Ariba is a cloud-based B2B marketplace where buyers and suppliers can find each other and do business within a single network platform. This platform enables you to transact documents such as PO confirmations, invoices and credit memo.

1.General information account

What we expect from you in this section: 1. Know about the account types. 2. Create an account in AN (Ariba Network) if you don't have an account in AN.

```
Do you have and          Y    DO you know which      Y    Please check the next
Account in Ariba    ───────►  account type do you    ───► Important Information
Network                       have
                    │                            N
                    │ N                               Please Log in. In the
                    ▼                                 upper-left corner, you
               Let´s create an Account in             would see your Account
               Ariba Network HERE                     type

                                                      All the new account are
                                                      standard (in the upper-left
                                                      corner you will see your
                                                      Account type). However,
                                                      we want you to check the
                                                      next Important
                                                      Information.
```

Important Information / Please be advised:

If you have an **Enterprise Account,** you could pay fees under the following conditions:
You meet both of these thresholds in any customer relationship:
a.   You have transacted over $50,000 USD worth of orders or invoices
b.   You have exchanged at least 5 documents

If you have a **Standard Account** no fees are aplicable, however the capabilities in AN are limited.

To downgrade from Enterprise to Standard, please click HERE.
To upgrade from Standard to Enterprise, please click HERE.
To calculate for fees and know how the fees are calculated, click HERE and HERE.
To check the differences between Enterprise and Standard account, please click HERE.

If **you created a new account,** please check:
•   If there are existing accounts, check with the admin account informed, if you are going to use an existing account, please make sure the admin account creates a user for you by clicking HERE.

If you have issues, please contact: cssp_nasupplierenablement@cargill.com
If you want to switch the admin account, you can check HERE

You would be able to perform the next step once you complete the Survey at the end for this training

2. Account Set Up

What we expect from you in this section: 1. Locate the ANID. 2.Know how to accept the trading relation ship. 3. Make sure the email notification are updated.

```
Do you know         Y    Click HERE to check the       Please check
your ANID?      ───────►  steps to find the ANID   ───► important information
ANID: Ariba         │
Network ID          │ N
                    ▼
               I don't have an ANID. Go
               Back to step #1 (General
               information account)
```
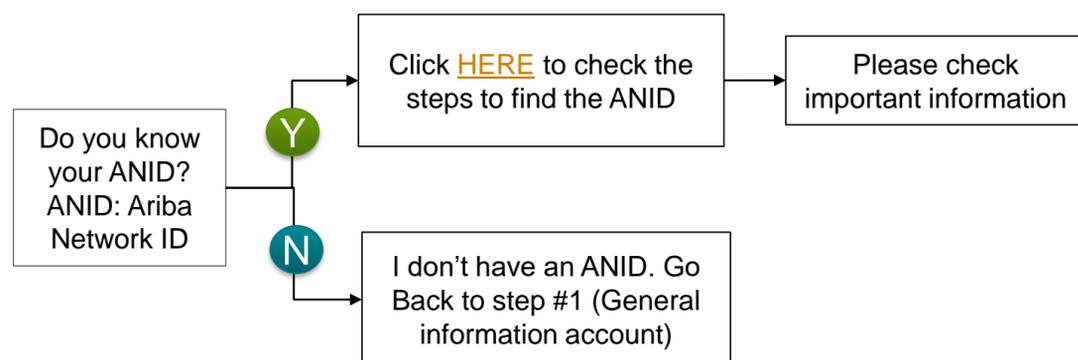
Important Information

a)   Once you informed the ANID in the survey at the end of the training material, the Account administrator should receive trading relationship request by email (Next Day) this would be automatically accepted or needs to be manual accepted, if you need more information click here HERE to check the steps.

b)   Please make sure your email notification and order routing are configured properly. To check this, you can see the video called: Configure Routing Notifications (Orders & Invoices) -> please scroll down in the video page until you are in the video named previously.

You would be able to perform the next steps once you receive the GO LIVE notification, however, you must go through this information to prepare your team.

3. Purchase Order

What we expect from you in this section: 1. Know the AN view. 2. Understand the impact of failed POs.

Once you receive your first PO:

a. Please check the video called: "Account Overview (Brief)" HERE
b. Please check the order status of your PO:

```
Does the PO
have a "FAILED"      ──Y──►   Please check the previous
Status?                       step 2.b (Account Set Up –
                              Important information point: b)

                     ──N──►   Please move ahead with the
                              next step and keep in mind
                              Important information
```
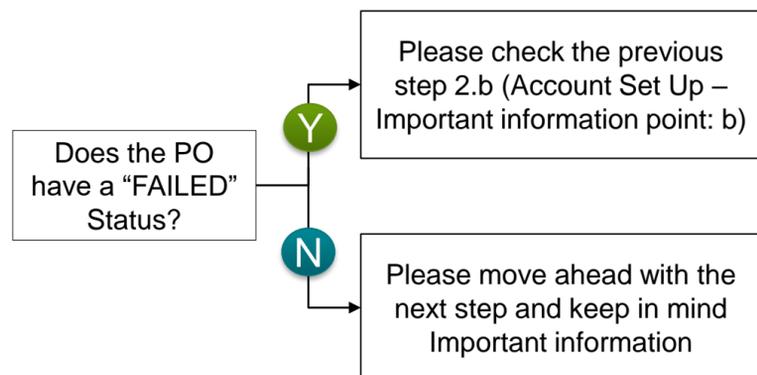
Important Information / Please be advised:

a) Material PO with Failed status will be able to perform next steps, however we recommend you fix the issues following the previous 2.b steps.

