



# SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with Cargill

## Welcome!

Welcome to SAP Business Network! You are now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business Network Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your Supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Cargill, please follow the steps below:

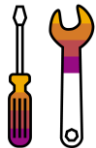
1



### Visit our [Cargill Supplier Central Page](#)

Learn how to set up and operate your Supplier account. Please review the available demos that are catered to Cargill's specific transaction rules. The videos will walk you through the different document types that can be sent to Cargill.

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### Review the specifics of transacting with Cargill

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you transact successfully with Cargill.

We look forward to helping you transact on the SAP Business Network!



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## CARGILL'S PROJECT SCOPE

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents For this Ariba Network relationship	Not Supported Documents For this Ariba Network relationship
<ul style="list-style-type: none"> <li>• <b>Purchase Orders</b> POs from Cargill will be sent through Ariba Network</li> <li>• <b>Purchase Order Confirmations</b> Apply against a whole PO or line items</li> <li>• <b>Service Sheets</b> Apply against a PO referencing a service line item</li> <li>• <b>Invoices</b> Apply against a whole PO or line items               <ul style="list-style-type: none"> <li>○ <b>Partial Invoices</b></li> <li>○ <b>Service Invoices</b> Invoices that require service line item details</li> </ul> </li> <li>• <b>Item Level Credit Invoices/Credit Memos</b> Quantity adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Summary or Consolidated Invoices</b> Apply against multiple Pos</li> <li>• <b>Invoicing for Purchasing Cards (P-Cards)</b> An invoice for an order placed using a purchasing card</li> <li>• <b>Duplicate Invoices</b> A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN</li> <li>• <b>Paper Invoices</b> Cargill will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network</li> <li>• <b>Non-PO Invoices</b> Against a PO not received through AN</li> <li>• <b>Contract Invoices</b> Against contracts</li> <li>• <b>Header Level Credit Memos</b> Price/quantity adjustments at the header level</li> </ul>

## ACCOUNT SET UP

This section covers what needs to be set up in the Ariba Network account as minimum requirements in order to successfully transact with Cargill.

**Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).**

- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account

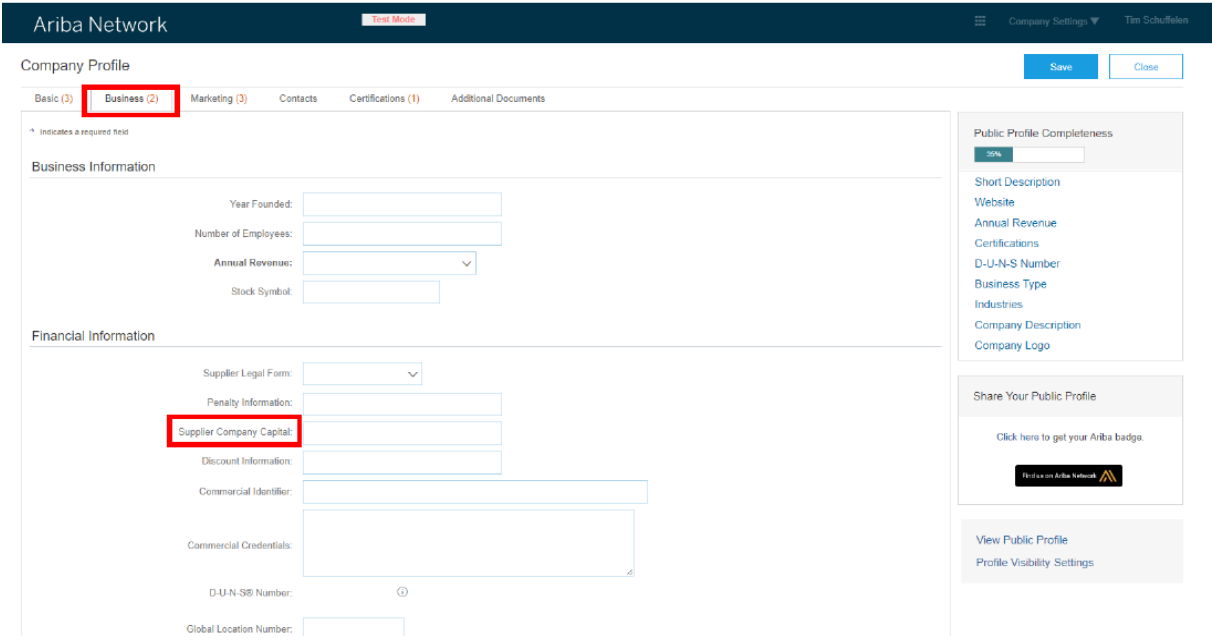
Notes:

1. If you would like to update the ANID you are using for your Cargill transactions, please contact [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com) , so that the necessary changed can be made.
2. For steps and criteria to downgrade from Enterprise to Standard, please click [HERE](#)
3. If you want to switch the admin account click [HERE](#).

