

How to fill the Vendor Packet

Cargill Vendor Management Platform

Vendor Support
ARAVO

You will receive three (3) emails from Cargill Vendor Management Platform no-reply@aravo.com

EMAIL 1: Welcome Email



Welcome Dear Vendor,

We appreciate your preference in doing business with Cargill. As a supplier, you play a vital role in Cargill's success.

We inform you that your request of vendor (javier) creation with request ID: 173522080 is under processing in Cargill's Vendor Management Platform in Aravo. You are required to provide vendor packet information using this [link](#).

If this is your first time logging in, please read the following instructions:

1. You will receive three (3) emails from no-reply@prod.aravo.com.
2. First two emails will have your username and password.
 - o Your link to enter our vendor platform will be in the password email
 - o You will be prompted to enter the link and change your password first
 - o Log in with your username and new password to the Vendor Platform
3. Once logged in, you will see the pending task, or you can access directly from the link provided above (this is the third email)

Thank you, in advance, for supporting our requirements. Again, we strongly encourage you to cascade this communication to key individuals within your organization who work with Cargill.

EMAIL 2: Contains your Username



Hello [REDACTED],

A new Aravo account has been created for you by [REDACTED] for [REDACTED].

Your temporary user name credentials are included below:

username: [REDACTED]

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.

EMAIL 3: Contains your Password and link to update it.



Hello [REDACTED]

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.

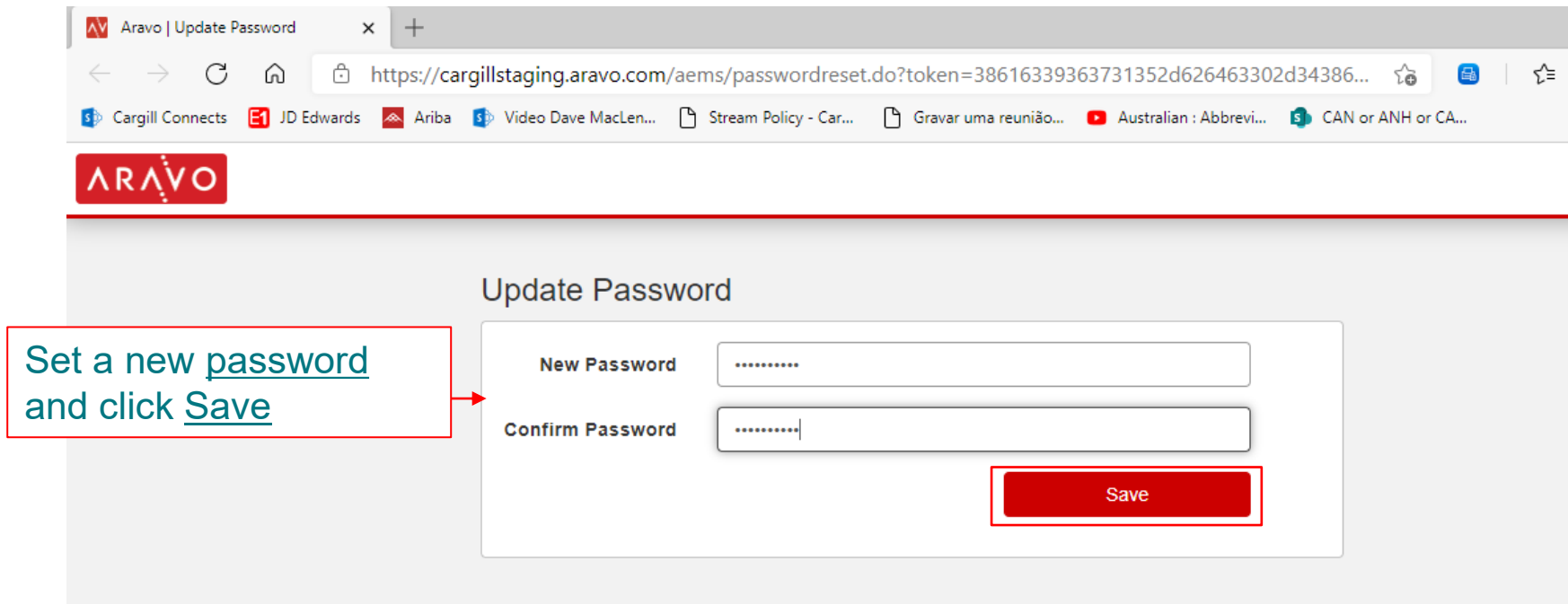
You may request new password reset link at any time by navigating to [Find Password](#) on the login page.

