

# Refresh Self-Training – Cargill specifics

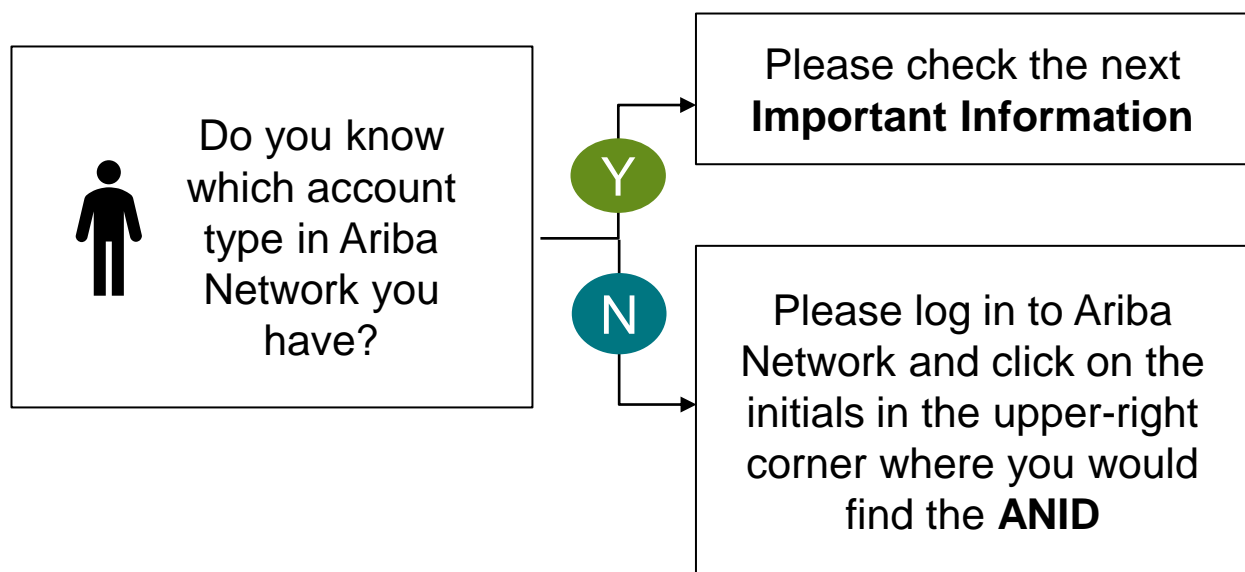


As a valuable supplier who is doing business with Cargill through Ariba Network we would like to invite you to this **Ariba Refresh Self-Training** that will cover important guidelines and emphasize on Cargill specifics for a smooth and better PO handling process.

After the training we are going to share a link to a survey to evaluate if you have successfully completed the Self-Training. Based on your engagement, we would proceed with an individual approach to improve our collaboration with you and eliminate all your possible concerns.

## 1. General information on Ariba account

What we expect from you in this section: 1) Get the knowledge about the account types



**Important Information / Please be advised:**

**Enterprise Account might be subject to annual Ariba fees.**

The first chargeable threshold is applied when the following metrics are crossed:

- a. You have transacted over \$50,000 USD in at least one supplier-customer relationship
- b. You have exchanged at least 5 documents.

