

# Program Maestro

## WORK INSTRUCTIONS |

### Creating an Invoice on the Ariba Network for Standard Account suppliers

**Work instruction** – Create an invoice on the Ariba Network

**Target audience** – Suppliers transacting with Cargill using a **light account**

**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

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**Work instruction** – Create an invoice on the Ariba Network

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# Work instruction | Create an invoice

## 1 Purpose of the document

This work instruction is intended for suppliers that have a business relationship with Cargill on the Ariba Network using a **light account**. The Ariba Network is an online platform used by Cargill to exchange business documents with suppliers, the documents in scope are purchase orders (POs), order confirmations and invoices. The light account is an alternative to the full-use and paid version of an Ariba Network account. Any restrictions related to the functionality of a light account can be eliminated by subscribing to a full-use account on the Ariba Network.

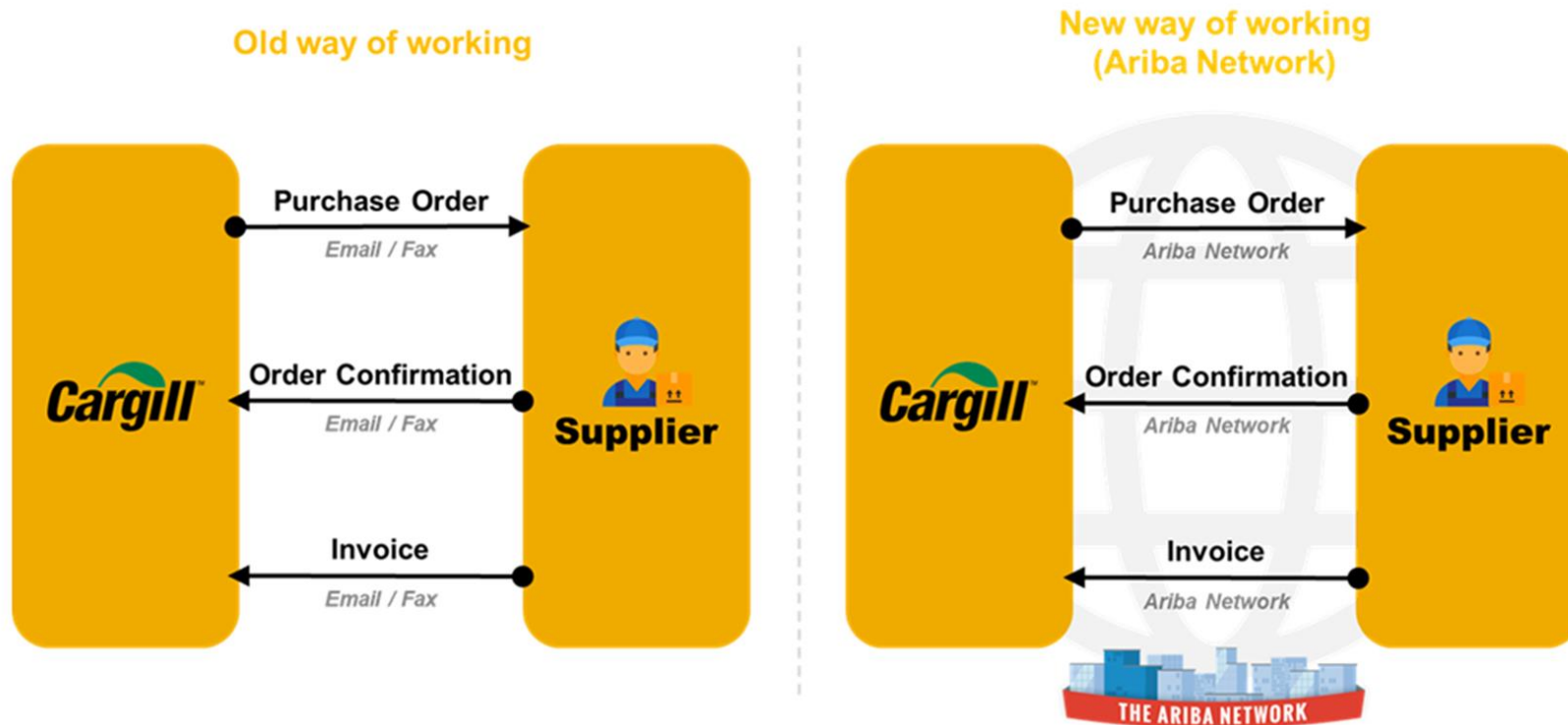
Via this work instruction, we will explain step by step how you can how you can **create an invoice** related to a purchase order for materials and/or services. All the different invoicing options are clearly explained throughout this document. Should you require any additional information, we invite to explore the following support channels: (i) visit the Ariba Help Center located on the right side of your screen when logged in to your Ariba Network account, or (ii) contact Cargill's Supplier Enablement support team by sending an mail to **Supplier Enablement EMEA@cargill.com**.

### **IMPORTANT**

For the best user experience of the light account on Ariba Network, we strongly recommend you to use **Internet Explorer** (not Microsoft Edge).

### Graphical representation of the new way of working via the Ariba Network

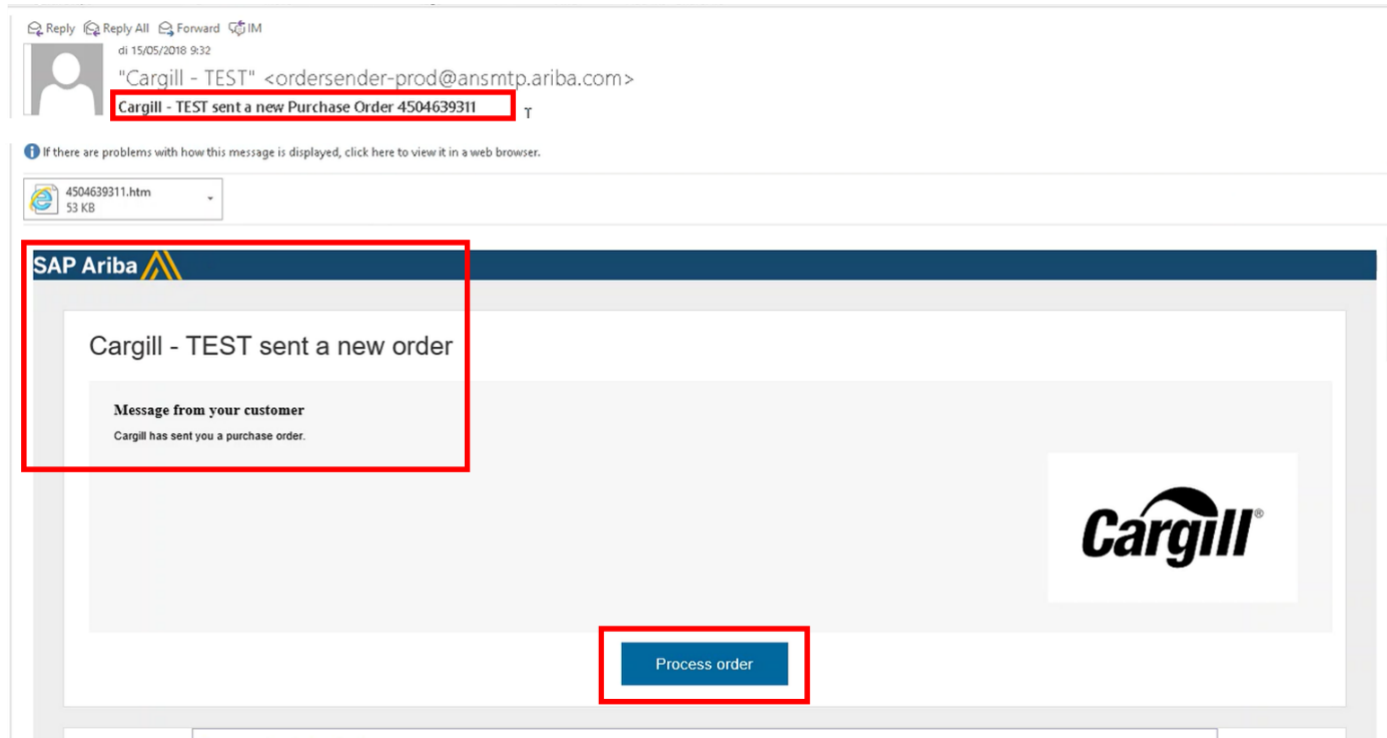
Please note that once your company starts transacting with Cargill on the Ariba Network, Cargill will **no longer accept** documents that are send by **email or fax**. All purchase orders, order confirmations, invoices and credit notes need to be created and exchanged over the Ariba Network.