If you feel you have received this email in error, please contact your Customer Support representative.

This password **expires within 72 hours** after this initial email has been sent. If you are not able to update it on time and it expires, please go to the other PDF material that teaches you "How to reset your Username and Password"

Click on one of these links to update password.

STEP 1. Set new password



The screenshot shows a web browser window with the address bar displaying the URL: <https://cargillstaging.aravo.com/aems/passwordreset.do?token=38616339363731352d626463302d34386...>. The browser's tab is labeled 'Aravo | Update Password'. The page features the Aravo logo at the top left. The main heading is 'Update Password'. Below this, there are two input fields: 'New Password' and 'Confirm Password', both containing masked text (dots). A red rectangular box on the left contains the text 'Set a new password and click Save', with a red arrow pointing from the box to the 'New Password' field. At the bottom right of the form, there is a red 'Save' button, which is also highlighted by a red rectangular box.

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

Set a new password and click Save

New Password

Confirm Password

Save

STEP 2. Login at <https://cargill.aravo.com/>



Login

Enter username provided on Email 2 and recently updated password, and then click Login.

Username:

Password:

Login

Select a language: English (United States) ▼

[Need help accessing your account?](#)

Two-factor authentication:

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 this way: 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

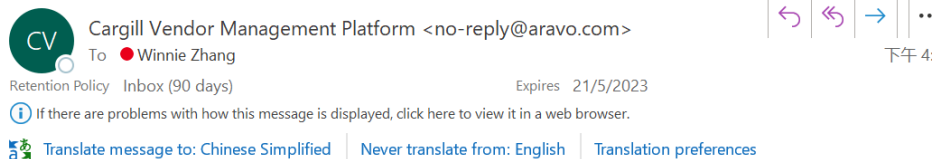
[Continue](#) [Cancel](#)

When you select the second option, click on button "Continue"

One-time verification code sent via mail

2. you will receive the code sent from Aravo platform, marked by red-box in below screenshot, Subject of the email is One time verification code

One time verification code



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 in Aravo page, then click on login, you will be successfully enabled 2FA, and now you can enter the vendor platform portal

ARAVO

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.select the 1st option-Authenticator app, recommended, and click on Continue

Two-factor authentication

Please choose one of below options

☒ Authenticator app, recommended

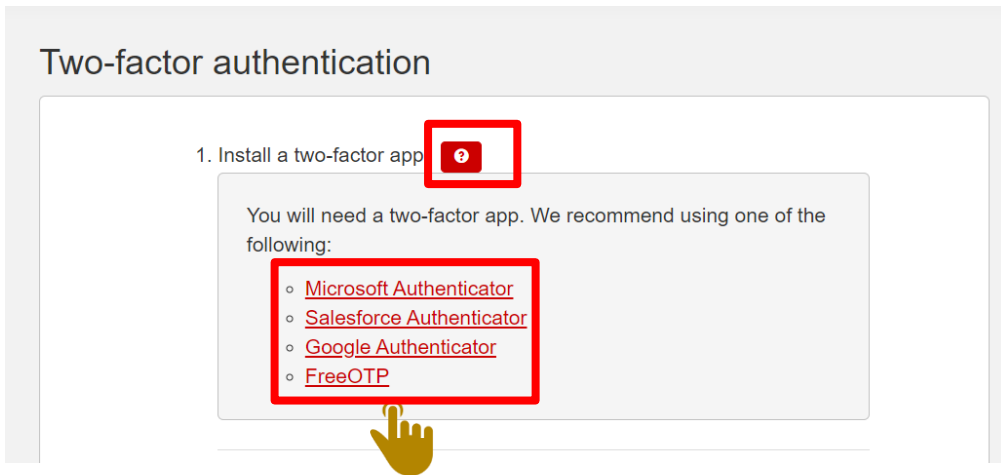
☐ One-time verification code sent via email