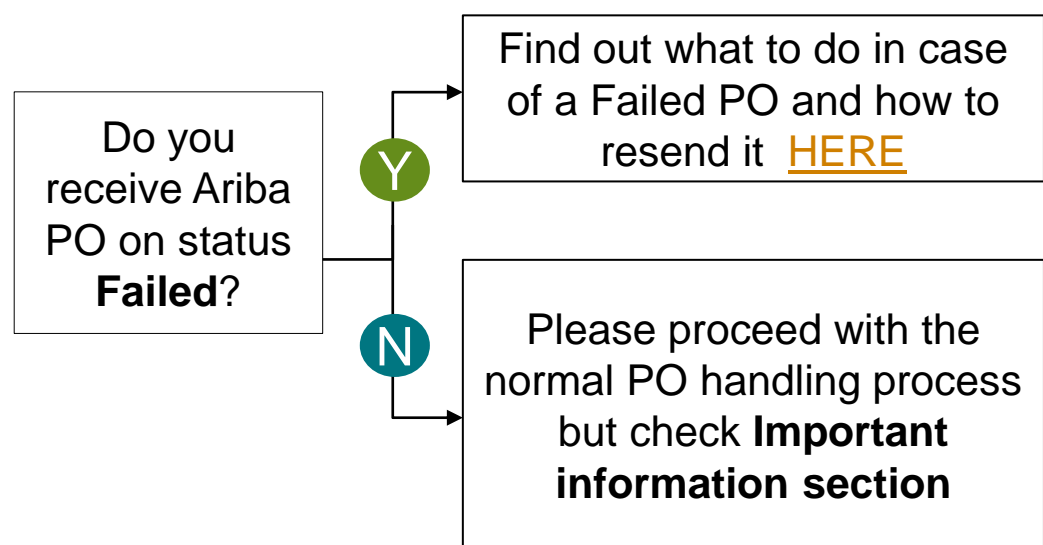
If you have a **Standard Account, no fees are applicable.** However, the capabilities in AN are limited.

- To downgrade from Enterprise to Standard, please click [HERE](#).
- To upgrade from Standard to Enterprise, please click [HERE](#).
- To calculate your fees and know how the fees are calculated related to Ariba Enterprise account, click [HERE](#) and [HERE](#)
- To compare the differences between Enterprise and Standard account, please click [HERE](#).

If you created a new account you would like to use for your Cargill transactions instead of the current one, please share the Ariba Network ID (ANID) and the admin account e-mail with [supplier\\_enablement\\_emea@cargill.com](mailto:supplier_enablement_emea@cargill.com) . If you want to switch the account admin, please click [HERE](#) .

## 2. Ariba POs on status Failed

What we expect from you in this section: 1) What to do when you receive a PO on status Failed 2) Make sure the e-mail notification is updated.



**Important Information/ Please be advised:**

Please make sure your e-mail for notifications and order routing are configured properly. To check this, you can watch this video [Configure Routing Notifications \(Orders & Invoices\)](#)

Material PO with “failed” status would be able to perform next steps, however we recommend you to fix the issue.

Service POs with “failed” status will affect the invoice submission, thus you have to fix the issue.

If it’s not possible to fix the failed status, please create a Support Case to Ariba by following the steps [HERE](#).

If you do not receive the required support from Ariba side, please contact: [supplier\\_enablement\\_emea@cargill.com](mailto:supplier_enablement_emea@cargill.com) and provide the case reference so we can assist.

Please check the video Account Overview (Brief) [HERE](#)

