



Prairie Malt's and Cargill Malt SAP

Implementation Impacts

Supplier Communication

Cargill Strategic Sourcing and Procurement North America
For Internal and External Stakeholders

9/11/2017



Introducing...

Cargill



Overview of Cargill



What: **Implementing ERP system - SAP**

When and Where:

- **August 28 2017 - Cargill's Prairie Malt plant in Biggar SK CA**
- **September 11 2017 – Cargill Malt plant in Spiritwood ND**

Why: **Working to establish common processes and technology**





ACTION ITEMS REQUIRED FROM YOU:

- **Read and understand Implementation letter located on Supplier Central**
 - **ACH/EFT Form if you are receiving checks from Cargill**
- 

Topics we will cover:

- **Handling of transactions thru cutover**
- **Setting Cargill up in your system**
- **Purchase Orders**
 - Material numbers and item descriptions
 - Confirmations
 - Changes
- **Invoice Routing**
- **Invoice Requirements**
- **Remittance Changes**
- **Payments**
- **Supplier Setup Requirement**
- **Action Items for suppliers impacted by this change**
- **Cargill Communication Channels**



Handling of transactions not completed by cutover:

- **Transactions that are not shipped or invoiced by Go Live date and were purchased using the “legacy” system**
- **Suppliers should ship and settle using “legacy” PO #**
 - Packing slips or related documents should reference “legacy” PO #
 - Invoices (if required) should be sent to plant email address referencing “legacy” PO
- **Cargill will manage transactions accordingly; payments will be made out of SAP for all items received at the end of August/beginning of September.**
- **If you have a question on a legacy PO and how you should be managing it – reach out to your Cargill contact**



Setting Cargill up in your system:

- Cargill expects suppliers to make sure that the Cargill customer accounts in their system are set up correctly.
- Cargill recommends that suppliers have a customer record for each Cargill Attn line they transact with.
- Details for the Cargill plant and Attn lines impacted by this change can be found in the **Prairie Malt Go Live letter on Supplier Central** under the **Announcements** section
- The correct Attn line for each transaction can also be found in the header of an SAP PO

Supplier Central - Cargill North America

Resources and Announcements for Suppliers Servicing Cargill in the U.S. and Canada

HOME / SUPPLIER CENTRAL

Past due payment inquiries? Company or address change information? Remittance notice questions?

[Email Us](#)

The site works best when used with an up-to-date browser. You may not be able to use all features of this site if you are using an older browser. Please update your browser to the latest version to ensure the best user experience.

Website submission requirements LIVE 24x7 website updates NOW - website registration details can be obtained by emailing supplercentral@cargill.com

For current suppliers

Cargill is committed to making payments to suppliers as quickly and efficiently as possible. Use this information to understand how to make sure your processes enable you to be paid on time.

- [How to Submit an Invoice](#)
- [How to Receive Payment](#)
- [Sign Up for ECR](#)
- [Submit Your W-9's](#)
- [Announcements](#)
- [Supplier Onboarding and SAP Implementation](#)

What Every Supplier Needs to Know - Info to Cargill

- [Carrier/Transportation Logistics Information](#)
- [Standard PO Terms & Conditions](#)

More Resources

7 STEPS TO TAKE TO HELP YOU GET PAID ON TIME

Purchase Orders

SAMPLE of SAP PO:

Cargill legal Entity name – MUST use this full name on invoices

Purchase Order
4501800439
Please include the PO number on your invoice

Cargill legal Entity name
CARGILL COCOA & CHOCOLATE, INC.
30 NORTH BROAD STREET
LITITZ PA 17543
USA

Ship-To
CARGILL FINANCE SHARED SERVICES
ATTN: 1015-A202
6032 PO BOX
FARGO ND 58108-6032
USA
FAX: (701) 271-5930
EMAIL: CargiPSC_AccountsPayable@cargill.com