[Continue](#) [Cancel](#)



Authenticator app:

2. Follow the guide in Aravo, Install a two-factor app
click on tag  , and select one of link, then open the website to download app



Authenticator app:

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

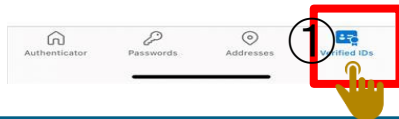
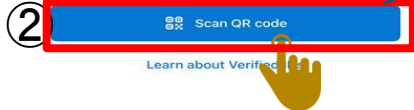


Use your mobile phone to scan the QR Code to install the app
-there are different QR codes for Android and iOS using

Authenticator app:

4. Open the Authenticator app just downloaded to your phone

① swipe finger on your phone, open the Verified IDs, ② then swipe the Scan QR code with your finger; ③ use your phone to scan the QR code in Aravo platform



Two-factor authentication

1. Install a two-factor app. 

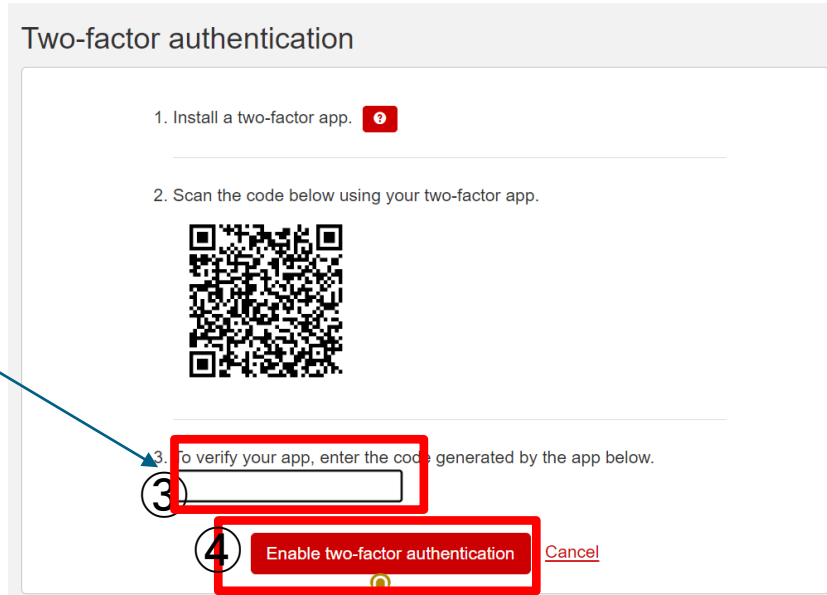
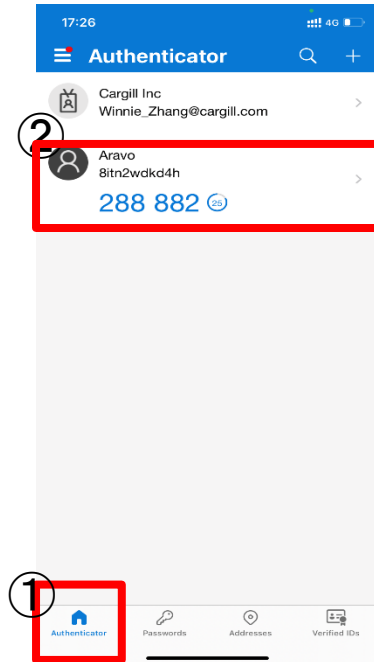
2. Scan the code below using your two-factor app.



