

# Program Maestro

## WORK INSTRUCTIONS |

### Creating an Order Confirmation on the Ariba Network for Standard Account suppliers



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# Work instruction | Create a purchase order confirmation

## 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.

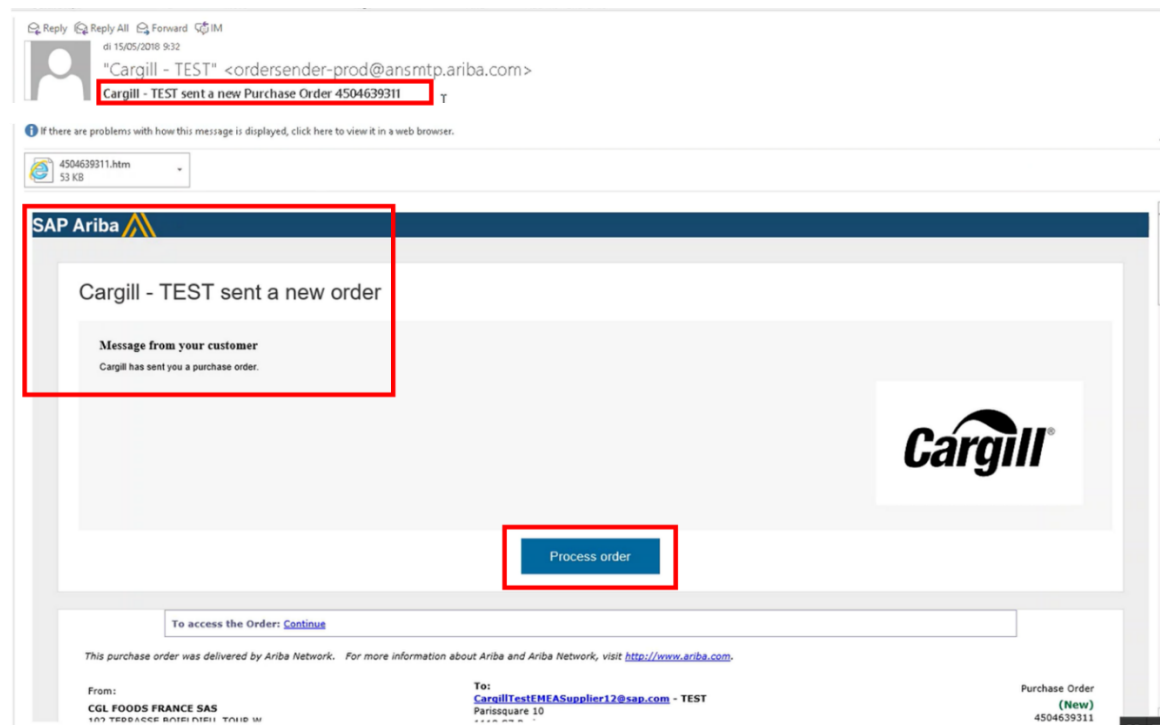
Via this work instruction, we will explain step by step how you can **confirm a purchase order**. It is important to note that a **purchase order confirmation is only required for material orders**. All the different confirmation options are clearly explained throughout this document. Should you require 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).

## 2 Open a Cargill purchase order

Step 1. Check your mailbox for new Cargill purchase orders sent from Ariba.