**Work instruction** – Create an invoice on the Ariba Network  
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## 2 Open a Cargill purchase order

Step 1. Access your Cargill orders via the Ariba emails in your mailbox.



### **IMPORTANT**

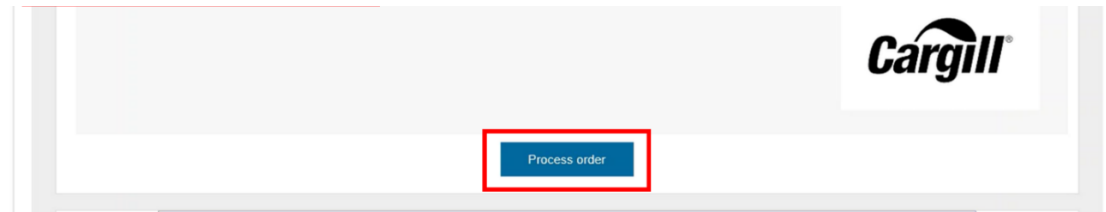
Please note that you are **only able to open the Cargill purchase order and create a corresponding invoice through the interactive email** you received from Ariba. Consequently, it is very important to store Ariba emails in your mailbox.

Step 2. Click on the blue box « Process order ».

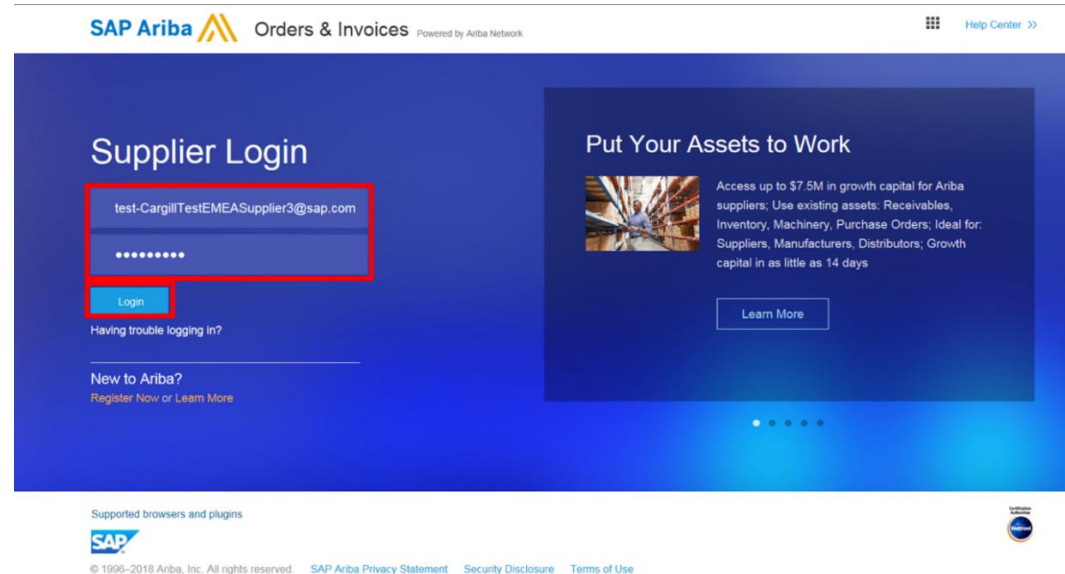
**Work instruction** – Create an invoice on the Ariba Network

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Step 3. Log in to your Ariba Network account using your web browser.



**IMPORTANT**

Please note that **Internet Explorer** provides the best user experience.

In case Internet Explorer is not your default web browser, you can copy the hyperlink from the purchase order by right clicking on the blue square and selecting "Copy Hyperlink".

**Work instruction** – Create an invoice on the Ariba Network

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SAP Ariba

### Cargill - TEST sent a new order

**Message from your customer**  
Cargill has sent you a purchase order.



[Process order](#)

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba [Who is...](#) [w.ariba.com](http://w.ariba.com).

**From:**  
CGL FOODS FRANCE SAS  
102 TERRASSE ROSELDIEU, TOUR W

**To:**  
[CargillTestEMEASupplier12@sap.com](mailto:CargillTestEMEASupplier12@sap.com) - TEST  
Parissquare 10

**Purchase Order**  
**(New)**  
4504639312

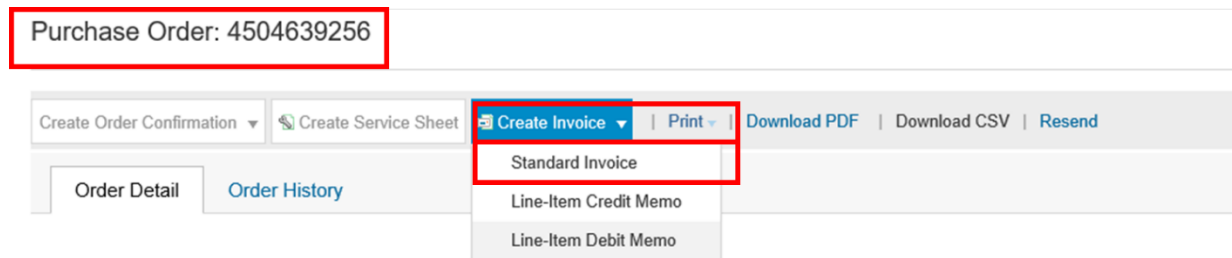
- Copy
- Select Hyperlink
- Open Hyperlink
- Copy Hyperlink
- Who is...