Authenticator app:

5. After scanning the QR code, back to your mobile phone

① Swipe Authenticator with your finger; ② copy the code ; ③ paste the code in Aravo ; ④ click on Enable two-factor authentication



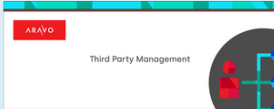
STEP 3. Access to Vendor Packet

[Home](#) | [Tasks](#) | [Profile](#)



Welcome, javeria Gutierrez
Your last login was Wed Mar 10 15:24:59 CST 2021

Welcome to the Aravo Self Service Portal!



The following features are available to you on the portal:

1. Use **'Manage Incidents'** button under **Actions** to access all the incidents previously logged. You can also log a new incident via **'Add new Incident'** button and report a data breach. This section is valid only if you organization is GDPR assessed.
2. Use **'Tasks'** section to manage your tasks. Same tasks are also accessible under **Tasks** tab, right next to the **Home** tab.
3. Additionally, you can make changes to the 'Transactional Enablement data' using the **Profile** tab visible on the top.

Tasks

0 Overdue

0 High Priority

1 Normal Priority

0 Low Priority

1 Task

Show: [All](#) [Overdue](#) Priority: [All](#) [High](#) [Normal](#) [Low](#)

Priority	Start Date	Due Date
Vendor Packet - Create	Mar 10, 2021	Mar 11, 2021

Contact Information

javeria Gutierrez
staples 5

EMAIL javeria_gutierrezmaricorena@cargill.com

[Support Contacts](#)

STEP 4. Verify Vendor Name and select Vendor Type

CARGILL VENDOR MANAGEMENT PLATFORM VENDOR PORTAL

[Home](#) [Tasks](#) [Scorecard](#) [Profile](#)

Dummy Dummy 

[hide menu](#)

0%
0 of 5 pages complete

☒ Vendor Information
☐ Tax Information
☐ Bank Information
☐ Payment Term or Inco Term
☐ Supporting Documents

Vendor Portal > Tasks > Current Task

Vendor Information

Next >

Page Requirements

Required Completed
54%

Page Completed
0 of 5

preview

*Required Field

Basic Vendor Information

Vendor Name - Legal Name
Dummy vendor for test

Request Region *
APAC

Vendor type *
Whether Vendor is having any direct / indirect relationship with any cargill's employee / BU? *

Select an Option
Company/Organization
Individual/Person

Select Vendor Type.

STEP 5: Verify address information and Select Order Currency and Vendor Diversity

CARGILL VENDOR MANAGEMENT PLATFORM VENDOR PORTAL

[Home](#) [Tasks](#) [Scorecard](#) [Profile](#)

Dummy Dummy



hide menu

0%

0 of 5 pages complete

☒ Vendor Information

☐ Tax Information

☐ Bank Information

☐ Payment Term or Inco Term

☐ Supporting Documents

Vendor Detail Information

Address line 1 *

Po box 1

Address line 2

Address line 3

Country *

India

State / Region / Province / City (Thailand) *

Delhi

City *

New Delhi

Postal Code

123456

Fax Number

Website Address

D&B number - DUNS

Order Currency *

Select an Option

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.

Are you a women owned business? (51% or more women owned equity)

Select an Option

Are you a Small and Medium Enterprises (SMEs)?

Select an Option

STEP 6: Verify the Contact Information

CARGILL VENDOR MANAGEMENT PLATFORM VENDOR PORTAL

Home Tasks Scorecard Profile

Dummy Dummy Cargill Helping the world thrive

hide menu

0%
0 of 5 pages complete

- ☒ Vendor Information
- ☐ Tax Information
- ☐ Bank Information
- ☐ Payment Term or Inco Term
- ☐ Supporting Documents

Business Email Address Business Telephone Number

Contacts

Filter Results:

Contact Information (primary contact)

First Name*	Dummy
Last Name*	Dummy
Email*	winnie_zhang@cargill.com
Phone:	000xxx1234
Function:	sales

Actions

- Edit
- Delete

Add a new Contact

To add a second contact click on **Add a new contact button.**

Edit existing information by clicking the **Actions** button.