PO Contact
K655124
Cargill Inc / /

Deliver To: MILWAUKEE WIS 1215 COONA
CARGILL COCOA & CHOCOLATE, INC
12505 W. CARMEN AVENUE
MILWAUKEE WI 53225-6100

Ship From: Int'l
37 CEDAR LN
ENGLEWOOD NJ 07631
USA

Delivery Terms: FOB ORIGIN
PO Issue Date: 01/21/2015
MM/DD/YYYY
Currency: USD
Payment Terms: NET 60 DAYS FROM DATE OF INVOICE

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description UPC	UoM	Unit Price	Qty	Price Per	Extended Amount
10	110212697		01/26/2015	fast material	90.000 LB	50.00	100	LB	45.00
				Item Tax		0.00			0.00
				Shipping Condition Vendor Planned					45.00
				Tax					0.00
				Total PO Amount					45.00

In addition to the terms set forth herein, the terms and conditions set forth at www.cargill.com/latin/terms apply to this Order and, together with the

→ **PO Number-MUST** be included on invoice for payment to be issued

→ **PO Contact name and Email** – Email is the preferred method of communication

→ **SAP Attention line**

SAP Attention line **MUST** be included on invoice for payment to be issued

FACT: Cargill requires a purchase order for all materials and services.

Purchase Orders

SAMPLE of SAP PO:

Cargill
CARGILL COCOA & CHOCOLATE, INC.
20 NORTH BROAD STREET
LITITZ PA 17543
USA

Purchase Order
4501800439
Please include the PO number on your invoice

Please confirm PO within 24 hours of receipt to the following contact

Vendor:
Vendor 2
37 CEDAR LN
ENGLEWOOD NJ 07631
USA

Rebill-To:
CARGILL FINANCE SHARED SERVICES
ATTN: 1015-A202
6032 PO BOX
FARGO ND 58108-6032
USA
FAX: (701) 271-5530
EMAIL: CargillPOC_AccountsPayable@cargill.com

PO Contact:
K655124
Cargill Inc / /

Deliver To: MILWAUKEE WI US 1015 COCNA
CARGILL COCOA & CHOCOLATE, INC.
12500 W. CARMEN AVENUE
MILWAUKEE WI 53225-6100

Ship From: 37 CEDAR LN
ENGLEWOOD NJ 07631
USA

Delivery Terms: FOB ORIGIN
PO Issue Date: 01/21/2015
MM/DD/YYYY
Currency: USD
Payment Terms: NET 60 DAYS FROM
DATE OF INVOICE

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description UPC	UoM	Unit Price	Per	Price	Extended Amount
	Vendor Part #	Manufacturer Part #		Quantity					
10	110212697		01/26/2015	fast material	90.000 LB	50.00	100	LB	45.00
				Item Tax		0.00			0.00
				Shipping Condition Vendor Planned					45.00
				Tax					0.00
				Total PO Amount					45.00

In addition to the terms set forth herein, the terms and conditions set forth at www.cargill.com/bartan/terms apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

NOTE: All purchase orders require written confirmation (via e-mail) within one business day (24 hours) to the Cargill contact listed on the PO

NOTE: There is a link to Cargill's T&C's on PO footer

Purchase Orders

Materials Numbers & Descriptions

SAMPLE of SAP PO:

Cargill
CARGILL KITCHEN SOLUTIONS, INC.
1567 MCINTY ROAD WEST
MINNETONKA MN 55311
USA

Purchase Order
45037815
Invoices must reference this purchase order # and match PO
number to order for payment.