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
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### 3 Create an **invoice** linked to a **material** purchase order

Please note that **material purchase orders always need to be confirmed before you can create an invoice.**

Step 1. Once you are logged in to your Ariba Network Account, the Purchase Order will be visible. Click on « Create Invoice » and select the « Standard Invoice » from the dropdown menu.



From:  
CGL FOODS FRANCE SAS  
102 TERRASSE BOIELDIEU, TOUR W  
92085 PARIS 14 DEFFENSE CEDEX

To:  
CargillTestEMEA\_Supplier12@sap.com - TEST  
Parissquare 10  
1118 CZ Paris

Step 2. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.

Create Invoice [Update](#) [Save](#) [Exit](#) [Next](#)

---

▼ Invoice Header \* Indicates required field [Add to Header](#) ▼

---

**Summary**

Purchase Order: 4504639256	Subtotal: 320.00 EUR	<a href="#">View/Edit Addresses</a>
Invoice #: *	Total Tax: 0.00 EUR	
Invoice Date: *	Total Amount without Tax: 320.00 EUR	
	Amount Due: 320.00 EUR	

Remit To: 20 Rue Emile Leconte ▼

Saint-Jean-de-la-Ruelle  
France

Bill To: CGL FOODS FRANCE SAS  
PARIS LA DEFENSE CEDEX  
France

---

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: CargillTestEMEA\_Supplier12@sap.com - TEST

Ship To: ORLEANS FR CME  
SAINT CYR-EN-VAL [View/Edit Addresses](#)

**Work instruction** – Create an invoice on the Ariba Network  
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Step 3. Complete the required fields (marked with an asterisk): Supplier VAT/Tax ID.

Please note you can find detailed instructions on how to **add your VAT number** to your company profile on Ariba in the work instruction "Create and configure a light account on Ariba Network".

Supplier VAT

Supplier VAT/Tax ID:*	<input type="text"/>
Supplier Commercial Identifier:	<input type="text"/>
Supplier Commercial Credentials:	<input type="text"/>
IncoTerm:	FOB
Incoterm Description:	ORIGIN

Customer VAT

Customer VAT/Tax ID:*	<input type="text" value="FR31387589179"/>
-----------------------	--

Step 4. Select the line items that need to be included in the invoice.

**IMPORTANT**

By default, **all line items** of the Purchase Order are included in the invoice. You can deselect a line item by clicking the green button in the Include column next to the line item No.

Line Items 2 Line Items, 2 Included, 2 Previously Fully Invoiced

Insert Line Item Options

Tax Category: VAT  Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea ⓘ	30.00 EUR	0.00 EUR

Tax

Additional Fields

⚠ Shipping and Handling and Discounts are not allowed.  
 CN Code:

⚠ In case you are invoicing for a cross-border transaction of materials please provide the Commodity Code (CN code). In case your invoice is related to services, please leave the field blank

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT TRANSMISSION TEMPURA STEIN D.2	200041132	0	ea ⓘ	35.0 EUR	0.00 EUR

Tax

**Work instruction** – Create an invoice on the Ariba Network  
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**Result – Excluding a line item from an invoice :**

Line Items

2 Line Items, 1 Included, 2 Previously Fully Invoiced

Insert Line Item Options

Tax Category: VAT  Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea ⓘ	30.00 EUR	0 EUR
Excluded line items cannot be modified.										
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT TRANSMISSION TEMPURA STEIN D.2	200041132	0	ea ⓘ	35.00 EUR	0.00 EUR

Tax

⚠ Shipping and Handling and Discounts are not allowed.

CN Code:

### Step 5. Create a pre-defined VAT/Tax rate.

The below steps will describe how you can create a pre-defined VAT/Tax rate that can be automatically applied to line items and invoices. The creation of the VAT/Tax rate only needs to be done once, and can be repeated to add another VAT/Tax rate.

#### A. Click on the drop-down menu and select the option « Configure Tax Menu».

Line Items 2 Line Items, 1 Included, 2 Previously Fully Invoiced

Insert Line Item Options

Tax Category: VAT  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input type="checkbox"/>	MATERIAL	Not Available	ROULEME	220039150	0	ea	30.00 EUR	0.00 EUR
<i>Excluded line items cannot be modified.</i>									
20	<input type="checkbox"/>	MATERIAL	Not Available	ROULEME	200041132	0	ea	35.00 EUR	0.00 EUR

Tax

Shipping and Handling and Discounts are not all

Additional Fields

CN Code:

In case you are invoicing...  
Commodity Code (CN code). In case your invoice is related to services, please leave the field blank.

#### B. Click on « Create ».

Configure Tax

* Tax Category	* Rate	Tax Description
No items		

**Work instruction** – Create an invoice on the Ariba Network

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**C. Complete the required fields Rate (%) and Tax Description and click on « OK » when finished.**

Configure Tax OK Cancel

* Tax Category	* Rate	Tax Description
<input type="radio"/> VAT	20 %	Standart TAX Rate 20%

| 
OK Cancel

C

**D. The pre-defined VAT/Tax rate will now be available in the dropdown menu with general taxes.**

IncoTerm: FOB  
Incoterm Description: ORIGIN

**Line Items**

Insert Line Item Options

Tax Category: VAT

No.	Include	Type	Part #	Description
<input type="checkbox"/> 10	<input type="checkbox"/>	MATERIAL	Not Available	ROULEMEN
<i>Excluded line items cannot be modified.</i>				
<input type="checkbox"/> 20	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMEN

Taxes

**20% VAT / Standart TAX Ra...**

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax

D

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Step 6. Add the appropriate VAT/Tax rate to the line items on the invoice.

- A. Select the appropriate VAT/Tax rate from the drop-down menu.
- B. Select all the line items to which this VAT/Tax rate needs to be applied.
- C. Click on « Add to Included Lines » to apply the VAT/Tax rate to the selected line items.

Line Items 2 Line Items, 2 Included, 2 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 20% VAT / Standart TAX Ra...  Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<span style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/></span>	10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea	30.00 EUR	0.00 EUR

**A** **B** **C**

- D. For each line item, you can still change the VAT/Tax rate by changing the Category from the dropdown menu.

Line Items 2 Line Items, 2 Included, 2 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 20% VAT / Standart TAX Ra...  Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT BIELE MACHOIRE ILAPAK	220039150	0	ea	30.00 EUR	0.00 EUR

**Tax** Remove

Category: 20% VAT / Standart TAX Ra...

Location:

Description: Standart TAX Rate 20%

Regime:

Law Reference:

Taxable Amount:

Rate(%):

Tax Amount:

Exempt Detail:

Date Of Supply:

**D**

Additional Fields

Shipping and Handling and Discounts are not allowed.