STEP 6 (A): If you choose to add or edit new contact

The screenshot displays the Cargill Vendor Portal interface. On the left, a sidebar shows a progress bar at 42% and a list of sections: Basic Vendor Information, Vendor Detail Information, Contact Information (highlighted), Tax Information, Bank Information, Payment Term or Inco Term, and Supporting Documents. The main content area is titled 'Vendor Portal > Tasks > Current Task' and 'Contact Information'. A modal window titled 'Add New Contact' is open, containing a 'Contact Information' form. The form has fields for 'First Name *', 'Last Name *', 'Email *', 'Phone', and 'Function'. A red rectangle highlights the entire modal form. Below the form, there are 'OK' and 'cancel' buttons. A red arrow points from a text box to the 'OK' button. The text box contains the instruction: 'Enter or edit contact information and click OK.'.

Home Tasks Profile

hide menu 42% 3 of 7 pages complete

- ☒ Basic Vendor Information
- ☒ Vendor Detail Information
- ☒ Contact Information
- ☐ Tax Information
- ☐ Bank Information
- ☐ Payment Term or Inco Term
- ☐ Supporting Documents

Vendor Portal > Tasks > Current Task

Contact Information

« Back Next »

Add New Contact

*Required Field

Contact Information

First Name * Last Name *

Email * Phone

Function

OK cancel

Enter or edit contact information and click OK.

100% preview

Actions +

« Back Next »

STEP 7: Email Address(Receive PO)

CARGILL VENDOR MANAGEMENT PLATFORM VENDOR PORTAL

Home Tasks Scorecard Profile

hide menu

0%
0 of 5 pages complete

- Vendor Information
- Tax Information
- Bank Information
- Payment Term or Inco Term
- Supporting Documents

Email Address (Receive PO)

Email Address - PO

Filter Results:

SAP TC1*	
System:	SAP TC1
System Vendor ID:	—
Country in which the purchasing plant resides?	—
Enterprise:	BOSC-Business Operations & Supply Chain ⇒ BOSC-Strategic Sourcing & Procurement
Email address (Receive PO)*:	—

OK cancel

list tiles grid

Actions Edit

Click on the **Actions** button then clicking on **Edit** to enter Email address in which you will receive PO.

STEP 8: Select Order address and Payee Information

CARGILL VENDOR MANAGEMENT PLATFORM VENDOR PORTAL

[Home](#) [Tasks](#) [Scorecard](#) [Profile](#)

Dummy Dummy ▾



[list](#) [tiles](#) [grid](#)

[hide menu](#)

0%

0 of 5 pages complete

☒ Vendor Information

☐ Tax Information

☐ Bank Information

☐ Payment Term or Inco Term

☐ Supporting Documents

Filter Results:

▼ SAP TC1-

⚙️ Actions ▾

System: SAP TC1

System Vendor ID: —

Country in which the purchasing plant resides? —

Enterprise:

BOSC-Business Operations & Supply Chain ⇒ BOSC-Strategic Sourcing & Procurement

Email address (Receive PO)*:

abc@gmail.com

Order Address and Payee Information

Is your Ordering Address information same as your main vendor information provided above? *

Select an Option

Yes

No

Is your payee information same as your main vendor information provided above? *

Select an Option

STEP 9: Enter Tax ID

CARGILL VENDOR MANAGEMENT PLATFORM VENDOR PORTAL

Home

Tasks

Scorecard

Profile

Dummy Dummy

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hide menu

20%
1 of 5 pages complete

☒ Vendor Information

☐ Tax Information

☐ Bank Information

☐ Payment Term or Inco Term

☐ Supporting Documents

Vendor Portal > Tasks > Current Task

Tax Information

Page Requirements

Required Completed
0%

Page Completed
1 of 5

« Back

Next »

*Required Field

PAN ID

Tax ID 1 *

Aadhar No.

Tax ID 2

GST ID

Tax ID 3

MSME / Udyog Aadhar No.

