country in which the purchasing plant resides? —

Enterprise*: Corporate Functions ⇌ Corporate Strategy

Email address (Receive PO)*: STEVEN@CARGILL.COM

Supporting Documents

Other supporting documents

Choose File No file chosen

« Back **Next »**

Highlighting Key
Modified Fields are highlighted with a yellow background.

Vendor Portal for Enterprises Larry Inc | Help

After filling in the fields with the correct Contacts to be update, you may click “NEXT” to advance.



Bank Information Update Request

Supplier Management Platform

Bank Information Update Request

Now, for the Bank information update, let's see how to update or add new bank accounts.

A screenshot of a web browser displaying the 'GILL STAGING VENDOR PORTAL'. The browser address bar shows the URL: https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242770687&taskInstanceId=442199817... The user is logged in as 'Steven Vega'. The page title is 'GILL STAGING VENDOR PORTAL'. The main content area is titled 'Update Type = Bank information'. It features a progress bar showing '66%' completion and '4 of 6 pages complete'. The 'Update Type = Bank information' option is selected in the left sidebar. The main content area includes a 'Required Field' section for 'Bank Information' with a text box containing a message about ACH payments and their advantages. Below this is a 'Bank(s)' section with a filter results input field and view options (list, tiles, grid).

Aravo | Vendor Survey

https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242770687&taskInstanceId=442199817...

GILL STAGING VENDOR PORTAL

Steven Vega | Logout

Home Tasks Profile

Vendor Portal Tasks Current Task

Update Type = Bank information

Required Completed 57% | Page Completed 4 of 6

*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, 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:

Bank Information Update Request

This box informs you that Cargill makes Payments Electronically (ACH / EFT) and tells you why this is the best way both for you and Cargill.

Bank Information Page

← Back

50%

preview 

*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, 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 Information Update Request

Scrolling down, you will see your bank accounts registered within Cargill's systems. Here you will have two options:

1) Update an existing account

2) Add a new bank account

Bank(s)

Filter Results:

list tiles grid

- ▶ Banco de Ejemplo de Costa Rica ⚙️ Actions ▾
- ▶ Bank of Example Canada ⚙️ Actions ▾
- ▶ Bank of Examples of United States ⚙️ Actions ▾

👉 Add a new Bank

Click on the gray box to see details of the selected bank account.



Bank Information Update Request

In case you simply want to update an existing account, click on **ACTIONS**, then **EDIT**.

Select **'Actions'** and then **'Edit'** to enable editing.



▶ Bank of Example Canada		⚙️ Actions ▼
▼ Bank of Examples of United States		⚙️ Actions ▼
Are those bank details only for specific Cargill business:	No	✎ Edit
Cargill Business Name which assign the bank information to:	—	
City of Cargill Business which use this bank information:	—	
Bank Country*:	United States of America	
Bank Key (Routing Number / ABA Number/ IFSC code):	123456789	
Bank Name:	Bank of Examples of United States	
Bank Branch:	—	
Sort Code:	—	

Bank Information Update Request

When editing your bank account's information, please fill out all the fields marked with a red asterisk * including the last question asked. After done, click 'OK'.



Edit Bank

Bank of Examples of United States

Are those bank details only for specific Cargill business *	No x v
Bank Country *	United States of America x v
Bank Key (Routing Number / ABA Number / IFSC code) *	123456789
Bank Name *	Bank of Examples of United States
Bank Branch	
Sort Code	
SWIFT Code	
IBAN Number	
Bank Account Currency *	USD x v
Bank Account Number *	12346789
Does the Bank Account Holder Name exactly match your Full Company Legal or Registered Name? *	Yes x v

OK Cancel

Bank Information Update Request

Bank(s)

list tiles grid

Filter Results:

- ▶ Banco de Ejemplo de Costa Rica ⚙️ Actions ▾
- ▶ Bank of Example Canada ⚙️ Actions ▾
- ▶ Bank of Examples of United States ⚙️ Actions ▾

Add a new Bank



In case you want to add a new bank account, click on "Add a new Bank".

Select "Add a new Bank" to display the form to be filled.

Banking Information Update Request

After filling in the fields with Bank Account details, you must attach a document that verifies this information. Then, click "NEXT" to proceed.



CARGILL STAGING VENDOR PORTAL

Home Tasks Profile

Steven Vega Logout

Cargill

85%
6 of 7 pages complete

- Request Details
- Update Type = Vendor Name
- Vendor Name / Address
- Update Type = Vendor Diversity
- Update Type = Contact informat
- Update Type = Bank information
- Update type=Change of Currency

Supporting Document

Bank Letter/ Bank Stamped document / Void Checks copy? (Documentation IS REQUIRED. Lack of documentation will result in rejection and delay in processing of request) *

Bank letter.txt 07/05/2022 at 10:07:38 AM CDT

W9 Form *

W9.txt 07/05/2022 at 10:07:38 AM CDT

Other supporting documents

Veteran-owned Company Certificate.txt

Choose File No file chosen +

« Back Next »

To support your bank details, you may attach either a *void check* or a *signed and stamped bank letter*.