b) Service POs invoices with a failed status will have invoicing issues. You need you fix the failed status to avoid any invoice issue following the previous 2.b steps.

c) If it's not possible to fix the failed status with steps 2.b, please create a Support Case. You can follow the steps HERE to create a support case.

d) If you are not receiving support, please contact: CSSP_NASUPPLIERENABLEMENT@CARGILL.COM and provide the case reference.

4. Order Confirmation

What we expect from you in this section: Know how to confirm orders

Once you receive PO through Ariba, you should perform Order Confirmation. Here are specific transaction rules that should be observed:

```
Have you
received a      ──Y──►   Please proceed with   ──►   You can confirm the PO:
Material PO?             Order Confirmation           -  AS IS
                                                      -  With changes: (Delivery date, price)
                ──N──►   Order Confirmation ONLY      -  Partial rejection
                         applies for Material PO      -  Full rejection
                                                      Following the steps HERE
```
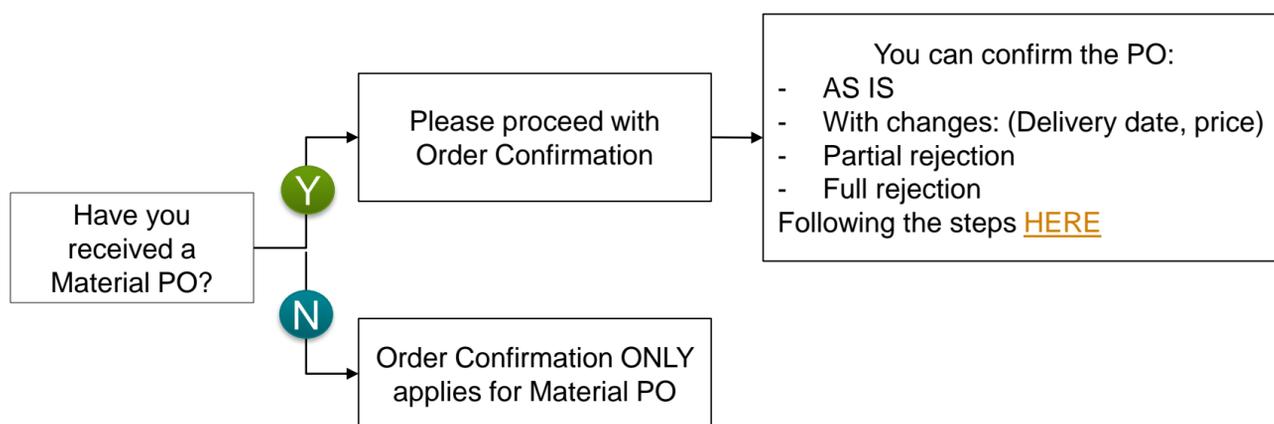
Important Information:

a) If you have any rejection line in the PO, it will not be able to be invoiced.

b) If you have confirmed your PO and then there is a price change, please reconfirm the PO with the revised price before submitting the invoice.

Once you access the PO at level line, you are going to see the "Type" field. This will let you know if the PO is Material or Service.

Line Items

Line #	No. Schedule Lines	Change	Part # / Description	Customer Part #	Type
▼ 10	1		Not Available		Service
			CP-08-A Contractor Engineering		

5. Invoicing

What we expect from you in this section: Know how to invoice Purchase Order from Cargill

Once you need to invoice a PO, here are specific transaction rules that should be observed:

| Invoicing a Service PO (Cargill Services POs are created with Price "1") | → | You can follow the steps to invoice a Service PO HERE | → | You will have the SERVICE SHEET and the INVOICE document | → | Please check Important Information below |