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STEP 10: Enter Bank Information

Vendor Portal > Tasks > Current Task

Bank Information

71%
5 of 7 pages complete

- Basic Vendor Information
- Vendor Detail Information
- Contact Information
- Tax Information
- Bank Information**
- Payment Term or Inco Term
- Supporting Documents

*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 and offer several 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
- 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)

No items found

[Add a new Bank](#)

Add New Bank

Supplier Bank Information

Are those bank details only for specific Cargill business * [Select an Option](#)

Bank Country * [Select an Option](#)

Bank Key (Routing Number / ABA Number/ IFSC code) *

Bank Name *

Bank Branch

Sort Code

SWIFT Code

* SWIFT Code is mandatory for overseas

Add New Bank

Bank Account Currency * [Select an Option](#)

Bank Account Number *

Does the Bank Account Holder Name exactly match your Full Company Legal or Registered Name? * [Select an Option](#)

Account Bank Type [Select an Option](#)

Bank Type [Select an Option](#)

Proof of Banking Data or banking letter/declaration attached? (Documentation IS REQUIRED. Lack of documentation will result in rejection or delay in processing of request) *

[Choose File](#) No file chosen

For suppliers work with EMEA region, as part of our supplier onboarding and fraud prevention controls, Cargill performs an independent verification of the banking information provided by new suppliers before vendor records are activated for payment processing.

This verification process may include:

- Confirmation of bank account details through an independent communication channel, such as a phone call or email with an authorized representative of your company.
- Review of supporting documentation, such as a bank letter, bank statement, or company letterhead confirming the banking information.
- Verification, through an approved banking platform, that the beneficiary (account holder) name matches the bank account information provided.

Please note that any discrepancies identified during the verification process may require additional clarification and could delay supplier setup and payment processing.

Step 11:

Verify bank info provided , you can also add or edit

71%

5 of 7 pages complete

☒ Basic Vendor Information

☒ Vendor Detail Information

☒ Contact Information

☒ Tax Information

☒ Bank Information

☐ Payment Term or Inco Term

☐ Supporting Documents

Bank Information

BackNext

100%

*Required Field

preview

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:

Supplier Bank Information -

NEW Actions

Cargill Business Name which assign the bank information to:	---
City of Cargill Business which use this bank information:	---
Bank Country:	---
Bank Key (Routing Number / ABA Number):	123456
Bank Name:	BAC San JOse
Bank Branch:	---
Sort Code:	---
SWIFT Code:	---
Bank Account Number:	89929454
Bank Account Currency:	USD
IBAN Number:	---
Bank Account Holder's name:	---

Add a new Bank

BackNext

To add another Bank click here

To edit click here

To add another Bank click here

STEP 12: Payment Terms and INCO Terms

IMPORTANT

These **Payment Terms** and **INCO Terms** must have been negotiated and agreed priorly with the Cargill requester who started your Vendor onboarding.

If you don't agree with Payment Terms or INCO Terms, please contact with your Cargill Contacts for new negotiations over these new terms.

These parallel requirements will result in a delay on your Vendor onboarding process.

MANAGEMENT PLATFORM VENDOR PORTAL

[Scorecard](#) | [Profile](#)

Dummy Dummy



[Vendor Portal](#) > [Tasks](#) > Current Task

Our Cargill approved INCO TERMS 1 is DDP (Delivery Duty Paid) and INCO TERMS 2 is Destination.

Payment Term or Inco Term

Page
Requirements

Required Completed
100%

Page Completed
4 of 5

[« Back](#) [Next »](#)

*Required Field

[preview](#)

Payment Terms and Inco Terms

We understand that **Payment Term/ Inco Term** has already been negotiated and agreed by you with Cargill. In case of any further queries/clarifications, please connect with your Cargill Point of Contact.

