



Welcome!

To finish setting up your records as a Cargill vendor, we need you to log into Cargill's Aravo system and fill in the Vendor Packet with your details before **DD/MM/YYYY**.

How to Log into Aravo and complete the information:

A) Your username to log into Aravo is:

To get your password, please [click here](#). After you request a new password, a message will be sent to your personal e-mail with a link to create it.

After creating a new password, you can [log into Aravo here](#).

B) If you have difficulties or questions regarding how to complete the required information, please [click here to download a step by step guide](#) or reply directly to this e-mail with your questions.

NOTE: we request the information to be completed within 3 business days. After this date, your Aravo access will be revoked and you will need to contact your Cargill representative again.

Important instructions when filling in your company's details in Aravo:

1. In Aravo, you must submit a **proof of bank information**. For that purpose, please upload one of the following: a *voided check* or a *bank-issued letter*. If you choose to provide a bank letter, please keep in mind that it must be on bank letterhead and include the following details: bank account number, routing number, signature or stamp of your bank representative, and issuance date within the past year.
2. If your company is based in the United States, you must attach your **W-9 Form (Rev. March 2024)** in the "Supporting Documents" field in Aravo. Your completed W-9 Form should include a signature and date. You can download the W-9 Form through this link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

What's next?

After submitting your Vendor Packet, you will receive an e-mail and/or phone call from an independent Cargill team member to perform the Cargill Payment Control Policy (PCP) validation. Our Cargill team member will validate your banking details and Tax information to ensure correct and safe payments.

Once the vendor creation process is complete, you will start receiving Purchase Orders (POs) from Cargill's procurement systems.

Any future updates to your company information (changes in address, bank account, contact info, etc.) must be submitted through the Aravo portal.

If you have any questions or concerns, please reply directly to this email and we will assist you.

Best regards,
Cargill Vendors' Support Team



Confidentiality Note: This message is intended only for the named recipient and may contain confidential, proprietary or legally privileged information. Unauthorized individuals or entities are not permitted access to this information. Any dissemination, distribution, or copying of this information is strictly prohibited. If you have received this message in error, please advise the sender by reply email, and delete this message and any attachments. Thank you.