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## 3. Order Confirmations

What we expect from you in this section: 1) Get to know how to confirm orders

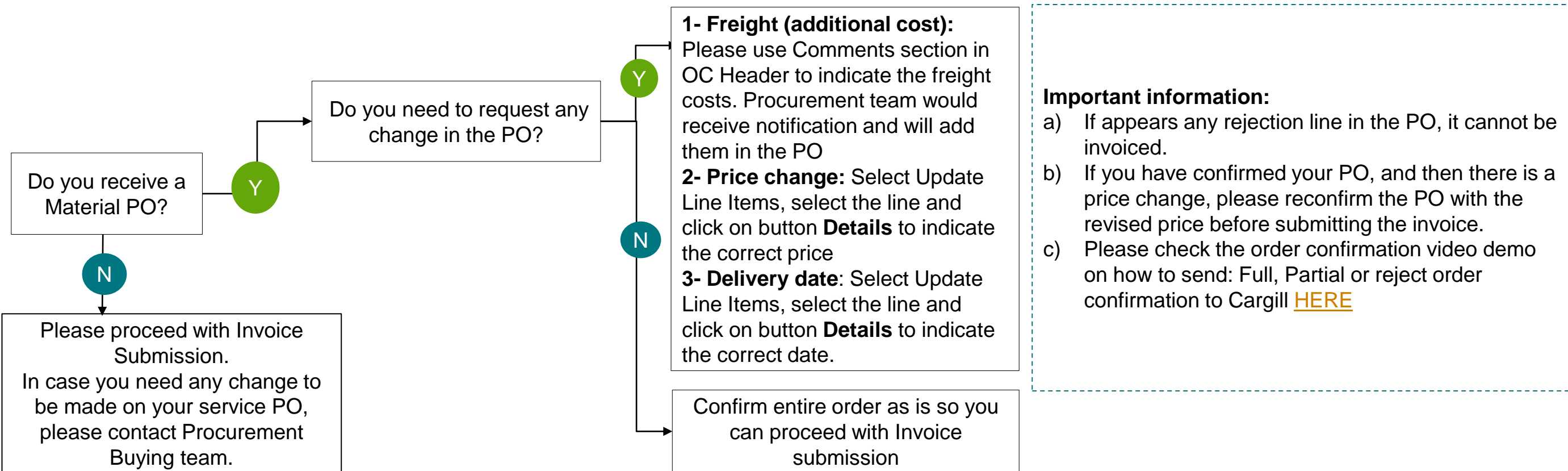
You are required to create an order confirmation (OC) only for material POs. Ariba service POs can be directly invoiced. If any change must be done on a service PO, please reach out to Procurement buying team noted on the PO. **Please bring special attention to Order Confirmation Submission with changes.**

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

Line Items

Line #	No. Schedule Lines	Change	Part # / Description	Customer Part #	Type
10	1		Not Available		Service

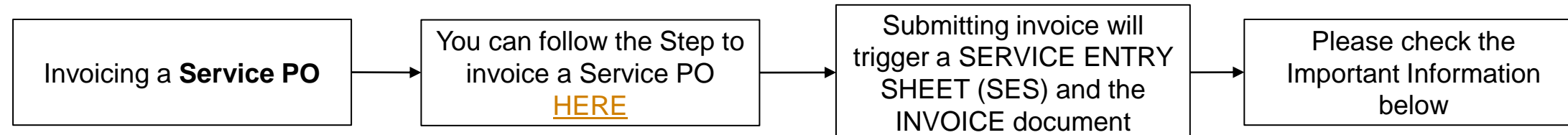
CP-08-A Contractor Engineering



## 4. Invoicing

What we expect from you in this section: 1) Get to know how to invoice Purchase Order from Cargill.

Once you need to invoice a PO, this section mentions any specific transaction rule that should be considered.

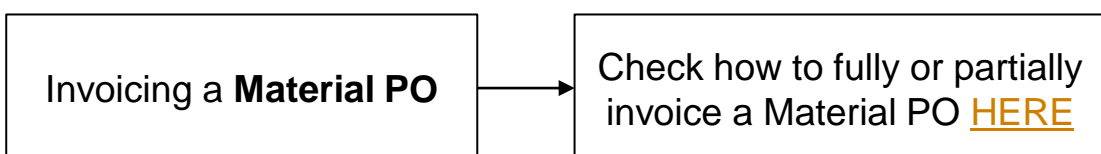


**Important Information to INVOICE SERVICE POs:** For Service POs you can only invoice one line at time \*Image1. Ariba Network will not allow you to invoice multiple parent lines on a single service PO at the same time. Consequently, you will be prompted with a question which parent line you want to invoice. There is a 10% tolerance in place for unit price invoicing: if the correct price you need to invoice is more than 10 % (100 \$ converted into local currency), please reach out to Procurement team noted on the PO



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 partially by <b>adjusting</b> the qty of 1 until you fully invoice it	You are allowed to invoice partially <b>without adjusting</b> the qty of 1



## 5. Credit Memo

What we expect from you in this section:  
1) Ge to know how to create a credit memo.

Please check the Credit Memo (CM) demo [HERE](#)

### Important Information to INVOICE MATERIAL POs:

- 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 partially 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 = total qty 1
- If you fully exhausted whole qty of 1 for less amount in your previous invoice but you have to submit another invoice for the same line, please contact Procurement Buying team.