Vendor: [Redacted]
To: FINANCE SHARED SERVICES
TN 1016-AJ05
CARGO NO. 58106-6032
USA
FAX:
EMAIL: CargillFC_AccountsPayable@cargill.com

PO Contact: [Redacted]

Delivery To: MASON CITY US OHS
CARGILL KITCHEN SOLUTIONS INC.
1750 S BENJAMIN AVE
MASON CITY IA 50401-6888

Ship-From: [Redacted]

Delivery Terms: DDP DESTINATION
PO Issue Date: 01/25/2017
Currency: USD
Payment Terms: NET 90 DAYS FROM
DATE OF INVOICE

All Invoices require an electronic Purchase Order number on them, if not, the Invoice will be denied.
Packaging slip and all documentation also requires a purchase order number on them.

Cargill has obtained direct pay permit in Iowa. As such, your Invoices to our Mason City, Iowa plant should not include tax and Cargill will submit the tax directly to the state. Please let me know if need a copy of our permit.

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description LPC	Unit	Unit Price	Per Price	Extended Amount
	Vendor Part #	Manufacturer Part #		Quantity				
10	146434		03/15/2017	Quota 143821555 Vertice	1	281.00	1 AU	281.00
				Include the following services				
				CONTR	281	1.00	AU	281.00
						0.00	AU	281.00
				Work Order 400107218				
								281.00
				Tax				0.00
				Total PO Amount				281.00

In addition to the terms set forth herein, the terms and conditions set forth at www.cargill.com/farmer/terms apply to this Order and, together with the terms herein, constitute the sole terms and conditions of purchase.

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NOTE: Cargill material numbers and descriptions will change

NOTE: Questions on new material #'s can be directed to the PO contact

Purchase Orders

Confirmations:

FACT: To ensure prompt and accurate payment, your order confirmation **MUST** match Cargill's purchase order

- Date when delivery will be received by Cargill plant
 - If delivery is Cargill planned transportation, date when material will be available for pickup and a pickup number
- Material
- Quantity
- Unit of Measure (UOM)- Must match PO
- Price stated on the purchase order
- Currency
- Confirmation of accurate tax amounts
- Delivery Terms (Incoterms)
- Any additional costs that are not part of the per unit cost need to be included in the confirmation (i.e. freight, handling, pallets, etc.)
- Ship-from address (also known as the goods supplier address)
 - You will need to review this address on each purchase order you receive, to ensure the address is the correct location that the product is shipping from, as it impacts tax determination.
 - If the material is being shipped from outside the country, please notify the PO contact before it is shipped.
- Note: there may be other special instructions listed on the PO

The image shows a sample Cargill Purchase Order form. It features the Cargill logo at the top left and the title 'Purchase Order' at the top right. The form contains several sections with fields for order details, including a large 'SAMPLE' watermark. A red arrow points from the 'NOTE' box to a specific field on the form.

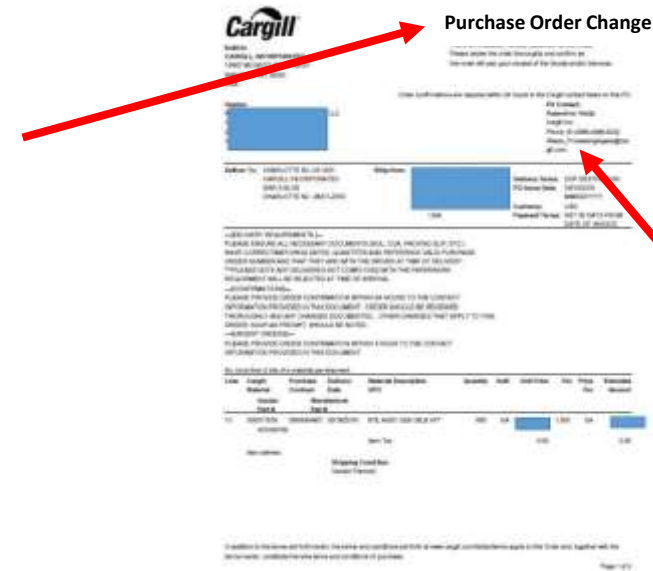
NOTE: All purchase orders require written confirmation (via e-mail) within one business day (24 hours) to the Cargill contact listed on the PO



Purchase Orders Changes:

NOTE: If purchase order changes are needed, it is the responsibility of the supplier to inform Cargill of them

If purchase order changes the heading will read “**Purchase Order Change.**”
Please use the most current purchase order only.