CN Code:

In case you are invoicing for a cross-border transaction of materials please provide the Commodity Code (CN code). In case your invoice is related to carriages please leave the field blank.

Step 7. If necessary, add attachments and / or comments to the line items of the invoice.

- A. Select the line item for which you want to add an attachment or comment by checking the box next to the line item No.
- B. Click on « Line Item Actions » and select Comments or Attachment from the dropdown menu.

The screenshot displays the Cargill invoice system interface. At the top, a table lists line items. The first line item, '2000', is selected, indicated by a red box around the checkmark and a red circle with the letter 'A' above it. Below the table, the 'Tax' section is visible, with a dropdown menu for 'Category' set to '20% VAT / Standart TAX Ra...'. The 'Additional Fields' section includes a 'CN Code' field and a warning message: 'Shipping and Handling and Discounts are not allowed.' At the bottom of the line item details, the 'Line Item Actions' dropdown menu is open, with a red box around it and a red circle with the letter 'B' above it. The dropdown menu options are 'Edit', 'Add', 'Tax', 'Comments', and 'Attachment', with 'Comments' and 'Attachment' highlighted by red boxes. Below the line item details, there are sections for 'Comments' and 'Attachments'. The 'Comments' section has a text input field and a 'Remove' button. The 'Attachments' section has a 'Choose File' button, 'No file chosen' text, and an 'Add Attachment' button, with a 'Remove' button to the right.

Step 8. Click on « Next » when finished.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ROULEMENT TRANSMISSION TEMPURA STEIN D.2	200041132	<input type="text" value="0"/>	ea ⓘ	<input type="text" value="35.00 EUR"/>	0.00 EUR

**Tax**

Category:*	<input type="text" value="20% VAT / Standart TAX Ra..."/>	Taxable Amount:	<input type="text" value="0.00 EUR"/>	<a href="#">Remove</a>
Location:	<input type="text"/>	Rate(%)	<input type="text" value="20"/>	
Description:	<input type="text" value="Standart TAX Rate 20%"/>	Tax Amount:	<input type="text" value="0.00 EUR"/>	
Regime:	<input type="text"/>	Exempt Detail:	<input type="text" value="(no value)"/>	
Law Reference:	<input type="text"/>	Date Of Supply:*	<input type="text" value="2 Jul 2018"/>	

**Attachments**

The total size of all attachments cannot exceed 10MB [Remove](#)

No file chosen

**Additional Fields**

⚠ Shipping and Handling and Discounts are not allowed.

CN Code:

⚠ In case you are invoicing for a cross-border transaction of materials please provide the Commodity Code (CN code). In case your invoice is related to services, please leave the field blank

↳

**Work instruction** – Create an invoice on the Ariba Network  
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### Step 9. Review the invoice and click on « Submit ».

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:Netherlands. The document's destination country is:France. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : test2346	Subtotal :	200.00 EUR
Invoice Date : Monday 2 Jul 2018 6:24 PM GMT+03:00	Total Tax :	40.00 EUR
Original Purchase Order : 4504639951	Total Amount without Tax :	200.00 EUR
	Amount Due :	240.00 EUR

REMIT TO:	BILL TO:	SUPPLIER:
Cargill Test EMEA Supplier 4 - TEST	CGL FOODS FRANCE SAS	Cargill Test EMEA Supplier 4 - TEST
Postal Address: 7 Rue Gaston Ramon 57062 Metz	Postal Address (CARGILL FOODS FRANCE S.A.S.): 102 TERRASSE BOIELDIEU, TOUR W 92085 PARIS LA DEFENSE CEDEX	Postal Address: Evert van de Beekstraat 378 1118 CZ Schiphol Netherlands
France Remit To ID: 41643164136	France	

**Work instruction** – Create an invoice on the Ariba Network  
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Step 10. Your invoice is sent to Cargill.

defined

**Invoice test2346 has been submitted.**

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

defined

**IMPORTANT**

You are able to print a copy of the Ariba invoice. In order to be compliant with local legislation, we advise you to **check the internal processes within your organization** regarding invoice archiving requirements.

## 4 Create an **invoice** linked to a **service** purchase order

Follow the steps in section “2 Open a Cargill purchase order” to open the Cargill purchase order and create a corresponding invoice through the interactive email you received from Ariba.

Step 1. Once you are logged in to your Ariba Network Account, the Purchase Order will be visible. Click on « Create Invoice » and select the « Standard Invoice » from the dropdown menu.

Purchase Order: 4504639256

Create Order Confirmation | Create Service Sheet | **Create Invoice** | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo



From:  
CGL FOODS FRANCE SAS  
102 TERRASSE BOIELDIEU, TOUR W  
92085 PARIS 14 DEFENSE CEDEX

To:  
CargillTestEMEASupplier12@sap.com - TEST  
Parissquare 10  
1118 CZ Paris

**Work instruction** – Create an invoice on the Ariba Network

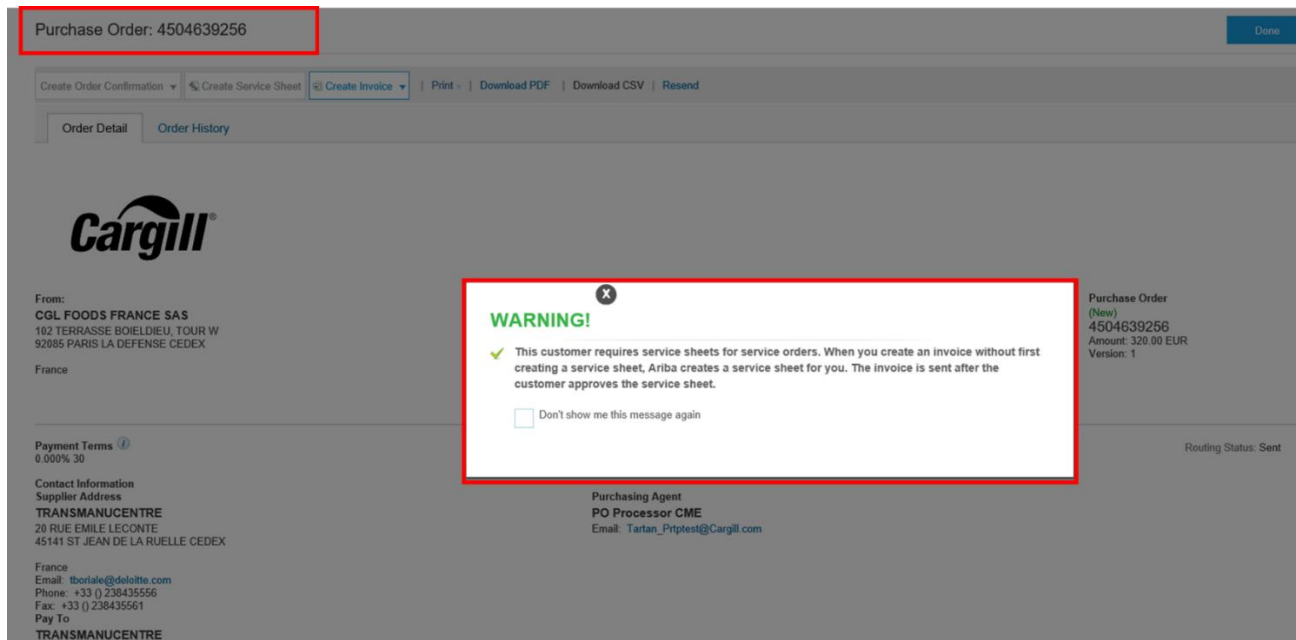
**Target audience** – Suppliers transacting with Cargill using a **light account**

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Step 2. You receive a pop-up window stating your invoice will trigger the creation of a service entry sheet within Cargill.