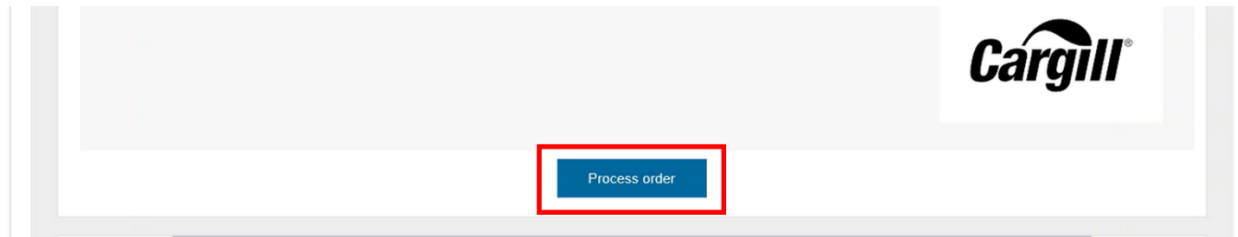


### **IMPORTANT**

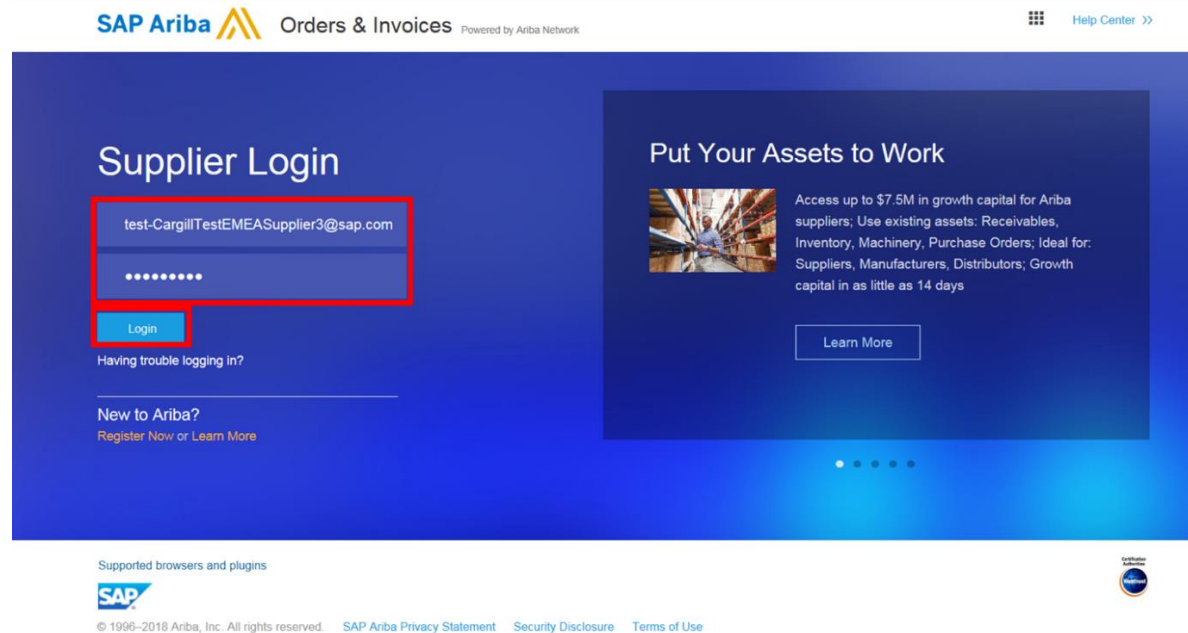
Please note that you are **only able to open the Cargill purchase order through the interactive email** you receive from Ariba. Consequently, it is very important to store Ariba emails in your mailbox.

**Work instruction** – Create an order confirmation 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 2. Click on the blue button « Process order ».