The attached document must contain the following data:

- 1) **Name of the bank.**
- 2) **Name of your business or account owner.**
- 3) **Account number.**
- 4) **Branch number (if it exists)**

Currency Information Update Request

Supplier Management Platform

Currency Information Update Request

Lastly, you can also update the currency in which you receive payments.



Aravo | Vendor Survey

https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?invitationId=242770687&taskInstanceId=442199817...

GILL STAGING VENDOR PORTAL

Steven Vega Logout

Home Tasks Profile

menu

100%
5 of 6 pages complete

- Request Details
- Update Type = Vendor Name
- Update Type = Vendor Diversity
- Update Type = Contact informat
- Update Type = Bank information
- Update type=Change of Currency**

Update type=Change of Currency

Page Requirements 100% Required Completed 6 of 6 Page Completed

« Back

*Required Field

Change Currency Details

Third Party Name	Entreprises Larry Inc	Vendor Name - Business/Trade name	TRAINING - CANADA VENDOR
------------------	-----------------------	-----------------------------------	--------------------------

Order Currency * CAD

Other supporting documents

Choose File No file chosen

« Back Save & Submit Changes

Currency Information Update Request

Click on the drop-down list to see the available currencies you can choose from.



Change Currency Details

Third Party Name Entreprises Larry Inc

Vendor Name - TRAINING - CANADA
Business/Trade name VENDOR

Order Currency *

Other supporting documents

 Choose File No file chosen 

EUR ✕ ▲

| 🔍

USD

CAD

EUR

ARS - Argentina

BOB - Bolivia



Currency Information Update Request

After you have correctly filled out the information on every form and attached the supporting documentation, you must click on **'SAVE AND SUBMIT CHANGES'** for the request to reach Cargill's Data Team.



Order Currency * EUR

Other supporting documents

- [Veteran-owned Company Certificate.txt](#)
- Choose File No file chosen

« Back **Save & Submit Changes**



After you filled out the information and attached the documents select **SAVE AND SUBMIT CHANGES**.

Finalize your Request and Await Resolution

Supplier Management Platform

Finalize your Request and Await Resolution

The screenshot shows the 'CARGILL STAGING VENDOR PORTAL' interface. At the top, the user is logged in as 'Steven Vega'. The main content area is titled 'Vendor Portal > Tasks > Current Task'. On the left, a sidebar shows a list of tasks with checkboxes, all of which are checked. A green box highlights the '100%' completion status. Below the sidebar, a green box contains the text 'Check if it shows 100%'. The main content area features an 'Email' section with a confirmation message: '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, there is a section with expandable items: 'Request Details', 'Update Type = Vendor Name', 'Update Type = Vendor Diversity', 'Update Type = Contact information', and 'Update Type = Bank information'.

After the request is submitted, this screen will appear confirming that your changes have been saved and sent to the Cargill's Data Team.



Finalize your Request and Await Resolution

Done!

Now you only have to select the **HOME** tab to return to the Home Page.



A screenshot of a web browser displaying the 'CARGILL STAGING VENDOR PORTAL'. The browser address bar shows the URL: https://cargill.aravo.com/aems/party/survey/suppliersurvey.do?btnReceipt=true&invitationId=242770687&taskInsta... The user is logged in as 'Steven Vega'. The navigation menu includes 'Home', 'Tasks', and 'Profile'. The 'Home' tab is highlighted with a red box and a hand cursor. A progress bar indicates '100%' completion of '6 of 6 pages complete'. A list of update types is shown with checkboxes: Request Details, Update Type = Vendor Name, Update Type = Vendor Diversity, Update Type = Contact informat, Update Type = Bank information, and Update type=Change of Currency. The main content area shows an 'Email' notification: '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 is a section with expandable items: Request Details, Update Type = Vendor Name, Update Type = Vendor Diversity, Update Type = Contact information, and Update Type = Bank information.

Finalize your Request and Await Resolution

Your update requests are being processed by Cargill's Data Team. Now you may log out and wait. When the process is ready, we will notify you by e-mail.



A screenshot of the 'CARGILL STAGING VENDOR PORTAL' interface. The top navigation bar includes 'Home', 'Tasks', and 'Profile' links. In the top right corner, the user 'Steven Vega' is logged in, with a 'Logout' button highlighted by a red box and a hand cursor. Below the navigation, the main content area displays 'Welcome, Steven Vega' and 'Your last login was Mon Jul 04 12:25:43 CDT 2022'. A large light blue banner below this reads 'Welcome To Cargill Vendor Management Platform' above a blurred image of a person's face. A yellow callout box on the right side of the screen contains the text 'Click here to Log out.' with an arrow pointing to the 'Logout' button.



Helping the world *thrive*