**IMPORTANT**

As soon as you have submitted your invoice on Ariba this will trigger a service entry sheet (SES) within the Cargill ERP system. The Cargill requester is responsible for validating the SES.



The screenshot displays the Cargill ERP interface for a purchase order. At the top, the purchase order number '4504639256' is highlighted in a red box. Below this, there are navigation tabs for 'Order Detail' and 'Order History'. The Cargill logo is prominently displayed on the left. The main content area is divided into several sections: 'From: CGL FOODS FRANCE SAS' with address details, 'Payment Terms' (0.000% 30), 'Contact Information' for 'TRANSMANUCENTRE', and 'Purchasing Agent' information. A central warning pop-up window, also highlighted in a red box, contains the following text: 'WARNING! This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.' Below the warning is a checkbox labeled 'Don't show me this message again'. On the right side, there is a 'Purchase Order (New)' summary with the number '4504639256', amount '320.00 EUR', and version '1'. The routing status is shown as 'Sent'.

**Work instruction** – Create an invoice on the Ariba Network  
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**IMPORTANT**

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. Select the appropriate line of the service PO that you want to invoice and click on « Next » when finished. Proceed with the steps as outlined below.

In case all parent lines on the service PO need to be invoiced, you need to create a separate invoice for each parent line.

Select Item to Create Invoice with Auto-Generated Service Sheet

Line Items

Line #	Part ID / Description
<input checked="" type="radio"/> 10	Not Available  Service for Plant Orleans
<input type="radio"/> 20	Not Available  Service for Plant Orleans

 Service Sheet Required.



Step 2. Complete the « Invoice # » and « Invoice Date » fields based on the information from your internal system.

Ariba Network Test Mode Company Settings Tim Schuffelen

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header

Summary

Purchase Order: 4504639671

Invoice #:\*

Invoice Date:\* 3 Jul 2018

Remit To: Flour Mill/Arlesey Rd

Hitchin

United Kingdom

Bill To: CGL FOODS FRANCE SAS

PARIS LA DEFENSE CEDEX

France

Subtotal: 50.00 EUR  
Total Tax: 0.00 EUR  
Total Amount without Tax: 50.00 EUR  
Amount Due: 50.00 EUR

[View/Edit Addresses](#)

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)



### Step 3. Complete the required fields (marked with an asterisk): Supplier VAT/Tax ID.

Please note you can find detailed instructions on how to **add your VAT number** to your company profile on Ariba in the work instruction "Create and configure a light account on Ariba Network".

#### Supplier VAT

Supplier VAT/Tax ID:*	<input type="text"/>
Supplier Commercial Identifier:	<input type="text"/>
Supplier Commercial Credentials:	<input type="text"/>
IncoTerm:	FOB
IncoTerm Description:	ORIGIN

#### Customer VAT

Customer VAT/Tax ID:*	<input type="text" value="FR31387589179"/>
-----------------------	--

Step 4. Select the line items that need to be included in the invoice.

**IMPORTANT**

By default, **all line items** of the Purchase Order are included in the invoice. You can deselect a line item by clicking the green button in the Include column next to the line item No.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	1	<input type="checkbox"/>		Not Available	repairs						<span>Add/Update</span>
<input type="checkbox"/>	1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT	25.00 EUR	50.00 EUR	

Service Period

Service Start Date: \*  ! Required Field Service End Date: \*  ! Required Field

Tax

Additional Fields ⚠ Shipping Documents, Pricing Details, and Discounts are not allowed.

↳ Line Item Actions Delete

Update Save Exit Next



Step 5. Complete the « Service Start Date » and « Service End Date » related to the performed services.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	repairs					
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT ⓘ	25.00 EUR	50.00 EUR

Service Period

Service Start Date: \*  ⓘ ! Required Field

Service End Date: \*  ⓘ ! Required Field

Tax

Additional Fields ⚠ Shipping Documents, Pricing Details, and Discounts are not allowed.

Line Item Actions

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

Step 6. Add any other materials or services that were required to perform the services by clicking on « Add/Update » and select the appropriate action from the dropdown menu.

**IMPORTANT**

Do not forget to add the appropriate VAT/Tax rate for any additional materials or services that were added to the invoice.

Line Items

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	repairs					
<input type="checkbox"/> 1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	<input type="text" value="2"/>	ACT	<input type="text" value="25.0 EUR"/>	50.00 EUR

Service Period

Service Start Date:\*

Service End Date:\*

Tax

Add/Update ▾

- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material

Step 7. Create a pre-defined VAT/Tax rate.

The below steps will describe how you can create a pre-defined VAT/Tax rate that can be automatically applied to line items and invoices. The creation of the VAT/Tax rate only needs to be done once, and can be repeated to add another VAT/Tax rate.

**A. Click on the drop-down menu and select the option « Configure Tax Menu».**

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Add to Included Lines

Tax Category: VAT Add/Update ▾

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1				Not Available repairs					
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT U	CHG	2	ACT	25.00 EUR	50.00 EUR

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Service Period: Service Start Date:  Service End Date:

Tax

**A**

**B. Click on « Create ».**

Configure Tax

* Tax Category	* Rate	Tax Description
		No items

**B**

C. Complete the required fields Rate (%) and Tax Description and click on « OK » when finished.

Configure Tax

OK Cancel

* Tax Category	* Rate	Tax Description
VAT	20 %	Standart TAX Rate 20%

Delete Create

OK Cancel

**C**

D. The pre-defined VAT/Tax rate will now be available in the dropdown menu with general taxes.

Line Items

Insert Line Item Options

Tax Category: 20% VAT / Standart Tax Ra...

No.	Include	Type	Part #	Description	Taxes	Customer Part #	Quantity	Unit
1			Not Available	repairs	20% VAT / Standart Tax Ra...			

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

**D**

**Work instruction** – Create an invoice on the Ariba Network  
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Step 8. Add the appropriate VAT/Tax rate to the line items on the invoice.