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

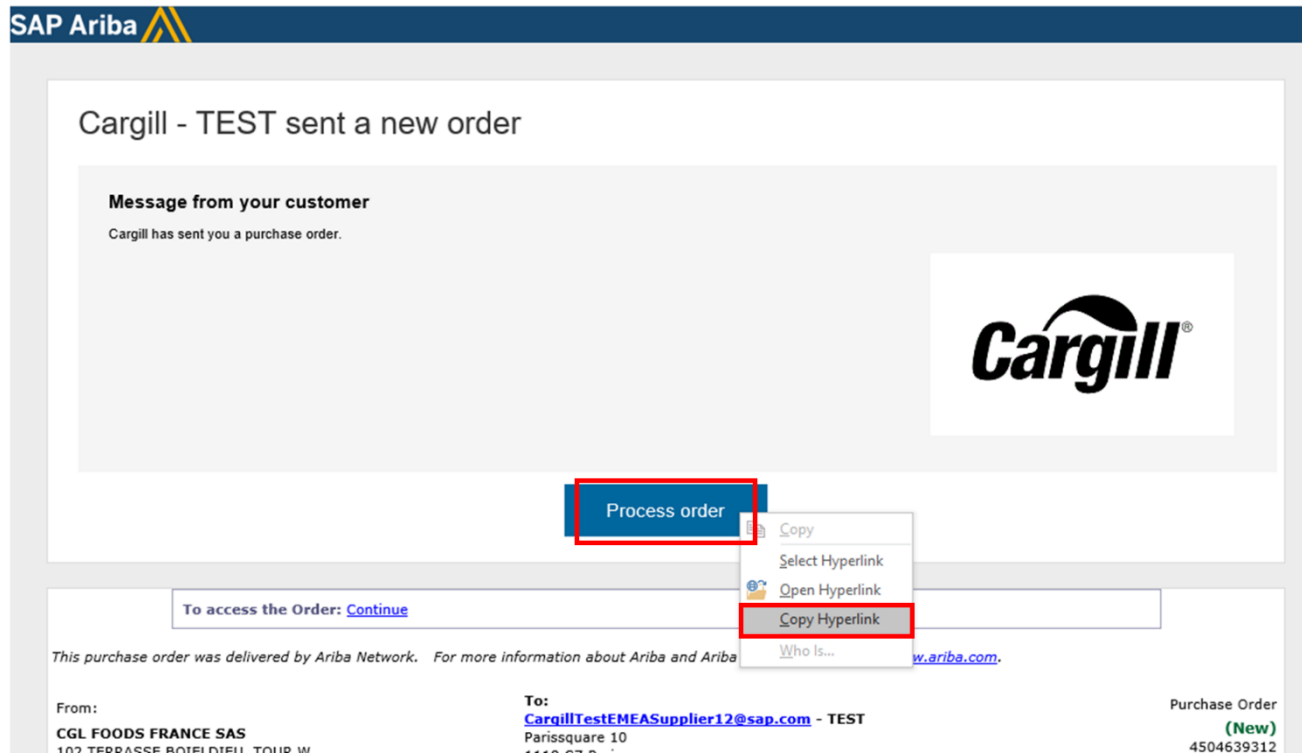


**IMPORTANT**

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

**Work instruction** – Create an order confirmation on the Ariba Network  
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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".



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.](#)

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

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

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

**Work instruction** – Create an order confirmation on the Ariba Network  
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**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

Step 4. Once logged in to Ariba, you can review the purchase order.

The first section of the purchase order contains general information related to the order, i.e., **order number**, Cargill site, order status, payment terms, Cargill contact, etc.

**Ariba Network** Test Mode Upgrade from light account Learn More Company Settings Tim Schuffelen

**Purchase Order: 4504639255** Done

Create Order Confirmation  Create Ship Notice  Create Invoice  Print  Download PDF  Download CSV  Resend

**Order Detail** Order History

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

**To:**  
CargillTestEMEASupplier12@sap.com - TEST  
Parisquare 10  
1118 CZ Paris  
France  
Phone: +31 (621) 310668  
Fax:  
Email: tboriale@deloitte.com, radostina\_todorova@cargill.com, bart\_devolder@crgl-thirdparty.com

**Purchase Order (New)**  
4504639255  
Amount: 367.89 EUR  
Version: 1

**Payment Terms** ⓘ  
0.000% 30 Routing Status: Sent

**Contact Information**  
**Supplier Address**  
TRANSMANUCENTRE  
20 RUE EMILE LECONTE  
45141 ST JEAN DE LA RUELLE CEDEX  
France  
Email: tboriale@deloitte.com  
Phone: +33 ( ) 238435556  
Fax: +33 ( ) 238435561  
**Ship From**  
TRANSMANUCENTRE  
RUE EMILE LECONTE  
45141 ST JEAN DE LA RUELLE CEDEX  
France

**Purchasing Agent**  
**PO Processor CME**  
Email: Tartan\_Prtptest@Cargill.com  
**Pay To**  
TRANSMANUCENTRE  
RUE EMILE LECONTE  
45141 ST JEAN DE LA RUELLE CEDEX  
France

**Work instruction** – Create an order confirmation on the Ariba Network  
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**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)



The second section of the purchase order contains detailed information related to the requested **materials or services**, i.e., shipping address, line item information containing description, quantity, delivery date, price, etc.