| Invoicing a Material PO | → | You can follow the steps to invoice a Material PO HERE | → | You have a SINGLE document as a result: the INVOICE | → | Please check Important Information below |
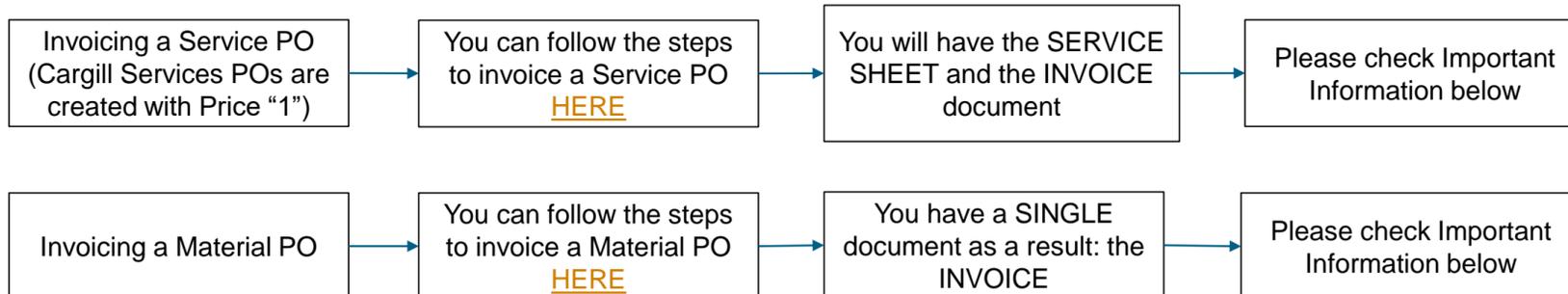
Important Information to INVOICE SERVICE POs / Please be advised:

a) Please do not edit other fields than: Invoice reference #, quantity (with the amount you want to invoice) and tax if applicable. (NOT EDIT THE PRICE FIELD)

b) For Service POs, you can only invoice one line at time.

c) No additional charges such as freight, new lines, or others, can be added when you are creating your invoice, otherwise your document will be rejected by default. You will need to contact your purchasing agent to request the PO update.

d) Your service PO should have the same quantity and amount (Price should be "1"). Otherwise, you will need to contact the purchasing agent to fix the PO and avoid invoice issues.

e) If your invoice is rejected because of "Tax is paid by Cargill – no tax should be on invoice", please request the certification exempt form from the purchasing agent in the PO.

f) Don't attach document name with special character such as "%".

g) If you have a PO with services and material lines, you can invoice the material lines together at one time, and then the service line should be invoiced separately on another invoice to avoid invoicing issues.

Important Information to INVOICE MATERIAL POs / Please be advised:

a) 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.

b) If your PO blocks you from invoicing due to a "ERS" issue, the PO needs to be fixed. Please contact the Purchasing Agent to fix the PO and allow you to invoice.

c) If your invoice is rejected because of "Tax is paid by Cargill – no tax should be on invoice", please request the certification exempt form from the purchasing agent.

d) If you have a PO with services and material lines, you can invoice the material lines together at one time, and then the service line should be invoiced separately on another invoice to avoid invoicing issues.

e) Don't attached document name with special character such as "%".

f) A quantity line rejection on the order confirmation will block the invoice submission. Quantity or line needs to be reconfirmed to allow invoice submission.

g) Once you transact on the SAP Business Network, please do not send any pdf invoice by email.

6. Credit Memo

What we expect from you in this section: Know how to create a credit memo

If you need to create a Credit Memo, please observe the specific transaction rules:

Important Information to create a CREDIT MEMO

Please check the Credit Memo demo HERE

a) Please include Credit Memo #: as the original invoice + "CM", to easy understand for which invoice it's the CM submitted.

b) Credit memo only allows for quantity adjustment. 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 to update the price.

a) 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).

Support

What we expect from you in this section: Know how and who to reach out to for support.

Help with:	Scenarios	Contact:
PO master data quality	Frequent incorrect price not updated Incorrect unit of measure Incorrect description Freight missing PO with ERS Missing final price Deviation not processed	Your Cargill buyer or Purchasing Agent in your PO
Certification exempt form	Need to apply the certification exempt form	Your Cargill buyer or Purchasing Agent in your PO
Missing payments	Invoice shows as sent or approved in Ariba Network and its overdue	FSC_SupplierRelations@Cargill.com

Challenges in Ariba Network	Unable to find a PO
	   - Have you checked status of your account in Ariba? If suspended: please check this info
	     Help Center Content Item (ariba.com)
	Unable to perform an Order Confirmation
	Unable to invoice your PO
	Unable to submit a credit memo
	Invoice shows in On Hold status
		cssp_nasupplierenablement@cargill.com

Catalog queries	Catalog price update Any change required in Catalog	NA_CatalogEnablement@Cargill.com
Discuss Payment Term Options	Have a payment term request change	Supplier-Info@Cargill.com
Any change in vendor master data	Vendor Master data updates (company name, contact email, address, bank information, etc)	NA_VendorSupport@Cargill.com

How to locate the Purchasing Agent?

Log in in your account – Locate you PO

Ariba is a cloud-based B2B marketplace where buyers and suppliers can find each other and do business within a single network platform, this platform enables to transact documents such as PO confirmations, invoices and credit memo.

To Confirm you have COMPLETE this training, please take the NEXT Survey by clicking HERE