- A. Select the appropriate VAT/Tax rate from the drop-down menu.
- B. Select all the line items to which this VAT/Tax rate needs to be applied.
- C. Click on « Add to Included Lines » to apply the VAT/Tax rate to the selected line items.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 20% VAT / Standart Tax Ra...  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	repairs					
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT	25.00 EUR	50.00 EUR

Service Period: Date: \*  Service End Date: \*

Tax

- A. For each line item, you can still change the VAT/Tax rate by changing the Category from the dropdown menu. Please ensure that the Date of Supply corresponds with the appropriate date entered for Service Start and End Date.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT	25.00 EUR	50.00 EUR

Service Period: Service Start Date: \*  Service End Date: \*

Tax

Category: \* 20% VAT / Standart Tax Ra...

Location:

Description: Standart Tax Rate 20%

Regime:

Law Reference:

Taxable Amount: 50.00 EUR

Tax Rate Type:

Rate(%): 20

Tax Amount: 10.00 EUR

Exempt Detail: (no value)

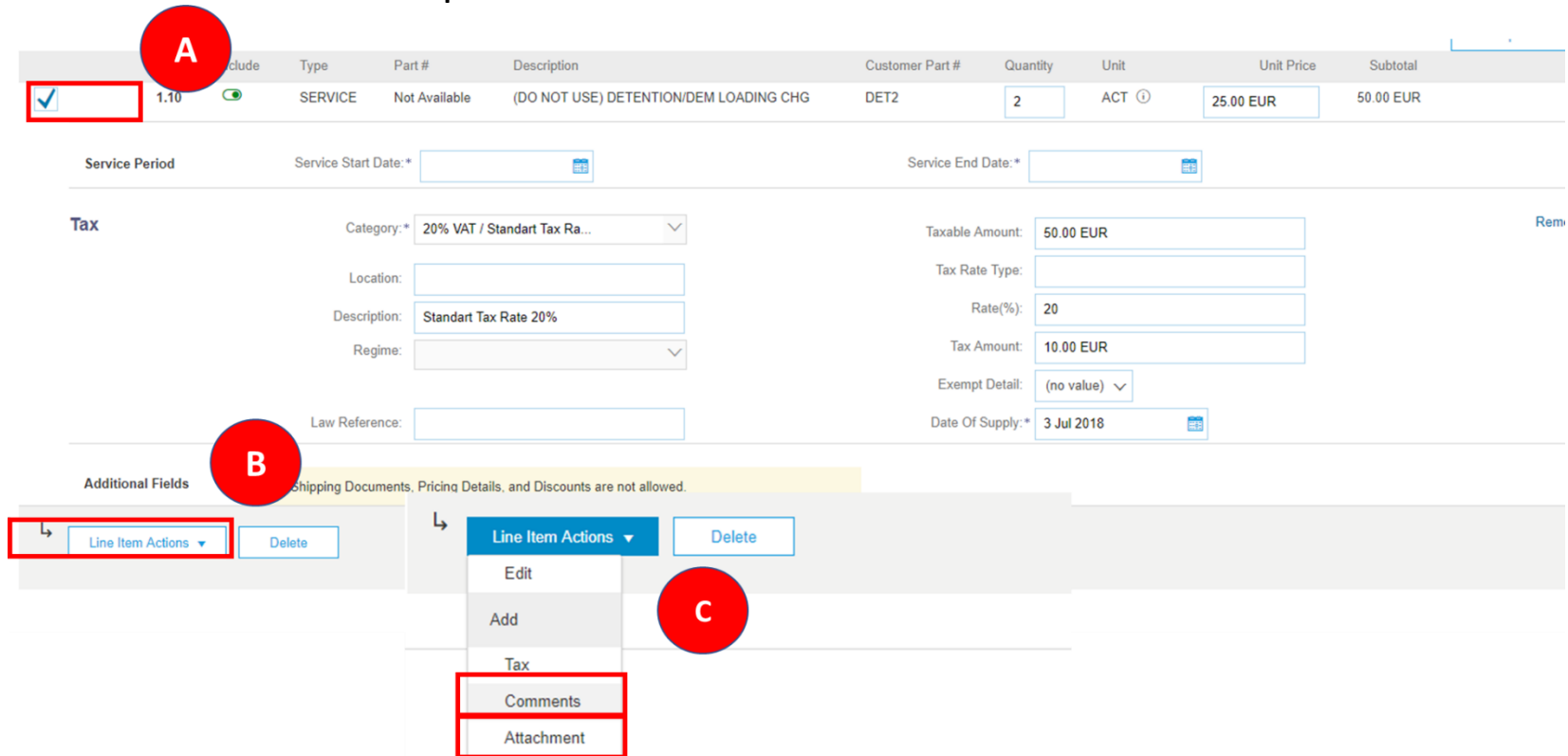
Date Of Supply: \* 3 Jul 2018

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)



Step 9. If necessary, you can add comments to the line items of the invoice.

- A. Select the line item for which you want to add comment by checking the box next to the line item No.
- B. Click on « Line Item Actions »
- C. Select Comments from the dropdown menu.



The screenshot shows an invoice line item with the following details:

Line Item No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT	25.00 EUR	50.00 EUR

Below the table, there are fields for Service Period, Tax, and Additional Fields. The Tax section shows a category of "20% VAT / Standart Tax Ra..." and a tax amount of 10.00 EUR. The Date of Supply is 3 Jul 2018.

Annotations:

- A:** A red circle highlights the checkbox next to line item number 1.10.
- B:** A red circle highlights the "Line Item Actions" dropdown menu.
- C:** A red circle highlights the "Comments" option in the dropdown menu.

**IMPORTANT**

Cargill recommends to please utilize the **Comments** section while submitting invoices to provide any additional details for service purchase orders. The attachments do not interface to Cargill's ERP from Ariba which may result in SES failure or delay in approval for payments.

Step 10. Click on « Next » when finished.

1.10 SERVICE Not Available (DO NOT USE) DETENTION/DEM LOADING CHG DET2 2 ACT 25.00 EUR 50.00 EUR

Service Period Service Start Date: \* Service End Date: \*

**Tax** Category: \* 20% VAT / Standart Tax Ra... Taxable Amount: 50.00 EUR Remove  
Location: Tax Rate Type:  
Description: Standart Tax Rate 20% Rate(%): 20  
Regime: Tax Amount: 10.00 EUR  
Law Reference: Exempt Detail: (no value)  
Date Of Supply: \* 3 Jul 2018

The total size of all attachments cannot exceed 10MB Remove

Attachments Choose File No file chosen Add Attachment

Additional Fields Shipping Documents, Pricing Details, and Discounts are not allowed.

Line Item Actions Delete

Update Save Exit Next

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

Step 11. Review the invoice and click on « Submit ».

Step 12. Your invoice is sent to Cargill.

defined

**Invoice test2346 has been submitted.**

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

defined

**IMPORTANT**

You are able to print a copy of the Ariba invoice. In order to be compliant with local legislation, we advise you to **check the internal processes within your organization** regarding invoice archiving requirements.