-----

**Other Information**  
 Customer VAT/Tax ID: FR31387589179  
 Company Registration Number: 387589179 RCS NANTERRE

**Incoterms Information**  
 Incoterm Code: FOB ( ORIGIN )

Term: En complément des dispositions prévues à la présente commande, les termes et conditions de nos conditions générales d'achat consultables sur le site web [www.cargill.com/page/cargill-po-terms](http://www.cargill.com/page/cargill-po-terms) s'appliquent et constituent ensemble les seules conditions d'achat applicables.  
 Order confirmation: Merci de confirmer cette commande sous 24h au contact suivant  
 Business Activity: Société par action simplifiée au Capital social de 12 958 250€

Ship All Items To	Bill To	Deliver To
ORLEANS FR CME 349 RUE DES FOUGERES 45590 SAINT CYR-EN-VAL 75 France Ship To Code: 1AAZ Phone: +33 () (33) 02 38 69 58 00 Fax: +33 () (33) 02 38 69 58 39	CGL FOODS FRANCE SAS 102 TERRASSE BOIELDIEU, TOUR W 92085 PARIS LA DEFENSE CEDEX France	

**Line Items** [Show Item Details](#) 

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
10	OFFRE DE PRIX N08588  TAPIS DROP BELT 370*1300	200019912	Material	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR	<a href="#">Details</a>
20	UCF206  PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	Material	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR	<a href="#">Details</a>

Order submitted on: Monday 14 May 2018 3:00 PM GMT+03:00  
 Received by Ariba Network on: Monday 14 May 2018 11:08 AM GMT+03:00  
 This Purchase Order was sent by Cargill - TEST AN01013749109-T and delivered by Ariba Network.

Sub-total: 367.89 EUR Total Tax: 73.58 EUR Est. Grand Total: 441.47 EUR
---

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

[Done](#)

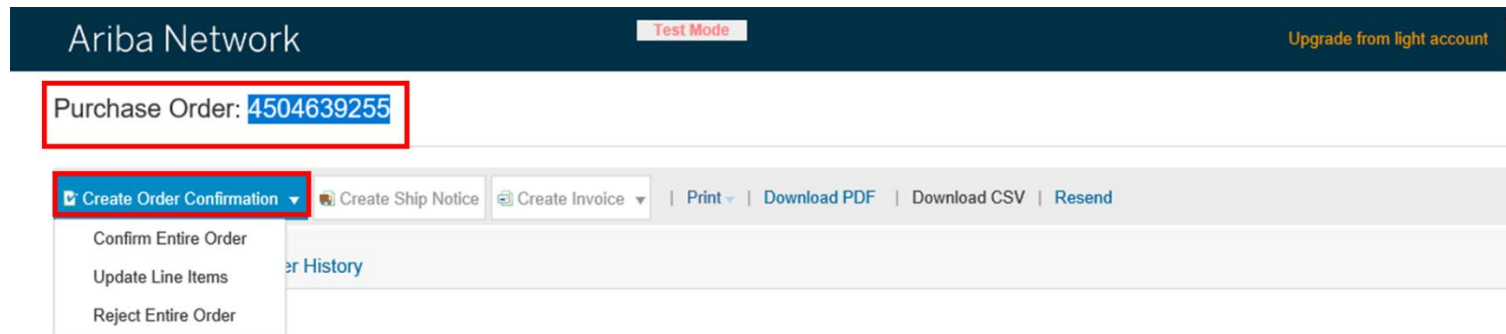
**Work instruction** – Create an order confirmation on the Ariba Network  
**Target audience** – Suppliers transacting with Cargill using a **light account**  
**Contact** – [Supplier\\_Enablement\\_EMEA@cargill.com](mailto:Supplier_Enablement_EMEA@cargill.com)