NOTE: All purchase orders require written confirmation (via e-mail) within one business day (24 hours) to the Cargill contact listed on the PO



Invoice Routing

For SAP PO's - Send invoices to one location, Unless the purchasing document states otherwise. Suppliers should not need to send invoices to Cargill for ERS orders.

All invoices must be submitted via email to CargillFSC_AccountsPayable@cargill.com for processing. All invoices must be submitted based on your PO, if you are unsure of where to submit your invoice contact Supplier Relations



TIP:

Go to Supplier Central for a complete list of invoice submission requirements



Invoice Requirements

Invoices **MUST** include the following or will be delayed:

- Cargill PO number, where applicable; Each invoice can only reference ONE purchase order ([See Receiving and Confirming POs from Cargill](#) for additional information about POs and PO confirmation requirements.)
- Cargill business name and “Attn Line” number ([Access a complete list of Cargill locations](#) with “bill to” information for completing the business name and attention line.)
- Cargill ship to address
- Supplier remittance address for payment ([See How to Receive Electronic Payment](#) for information about receiving electronic payments and remittance details.)
- Supplier name and address (must match the name and address on the PO)
- Supplier invoice number
- Line-item number
- Line-item description of goods or services, including Cargill Material #, if applicable
- Quantity of items
- Unit of measure (must match the PO if applicable)
- Price
- Currency (must match the PO if applicable)
- Tax, if applicable



Invoice Requirements

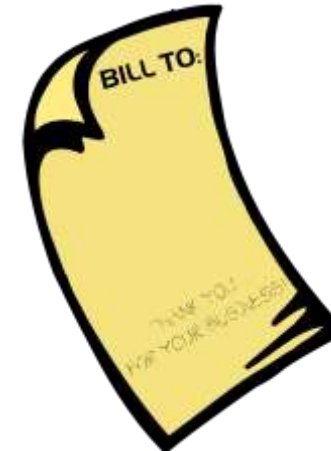
Invoices **MUST NOT**:

- No password protection or encryption within the email attachment
- Supplier statements, quotes or proforma invoices are not accepted as a valid invoice
- No compressed files with multiple documents, such as ZIP Excel, Word, CSV, JPEG, or Audio files (requesting for payment)
- No handwritten or illegible information

Most frequent errors we see regarding supplier invoice submission

- No Attention Line
- No reference to or incorrect Cargill PO #
- Invoice submitted to incorrect location

Review the information on Supplier Central to ensure you avoid these common errors.



Remittance Detail

ACTION: If you are not receiving electronic remittance – send a note stating this with up to 4 email address contacts to Supplier Relations.

SAMPLE of SAP Electronic Remittance statement:

Cargill

PAYMENT NOTIFICATION

Vendor		Vendor Payee #	
Tax ID #		Payment Method	LOCAL ELECTRONIC PAYMENT
Contact		Account Number	
Fax #		Payment Amount	1,616.14 USD
Date	05/06/2015	Payment Document	
Address		Withholding Tax Total Amount	0.00

Company Code : 1001
Name : CDL INC
Address : MCGRINTY ROAD WEST
Tax ID # : 410177000

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
5100940810	Supplier's Packing Slip/BOL Number	0.00	4.00	50.76	665.43

Cargill Invoice # 5201427290

Purchase Order #	Purchase Location	Cargill's Plant Location
4100190992	IACR, LANSING, NY, USA	

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0180277007000900	27.35	0.00	1.30	1.61	27.35

Cargill Invoice # 5251427291

Purchase Order #	Purchase Location
4100180790	IADC, GRANTSVILLE, UT, USA

If you have any questions please contact us at:
North America: fac_supplierrelations@cargill.com or 1-800-513-1068
Europe: apac_helpdesk@cargill.com
Trade Settlements: Please refer any questions to your local site contact.
This document is for reference and information, and does not itself constitute the contract. The underlying contract governs the transaction between the parties.