## 5 Partial Invoicing

In case you agreed with Cargill to invoice partially, you will have to invoice multiple times per purchase order. For invoicing more than once, there are two options:

- One line item per partial invoice
- One line item for the total amount to invoice

In case one line item is created per partial invoice, you will have to exclude the irrelevant line items and only include the line item your invoicing for via this invoice. This can be done by clicking the switch for those line items in column “Include”. See the screenshot below for clarification.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:   Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input type="checkbox"/>		Not Available	repairs					
<input type="checkbox"/>	1.10	<input checked="" type="checkbox"/>	SERVICE	Not Available	(DO NOT USE) DETENTION/DEM LOADING CHG	DET2	2	ACT ⓘ	25.00 EUR	50.00 EUR

Add/Update ▾

In case you have one line item for which you want to invoice partially, you will have to adjust the line item quantity on the invoice. Thus, this should not be done by adjusting the Unit Price. Namely, adjusting the Unit Price would lead to an invoice for the entire delivered quantity for a lower price, which is not the case here. Hence, the Quantity should be adjusted. In case you have for example a 30%/70% invoice agreement, you can adjust the Quantity to 30% and 70% respectively. In the case above, where the total Quantity to invoice is 2, you can create a 30% invoice by adjusting the Quantity to 0,6 (30% of 2). The second invoice then can be Quantity 1,4 by which the entire Quantity will be consumed after 100% of the invoices is submitted. Please note that the Subtotal amount will be adjusted accordingly by adjusting the Quantity.

**Work instruction** – Create an invoice on the Ariba Network

**Target audience** – Suppliers transacting with Cargill using a **light account**

**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

## 6 Create a credit memo linked to a material purchase order

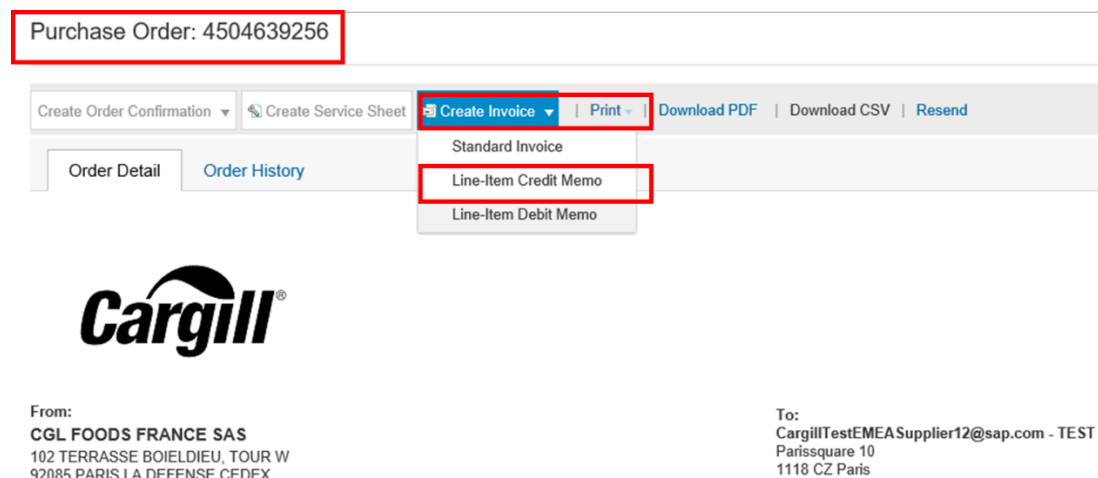
### IMPORTANT

Please note that Cargill **only allows suppliers to create a credit memo on Ariba for material purchase orders**. In addition, suppliers are requested to **always credit the full amount of the invoice**.

Suppliers that need to **create a credit memo for service purchase orders** are requested to **contact Cargill**.

Follow the steps in section “2 Open a Cargill purchase order” to open the Cargill purchase order and create a corresponding credit memo through the interactive email you received from Ariba.

Step 1. Once you are logged in to your Ariba Network Account, the Purchase Order will be visible. Click on « Create Invoice » and select the « Line-item Credit Memo » from the dropdown menu.




Purchase Order: 4504639256

Create Order Confirmation | Create Service Sheet | **Create Invoice** | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

Standard Invoice  
**Line-Item Credit Memo**  
Line-Item Debit Memo



From:  
CGL FOODS FRANCE SAS  
102 TERRASSE BOIELDIEU, TOUR W  
92085 PARIS 14 DEFFENSE CEDEX

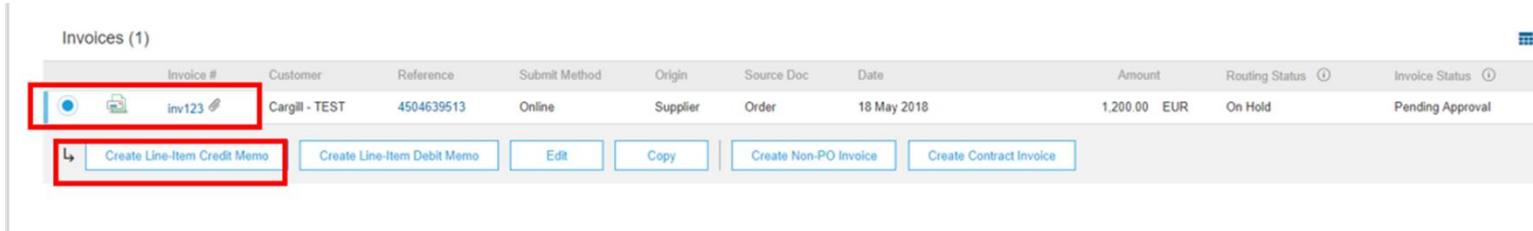
To:  
CargillTestEMEASupplier12@sap.com - TEST  
Parissquare 10  
1118 CZ Paris