### 3 Confirm a Cargill purchase order

There are three different options to confirm a Cargill purchase order on Ariba Network by using the drop-down menu at the top left corner « Create Order Confirmation »:

- (i) **OPTION A** - Confirm entire order
- (ii) **OPTION B** - Update line items
- (iii) **OPTION C** - Reject entire order

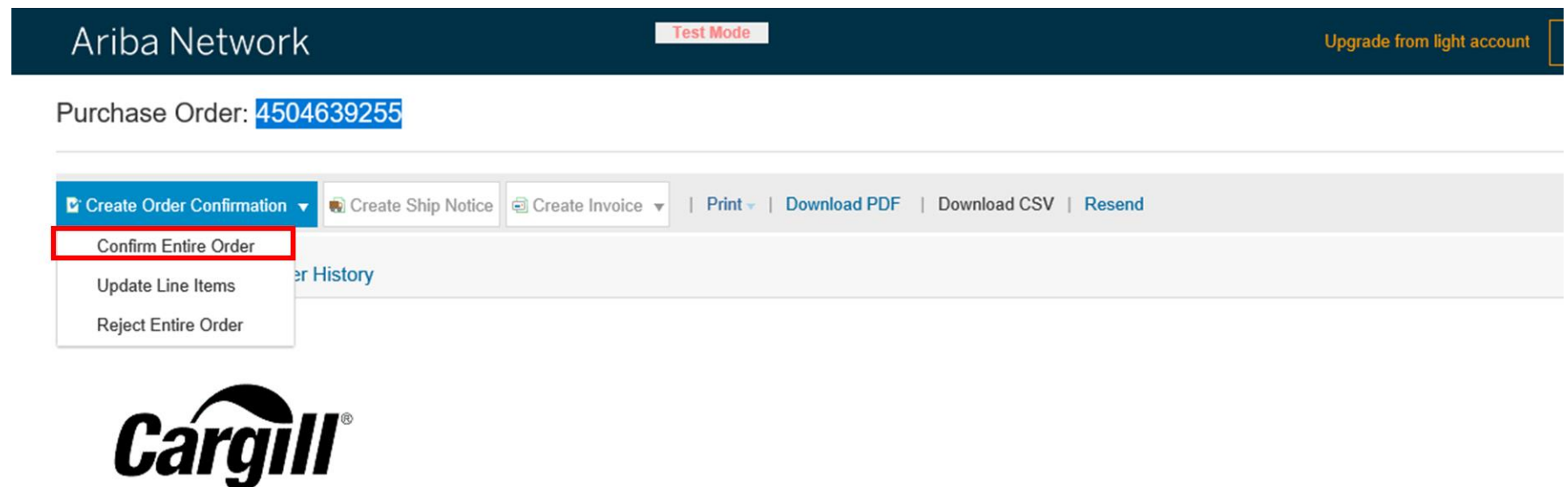
In the next paragraphs, each of the three options are clearly explained.



## 4 OPTION A – Confirm entire order

In case you are able to fulfill the complete order including the stated quantities, prices, etc., please select OPTION A to confirm the entire order.

Step 1. Select the first option from the drop-down menu « Confirm Entire Order »



The screenshot shows the Ariba Network interface. At the top, there is a dark blue header with the text "Ariba Network" on the left, "Test Mode" in a white box in the center, and "Upgrade from light account" on the right. Below the header, the text "Purchase Order: 4504639255" is displayed. A horizontal toolbar contains several buttons: "Create Order Confirmation" (with a dropdown arrow), "Create Ship Notice", "Create Invoice" (with a dropdown arrow), "Print", "Download PDF", "Download CSV", and "Resend". The "Create Order Confirmation" dropdown menu is open, showing three options: "Confirm Entire Order" (highlighted with a red box), "Update Line Items", and "Reject Entire Order". Below the toolbar, the Cargill logo is visible.

### **IMPORTANT**

**Cargill requires suppliers to confirm material orders on the Ariba Network.** Purchase orders that contain services (and materials) do not need to be confirmed on the Ariba Network.

Step 2. Enter a confirmation number and select a scheduled shipment date and delivery date.