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NOTE: Cargill requires all suppliers must be set up to receive payments via ACH/EFT


NOTE: For ERS orders we will reference the BOL or packing slip # - otherwise this should be your invoice #



Remittance Detail

SAMPLE of SAP Electronic Remittance Detail or Payment Notification :

Remittance Detail notifying you of an upcoming payment can be provided via fax or email, one business day prior to payment is issued.



PAYMENT NOTIFICATION

<p>Vendor: _____</p> <p>Tax ID # _____</p> <p>Contact _____</p> <p>Fax # _____</p> <p>Date: 03/06/2018</p> <p>Address _____</p>	<p>Vendor Payee # _____</p> <p>Payment Method: LOCAL ELECTRONIC PAYMENT</p> <p>Account Number _____</p> <p>Payment Amount: 1,815.14 USD</p> <p>Payment Document _____</p> <p>Withholding Tax Total Amount: 0.00</p>
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Company Code : 1001
 Name : CCL INC
 Address : MCGINTY ROAD WEST
 Tax ID # : 410177080

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
8100943910	33.36	0.00	4.00	30.76	33.43

Supplier's Packing Slip/BOL Number

Cargill Invoice #	Purchase Order #	Purchase Location	Cargill's Plant Location
6301427293	4100190899	1ACR, LANSING, NY, USA	

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0100277007008900	27.35	0.00	1.30	1.01	27.35

Cargill Invoice #	Purchase Order #	Purchase Location
6301427291	4100188795	1ADC, GRANTSVILLE, UT, USA

If you have any questions please contact us at:
 North America: us_supplierrelations@cargill.com or 1-800-513-1048
 Europe: eu_supplierrelations@cargill.com
 Trade Settlements: Please refer any questions to your local site contact.
 This document is for reference and information, and does not itself constitute the contract. The underlying contract governs the transaction between the parties.

Page 1 of 2

ACTION: If you are not receiving electronic remittance – send an email stating this with up to 4 email address contacts to **Supplier Relations.**

ACTION: If you identify a price or quantity discrepancy you can reach out to **Supplier Relations** (up to 120 days after payment) to inquire about. Please be prepared to provide supporting documents (Invoice, Payment notice, packing slips or order confirmations)

ACTION: If you are unable to apply a payment because the vendor ref # does not match your BOL or service completion document # you can reach out to **Supplier Relations** to inquire about. Please be prepared to provide supporting documents (packing slips, service completion document, and copy of remittance detail.)



Payments:


We have set up new banks and bank accounts. You may notice that your payment and remittance detail have changed.

Invoice payments are consolidated for all Cargill locations using SAP:

- Refer to the Remittance Notice for details.
- Payments will be listed by Cargill business
- Payment allocation **MUST** be applied to appropriate PO-Cargill business to stay in balance with Cargill

ACTION: If you are not receiving payments via ACH go to Supplier Central and sign up today!

Sample Remittance Notice



PAYMENT NOTIFICATION

Vendor		Vendor Payee #	
Tax ID #		Payment Method	LOCAL ELECTRONIC PAYMENT
Contact		Account Number	
Fax #		Payment Amount	1,616.14 USD
Date	01/26/2015	Payment Document	
Address		Withholding Tax Total Amount	0.00

Company Code : 1001
Name : CGL INC
Address : MCGINTY ROAD WEST
Tax ID # : 410177080

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0100942910	555.49	0.00	4.00	50.78	685.43

Supplier's Packing Slip/BOL Number

Cargill Invoice #	Purchase Order #	Purchase Location	Cargill's Plant Location
6201427290	4100150890	1ACR, LANSING , NY, USA	