**Work instruction** – Create an invoice on the Ariba Network

**Target audience** – Suppliers transacting with Cargill using a **light account**

**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

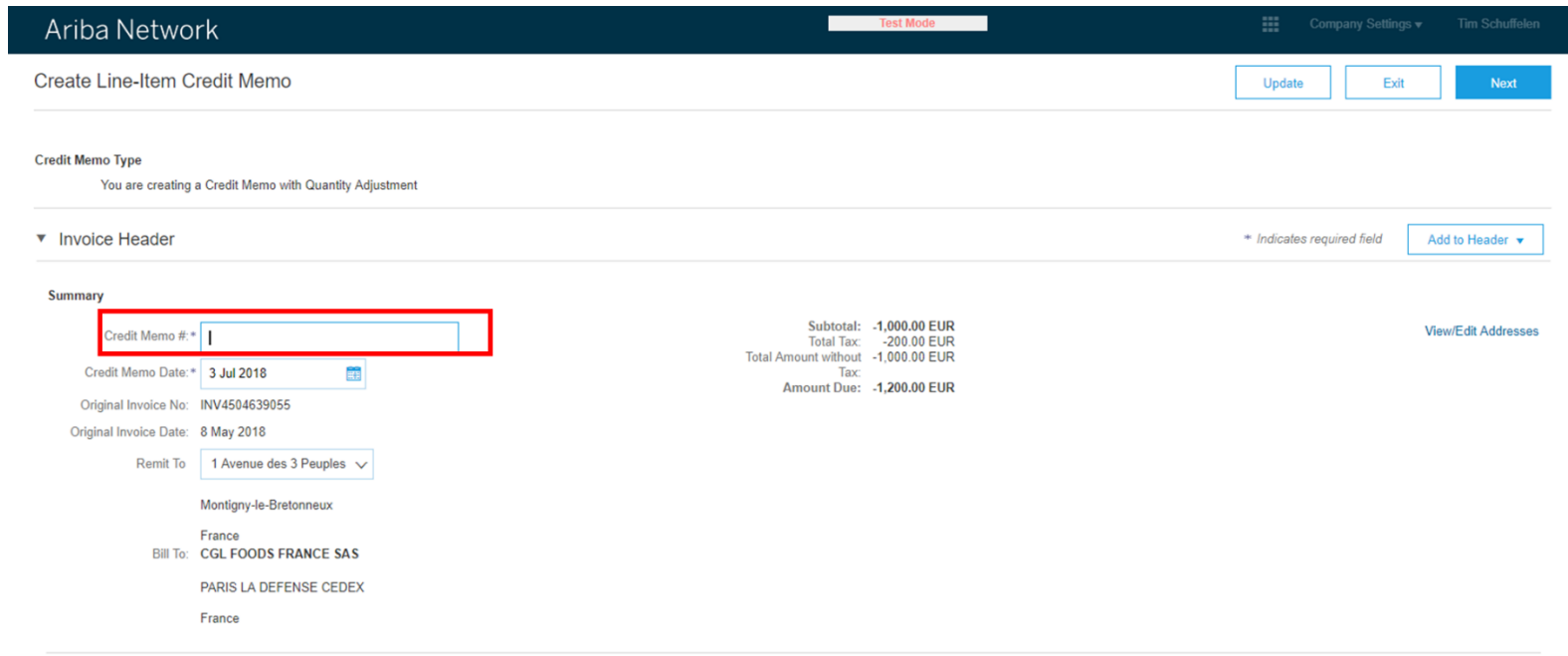
Step 3. Select the invoice you need to credit and click on « Create Line-Item Credit Memo ».



Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
inv123	Cargill - TEST	4504639513	Online	Supplier	Order	18 May 2018	1,200.00 EUR	On Hold	Pending Approval

Buttons: Create Line-Item Credit Memo, Create Line-Item Debit Memo, Edit, Copy, Create Non-PO Invoice, Create Contract Invoice

Step 4. Complete the « Credit Memo # » and « Credit Memo Date » fields based on the information from your internal system.



**Ariba Network** | Test Mode | Company Settings | Tim Schuffelen

Create Line-Item Credit Memo | Update | Exit | Next

Credit Memo Type  
You are creating a Credit Memo with Quantity Adjustment

Invoice Header | \* Indicates required field | Add to Header

Summary

Credit Memo #:

Credit Memo Date: 3 Jul 2018

Original Invoice No: INV4504639055

Original Invoice Date: 8 May 2018

Remit To: 1 Avenue des 3 Peuples  
Montigny-le-Bretonneux  
France  
Bill To: CGL FOODS FRANCE SAS  
PARIS LA DEFENSE CEDEX  
France

Subtotal: -1,000.00 EUR  
Total Tax: -200.00 EUR  
Total Amount without Tax: -1,000.00 EUR  
Amount Due: -1,200.00 EUR

View/Edit Addresses

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

Step 5. Enter a Reason for the Credit Memo.

Credentials:

**Comment**

Reason for Credit Memo:\*

Default Credit Memo  
Comment Text:

IncoTerm: FOB  
Incoterm Description: ORIGIN

Add to Header ▼

Line Items

1 Line Items,

Step 6. Enter the total negative quantity for each line item.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

---

**Insert Line Item Options**

Tax Category: TGAP
 Shipping Documents
  Special Handling
  Discount
 Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	367-4092	Verrouille Femelle 3PN+E		-5	ea ⓘ	207.65 EUR	-1,038.25 EUR

---

**Tax** Remove

Category.\* VAT  
 Location:   
 Description:   
 Regime: (no value)  
 Law Reference:

Taxable Amount: -1,038.25 EUR  
 Rate(%): 20  
 Tax Amount: -207.65 EUR

Exempt Detail: (no value)

Date Of Supply:\* 17 May 2018 ⓘ

---

**Additional Fields**

⚠ Shipping and Handling and Discounts are not allowed.  
 CN Code:   
⚠ In case you are invoicing for a cross-border transaction of materials please provide the Commodity Code (CN code). In case your invoice is related to services, please leave the field blank

---

Line Item Actions
Delete

---

Update
Exit
Next

**IMPORTANT**

Suppliers are requested to **always credit the full amount of the invoice.**

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)



Step 7. Click on « Next ».



Step 8. Review the credit memo and click on « Submit ».

Ariba Network Test Mode Company Settings Tim Schuffelen

Create Line-Item Credit Memo Previous Submit Exit

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:France. The document's destination country is:France. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

**Line-Item Credit Memo**

(Original Invoice No: 123)

Credit Memo Number : cr1	Subtotal : -1,038.25 EUR
Credit Memo Date : Tuesday 3 Jul 2018 11:40 AM GMT+03:00	Total Tax : -207.65 EUR
Original Invoice Number : 123	Total Amount without Tax : -1,038.25 EUR
Original Invoice Date : Thursday 17 May 2018 5:07 PM GMT+03:00	Amount Due : -1,245.90 EUR
Original Purchase Order : 4504636090	

<b>REMIT TO:</b> Cargill Test EMEA Supplier 6 - TEST	<b>BILL TO:</b> CGL FOODS FRANCE SAS	<b>SUPPLIER:</b> Cargill Test EMEA Supplier 6 - TEST
---	---	---

**Work instruction** – Create an invoice on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)



Step 9. Your credit memo is sent to Cargill.

defined

**Invoice test2346 has been submitted.**

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

defined

**IMPORTANT**

You are able to print a copy of the Ariba credit memo. In order to be compliant with local legislation, we advise you to **check the internal processes within your organization** regarding credit memo archiving requirements.

**Work instruction** – Create an invoice on the Ariba Network

**Target audience** – Suppliers transacting with Cargill using a **light account**

**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

## 7 Explanation of the Payment Terms stated on Ariba

The Payments Term on your Purchase Order from Cargill on Ariba is noted in the following way:

Example: 0.000% 30

- **0.000%** refers to the **early payment discount** in case Cargill pays earlier than the agreed payment period
- **30** refers to the actual **payment term** of 30 days



**Work instruction** – Create an invoice on the Ariba Network

**Target audience** – Suppliers transacting with Cargill using a **light account**

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