Ariba Network
Test Mode
Upgrade from light account [Learn More](#)
Company Settings ▾ Tim Schuffelen

Confirming PO [Exit](#) [Next](#)

1 Confirm Entire Order

2 Review Order Confirmation

**Order Confirmation Header** \* Indicates required field

Confirmation #:

Associated Purchase Order #: 4504639255

Customer: Cargill - TEST

Supplier Reference:

---

**SHIPPING AND TAX INFORMATION**

Est. Shipping Date:  Est. Shipping Cost:

Est. Delivery Date: \*

Comments:

---

**Line Items**

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
Current Order Status: <b>1.0 Confirmed As Is</b>							
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
Current Order Status: <b>4.0 Confirmed As Is</b>							

**Work instruction** – Create an order confirmation 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)

**IMPORTANT**

- If you specify a scheduled shipment date or delivery date, it will automatically apply to all line items included in the purchase order.
- If you need to **update the unit price** and / or **specify a different scheduled shipment date or delivery date** for each line item, please select **option B** – Update line items for more information
- Entering a value in the following fields will trigger an automatic email send to the Cargill buyer: add estimated shipping costs, change the tax percentage, add comments.

Step 3. Click Next when finished.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300 Current Order Status: <b>1.0 Confirmed As Is</b>	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN Current Order Status: <b>4.0 Confirmed As Is</b>	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR

Step 4. Review the order confirmation and click Submit.

Ariba Network
Test Mode
Upgrade from light account [Learn More](#)
Company Settings
Tim Schuffelen

Confirming PO 
[Previous](#)
[Submit](#)
[Exit](#)

- 1 Confirm Entire Order
- 2 Review Order Confirmation

**Confirmation Update**

Confirmation #: Untitled 06/13/2018

Supplier Reference:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
Current Order Status: <b>1.0 Confirmed With New Date</b> (Estimated Delivery Date: 8 Jun 2018)							
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
Current Order Status: <b>4.0 Confirmed With New Date</b> (Estimated Delivery Date: 8 Jun 2018)							

[Previous](#)
[Submit](#)
[Exit](#)



Step 5. Your order confirmation is sent to Cargill.

Once you have successfully submitted the order confirmation, the order status will change to **Confirmed**.


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Purchase Order: 4504639255 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) | [Order History](#)

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

**To:**  
CargillTestEMEASupplier12@sap.com - TEST  
Parissquare 10  
1118 CZ Paris  
France  
Phone: +31 (621) 310668  
Fax:  
Email: [tboriale@deloitte.com](mailto:tboriale@deloitte.com), [radostina\\_todorova@cargill.com](mailto:radostina_todorova@cargill.com), [bart\\_devolder@crgl-thirdparty.com](mailto:bart_devolder@crgl-thirdparty.com)

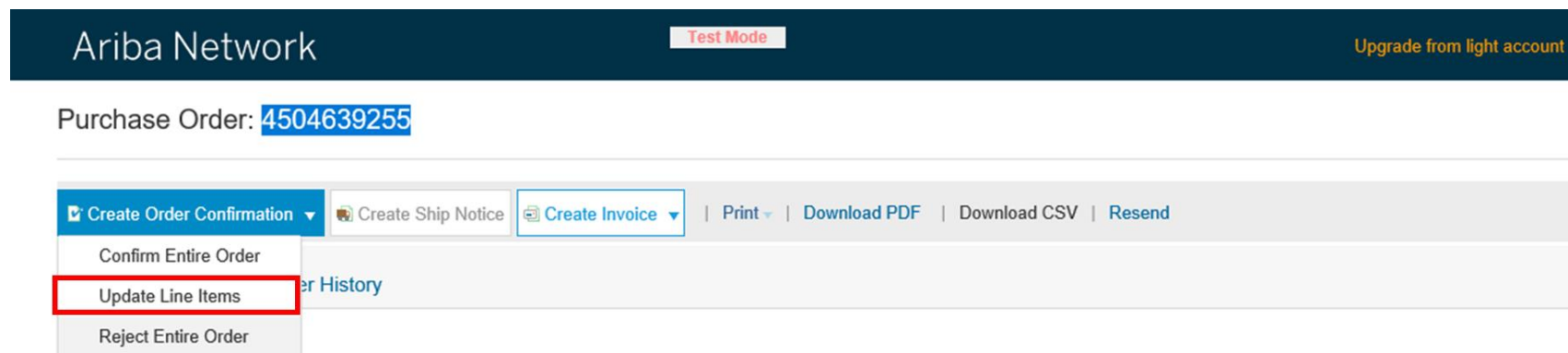
**Purchase Order (Confirmed)**  
4504639255  
Amount: 367.89 EUR  
Version: 1