Payment Term Days

Net 30 Days

Payment Term Suffix

From Invoice Receipt Date

Inco terms 1

DDP-Delivered Duty Paid (recommended)

Inco terms 2

[« Back](#) [Next »](#)

STEP 13: Attach required documents and Agree with COBC

CARGILL VENDOR MANAGEMENT PLATFORM VENDOR PORTAL

Home Tasks Scorecard Profile

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hide menu 80% 4 of 5 pages complete

- ☒ Vendor Information
- ☒ Tax Information
- ☒ Bank Information
- ☒ Payment Term or Inco Term
- ☐ Supporting Documents

Vendor Portal > Tasks > Current Task

Supporting Documents

Back

*Required Field

Supporting Documents

MSMED Declaration Form (kindly sign & stamp on declaration) *

Choose File No file chosen

Authorization letter *

Choose File No file chosen

PAN card copy along with PAN verification screenshot *

Choose File No file chosen

GST Certificate (REG 06 FORM) along with GST Active screenshot *

Choose File No file chosen

Other supporting documents

Choose File No file chosen

Do you agree with Cargill's COBC - Code of Business Conduct? *

Select an Option

Supplier Code of Conduct | Cargill

Additional Information

Additional Information

Attache all required document

Select here to agree with Cargill's Code of Business Conduct COBC

Click on this link to read COBC

STEP 13:

STEP 14: Agree with COBC

The screenshot shows a web form for Step 14: Agree with COBC. The form includes a sidebar with a 'Supporting Documents' link, a main content area with a question, a dropdown menu, a link to the COBC document, an 'Additional Information' section with a text area, and a bottom navigation bar with 'Back' and 'Save & Submit Changes' buttons. Red boxes and arrows highlight key elements: the dropdown menu for selecting 'Yes', the link to the COBC document, the 'Save & Submit Changes' button, and the text area for comments.

Supporting Documents

Do you agree with Cargill's COBC - Code of Business Conduct? *

Select an Option

Select Yes to agree with Cargill's Code of Business Conduct COBC

[Supplier Code of Conduct | Cargill](#)

Click on this link to read COBC

Additional Information

Additional Information

Back Save & Submit Changes

Click on the button to submit

If you have any comments, please fill in this field

STEP 15: Save and Submit Change

Your Vendor Packet is 100% COMPLETED:

You can verify info and send survey summary

CARGILL VENDOR MANAGEMENT PLATFORM VENDOR PORTAL

Home Tasks Scorecard Profile

100%
5 of 5 pages complete

- ☒ Vendor Information
- ☒ Tax Information
- ☒ Bank Information
- ☒ Payment Term or Inco Term
- ☒ Supporting Documents

Vendor Portal > Tasks > Current Task

To go to your home page [click here](#)

Your changes have been saved and submitted to the requesting organization. This survey is now closed.

Click on a page title below to expand a section, or click the + to expand all sections.

▶ Vendor Information

▶ Tax Information

▶ Bank Information

▼ Payment Term or Inco Term

Payment Terms and Inco Terms

We understand that [Payment Term/ Inco Term](#) has already been negotiated and agreed by you with Cargill. In case of any further queries/clarifications, please connect with your Cargill Point of Contact.

Payment Term Days

Net 30 Days

Payment Term Suffix

From Invoice Receipt Date

Inco terms 1

DDP-Delivered Duty Paid (recommended)

Inco terms 2

Click on the blue arrows to expand and verify info provided on each section.

RECOMMENDED:

Go to home page and verify there is no Tasks open.

RECOMMENDED:

Verify that no tasks are open and take note of the email address you provided as contact email.

Welcome, [REDACTED]

Your last login was Wed Mar 10 15:24:59 CST 2021

Welcome to the Aravo Self Service Portal!

ARAVO
Third Party Management

The following features are available to you on the portal:

1. Use 'Manage Incidents' button under Actions to access all the incidents previously logged. You can also log a new incident via 'Add new Incident' button and report a data breach. This section is valid only if you organization is GDPR assessed.
2. Use 'Tasks' section to manage your tasks. Same tasks are also accessible under Tasks tab, right next to the Home tab.
3. Additionally, you can make changes to the 'Transactional Enablement data' using the Profile tab visible on the top.

Tasks

You have no open tasks.

Contact Information

staples 5

EMAIL [REDACTED]

Support Contacts

In this button you can find Support contacts in case you need any assistance.

Cargill Staging Vendor Portal for staples 5 | [Help](#)

Here will be the email address you provided as contact email and where you will be receiving notifications from Aravo.



thrive™

Thank
You!

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the world
thrive