Country Wise Legal Requirements:

**Poland:** In compliance to Polish legal requirements, suppliers are required to sign agreement with Cargill before the enablement with which they would confirm submitting invoices only electronically rather than a paper/manual invoices. Cargill will send the agreement to supplier which needs to be digitally signed and submitted.

**France:** It is a legal and mandatory requirement for French suppliers to enter “**Capital Social**”/”**Supplier company Capital**” in the invoices for Ariba purchase orders, it is preferred to keep the amount entered in this field standard in all the invoices.



Suppliers who operate on self-billing would have to sign an agreement for self-billing cancellation prior to enablement.

**TRANSACTIONING ON SAP BUSINESS NETWORK**

This section mentions the specifics of transacting with Cargill on SAP Business Network once your account has been set up. To locate your transaction rules specific to transacting with Cargill, click [HERE](#). These instructions will direct you to that section of your account.

**PURCHASE ORDER SPECIFICS**

This section mentions any specificities regarding Purchase Orders sent by Cargill through SAP Business Network.

- If a purchase order has a status FAILED in your account, please be sure to address the failure reason (invalid email address in Electronic Order Routing section or an OOTO reply) and resend the PO before invoicing. You can always resend a PO which was not sent to your email address by clicking the **Resend** button. You can find more information [HERE](#) on how to address a failed PO and how to resend the order.

Notes:

1. Always keep your email notification update. You can find more details on how to update your email preferences [HERE](#). Please note that only the Account Administrator can perform these changes.
2. In case you are experiencing issues with your Ariba account or you have technical issues with a PO, please create a case to Ariba Support Team by following [these](#) steps.
3. If you cannot locate a PO on the SAP Business Network, make sure your account is not suspended, otherwise please contact [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

Please note that Cargill POs can start with different series depending on the ERP system PO was created in:

PURCHASE ORDER (PO)	
SAP	Maximo
depending on the SAP instance POs start with 45*, 55*, 70*, 60* series	PO number start with Org. ID abbreviation + "-" + numbers. Example: CCCREI-69763558; GOSCEBN-70189477

### PO CONFIRMATION Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding purchase order confirmations.

- You are required to send order confirmations for material orders. Service orders must be directly invoiced.
- You are required to send order confirmations at the header or line-item level.
- You can submit a full, partial confirmation or fully/partially reject an order.
- You are allowed to update unit price on a line item/service level, but all price changes must be within tolerance of 10% (100 \$ converted into respective currency). If more, please reach out to the respective Procurement Buying team noted on the PO.
- If you need to add freight costs or additional line, please note it in the header section of your order confirmation so that a notification goes to Procurement team. Once done, they would send a new updated version of the same PO.
- Please check the order confirmation video demo on how to send: Full, Partial or reject order confirmation to Cargill [HERE](#).

### SERVICE ENTRY SHEET Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding service sheets.

- Service entry sheets will be automatically created after submitting an invoice on a service order. The service entry sheet will be in your outbox under service sheets. The Cargill requester is responsible for validating the SES.
- For service entry sheets Cargill allows a price tolerance of 10%. You cannot exceed SES value more than 10%. If you need unit price to be increased with more than 10 % (100 \$ converted into local currency) or additional line/ freights to be added, please contact Procurement team noted on the PO (valid for SAP POs). For Maximo POs you can add additional line by yourself.

## INVOICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding invoices.

- All invoices should be submitted via AN only for Ariba purchases orders, no paper invoices.
- On material POs you can include all lines in a single invoice; on service POs you must submit a separate invoice for each of the parent lines.
- You are required to include bank account details on invoices.
- You are required to create an order confirmation for the PO prior to invoice submission (valid for material orders only).
- You are permitted to backdate invoices with 3 days.
- You are not allowed to invoice a higher qty and price than the ones you already confirmed.
- You are allowed to invoice partial by adjusting the quantity *but not the price*.
- In case you are partial invoicing when total line qty is 1, please adjust the qty by splitting it among the invoices until you fully invoice whole qty of 1: example - 1st invoice for qty 0.2, 2nd invoice qty 0.5, 3rd invoice qty 0.3
- If you fully exhausted whole qty of 1 for less amount but you have to submit another invoice for the same, please contact Procurement Buying team.
- You are not permitted to submit discount amount.
- Double taxes are not permitted.
- Do not enter more than 140 characters in the comment section.
- You are required to provide tax information in invoice. You need to apply a VAT/Tax rate or create a pre-defined one that can be automatically applied to line items in your invoices. The creation of the VAT/Tax rate only needs to be done once and can be repeated to add another VAT/Tax rate.
- Tax data is accepted at the header level or at the line-item level of the invoice.
- You are allowed to reuse invoice numbers of invoices with status Failed and Rejected
- Only pro-forma invoices sent prior via email can be considered for down payment- prepayment will be sent via email. You will still have to invoice the full amount of the PO in Ariba.