Vendor Ref #	Invoice Amount	Discount Amount	Tax Rate	Tax Amount	Net Amount
0126277007008000	27.35	0.00	1.30	1.61	27.35

Cargill Invoice #	Purchase Order #	Purchase Location
6201427291	4100166795	1ADC, GRANTSVLL, UT, USA

If you have any questions please contact us at:
North America: nc_supplierrelations@cargill.com or 1-800-613-1098
Europe: apuk_helpdesk@cargill.com
Trade Settlements: Please refer any questions to your local site contact.
This document is for reference and information, and does not itself constitute the contract. The underlying contract governs the transaction between the parties.

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Supplier Setup Requirement

SAMPLE of SAP ERS PO:

Cargill
 CARGILL KITCHEN SOLUTIONS, INC.
 1547 MOONTY ROAD WEST
 MINNETONKA MN 55317
 USA

Purchase Order
 45037815
 Invoice must reference this purchase order # and match PO
 Invoice must reference this purchase order # and match PO

Vendor: [Redacted] PO Contact: [Redacted]

Delivery To: MASON CITY US OHS
 CARGILL KITCHEN SOLUTIONS, INC.
 1750 S BENJAMIN AVE.
 MASON CITY IA 56401-6889

Ship-From: [Redacted]

Delivery Terms: DDP DESTINATION
 PO Issue Date: 01/25/2017
 Currency: USD
 Payment Terms: NET 60 DAYS FROM DATE OF INVOICE

Line	Cargill Material	Purchase Contract	Delivery Date	Material Description	Unit	Unit Price	Per Price	Extended Amount
10			03/15/2017	Quota 140821935 Various	1	281.00	1 AU	281.00
				Included for the following services:				
				CONTR	281	1.00	AU	281.00
				Work Order		0.00	AU	281.00
				400102218				
				Tax:				0.00
				Total PO Amount				281.00

NOTE: Make sure your company name is listed correctly – if not contact your buyer

NOTE: Questions on new material #'s can be directed to the PO contact





ACTION ITEMS REQUIRED FROM YOU:

- **Read and understand Implementation letter**
 - **ACH/EFT Form**
- 



Staying Connected – Communication Channels



Cargill Contacts for Supplier Questions

- **Reach out to your buyer** Cargill buyer contact information should be on each PO or email authorizing the purchasing event. Suppliers should direct confirmations, questions, and/or information regarding a specific PO or purchasing event to the Cargill buyer contact for any purchasing event.
- **Supplier Central** The location to go for suppliers and internal stakeholders for information and process updates. We encourage suppliers to access the webpage on a regular basis so they can stay aware of changes and modify processes accordingly.
- **Supplier Relations** *The suppliers point of contact for all inquiries:* Past Due Payment status, copies of or questions relating to remittance notices, general inquiries, and to submit updated company information including address and contact information.



Supplier Central

Cargill's one stop webpage for suppliers to get information!

Supplier Central (<http://www.cargill.com/suppliercentral/>)

Covers frequently asked questions and all payable questions.

- How to submit an invoice
- How to receive Electronic Payments and Electronic Remittance Notices
- Sample Remittance Notices and Instructions
- Quick Links to important Cargill webpages for Suppliers

TIP:

Go to Supplier Central to answer your questions – content is being updated frequently!



Supplier Relations

Cargill NA supplier point of contact for all inquiries

How to submit an inquiry to
Supplier Relations:

- Go to Supplier Central and use the Supplier Relations contact link
- Supplier Relations contact link will create an email to Supplier Relations with auto populated information
- Fill in the information on the auto-populated email as completely as possible attaching all support documents to email so Supplier Relations can respond to your inquiry efficiently.



**SAMPLE
EMAIL**

NOTE: Email is the recommended communication channel for all inquiries to Supplier Relations

**We look forward to thriving with
each and every supplier**



Thank You