### Country Wise Invoicing Requirements:

**Italy:** Legally Italian suppliers are compliant to submit the invoices via **SDI**. Once the supplier registers on Ariba Network, Cargill requires invoices only to be submitted via AN.

Ariba Network accommodates both these requirements by triggering a copy of the invoice to the SDI when a supplier submits invoice via Ariba Network to Cargill. Therefore, it is not required for the supplier to submit invoice via SDI for Ariba orders.

**Note:** Please do not submit invoices via SDI for Ariba orders. Cargill will not be able to process the invoice unless available in Ariba.

Do not submit invoices both via **SDI** and Ariba Network, as this results in duplicating and double bookings, leading to delay in approval for payments.

### Notes to invoice MATERIAL Purchase Order:

1. Please don't exceed 16 characters in the invoice number field.
2. If you receive an error message stating: "You can't create invoices for items where pricing is not final", the PO needs to be updated. Please contact the Purchasing Agent to fix the PO and allow you to invoice.
3. If your PO blocks you from invoicing due to a "ERS" issue, then the PO needs to be fixed, please contact the Purchasing Agent to fix the PO and allow you to invoice.
4. If your invoice is rejected because of: "Tax is paid by Cargill – no tax should be on invoice", please request the certification exempt form to the purchasing agent.
5. Don't attach document name with special character, example: "%".
6. A quantity line rejection on the order confirmation will block the invoice submission. Quantity or line needs to be reconfirmed to allow submit the invoice.
7. Once you are transacting on the SAP Business Network, please do not send any pdf invoice by email.

Please check the Material Order invoice demo [HERE](#) to send: Full or partial invoices to Cargill

### Notes to invoice SERVICE Purchase Order:

1. Please do not edit more fields than: Invoice reference #, quantity (amount you want to invoice), and tax if applicable.
2. For Service POs you can only invoice one line at time. Ariba Network will not allow you to invoice multiple parent lines on a single service PO at the same time. Consequently, you will be prompted with a question which parent line you want to invoice.

Line Items

Line #	Part ID / Description
<input checked="" type="radio"/> 10	Not Available Service for Plant Orleans
<input type="radio"/> 20	Not Available Service for Plant Orleans

Service Sheet Required

3. If there is no service ID updated in the PO, your Service Sheet can be rejected by default. Please contact your purchasing agent to update the Service ID in the PO to avoid any invoice issues.
4. Your service PO should always have the same quantity and amount (Price should be "1"). Otherwise, you would need to contact the purchasing agent to fix the PO and avoid invoice issues.
5. If your invoice is rejected because of: "Tax is paid by Cargill – no tax should be on invoice", please request the certification exempt form to the purchasing agent in the PO.
6. Don't attached document name with special character, example: "%".
7. Please don't exceed the reference invoice # with more than 16 characters.
8. If you have a PO with services and material lines, you can invoice the material lines together at one time. Please contact Procurement Buying team in order for a separate PO to be created for the service line.

Please check the Service Order invoice demo [HERE](#) to send: Full or partial invoices to Cargill

Please note that depending on the ERP system where the service PO was created in, these rules are applied in a different way.

INVOICE CREATION	
SAP service PO	Maximo service PO
You are <b>NOT ALLOWED</b> to create lines with unplanned AdHoc charges	You are <b>ALLOWED</b> to create lines with unplanned AdHoc charges
You are allowed to invoice partialy by <b>adjusting</b> the qty of 1 until you fully invoice it	You are allowed to invoice partialy <b>without adjusting</b> the qty of 1

## CREDIT MEMO Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding credit memos.

- You cannot credit more quantity than you invoiced.
- You are required to submit a line-level credit memo.
- You cannot credit only the tax; you will need to credit the entire invoice and then re-invoice without tax if required.
- You are not permitted to submit header level credit memos, only on line-item level.
- You are permitted to create quantity adjustment credit memos on line-item level.
- You are required to provide a reason for each credit memo
- It's recommended to credit full amount of the original invoice

Notes:

1. Please ensure to include the original invoice # for which CM is submitted.
2. Credit memo only allows quantity adjustments. Please make sure the unit price hasn't been changed from what you have invoiced, otherwise the credit memo will be rejected. In case you have a different price, please contact your purchasing agent, and communicate the correct price.
3. If you need to credit a service invoice, you can submit your credit memo. If you need to resubmit the revised invoice, please reach out to your purchasing agent to fix the PO (this applies just for paid invoices).

Please check the credit memo demo [HERE](#).



## Help & Support

If you need assistance using the SAP Business Network, please see the options below. You can also contact our Enablement Team through this [contact form](#). Use this form for any questions you may have during the registration or onboarding process prior to going-live with Cargill.

If you need assistance regarding business processes, please contact the Cargill project team at the following email address: [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com) . If you need assistance regarding PO issues, please contact your purchasing agent. If you need technical support or any assistance post going-live with Cargill, please reach out to SAP Ariba Customer support using the instructions provided [HERE](#).

<http://www.sap.com/contactsap>

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