**Work instruction** – Create an order confirmation 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)

## 5 OPTION B – Update line items

In case you are not able to fulfill all line items in the purchase order and/or need to **update the unit price**, please select OPTION B to update the line items. By doing so you can send a request to adjust the purchase order. Thus, by doing so the purchase order is not changed instantly. The proposed change will arrive at Cargill and needs approval first. It is important to have a correct purchase order in order invoice swiftly.

Step 1. Select the second option from the drop-down menu « Update Line Items »



The screenshot shows the Ariba Network interface. At the top, there is a dark blue header with the text 'Ariba Network' on the left, 'Test Mode' in a small red box in the center, and 'Upgrade from light account' on the right. Below the header, the text 'Purchase Order: 4504639255' is displayed. A horizontal toolbar contains several buttons: 'Create Order Confirmation' (with a dropdown arrow), 'Create Ship Notice', 'Create Invoice' (with a dropdown arrow), 'Print' (with a dropdown arrow), 'Download PDF', 'Download CSV', and 'Resend'. A dropdown menu is open under 'Create Order Confirmation', showing three options: 'Confirm Entire Order', 'Update Line Items' (highlighted with a red border), and 'Reject Entire Order'. To the right of the dropdown, the text 'er History' is partially visible.





Step 2. Enter a confirmation number and select a scheduled shipment date and delivery date.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Tim Schuffelen

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header \* Indicates required field

2 Review Confirmation

Confirmation #:

Associated Purchase Order #: 4504636332  
Customer: Cargill - TEST  
Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Comments:

**NOTE**

If the delivery address is **different** from the one specified on the purchase order, please use the **comments section in the order confirmation.**

Step 3. Scroll down and choose one of the following options

- A. **Confirm (with changes):** You are able to fulfill the line item but need to update the unit price or estimated shipment/delivery date.
- B. **Backorder:** You need to backorder part of the line item quantity to a later estimated shipment/delivery date.
- C. **Reject:** You are not able to fulfill part of the quantity of the line item.

**IMPORTANT**

In case you need to update the unit price on the purchase order, please select option A and click Details to enter the correct unit price. Please note there is a 10% tolerance in place for unit price changes.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
Current Order Status							
<input checked="" type="radio"/> 1.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018 )							
Confirm: <input type="text"/>		Backorder: <input type="text"/>		Reject: <input type="text"/>		<a href="#">Details</a> ⓘ	
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
Current Order Status							
<input checked="" type="radio"/> 4.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018 )							
<input type="text"/>		<input type="text"/>		<input type="text"/>		<a href="#">Details</a> ⓘ	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>↳ <a href="#">Confirm All</a></span> <div style="display: flex; gap: 20px;"> <div style="border: 2px solid red; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; font-weight: bold; color: white;">A</div> <div style="border: 2px solid red; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; font-weight: bold; color: white;">B</div> <div style="border: 2px solid red; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; font-weight: bold; color: white;">C</div> </div> </div>							
						<a href="#">Exit</a>	<a href="#">Next</a>

Update line items – (A) Confirm (with changes)

1. Enter the quantity of the line item that you are able to confirm (with changes) in the **Confirm** field
2. Click **Details** to enter the estimated shipment/delivery date, updated unit price (within tolerances) and Comments
3. Click **OK** when finished

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Tim Schuffelen

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10	Not Available test material for TRANSMANUCENTRE	4.0	EA	28 Mar 2018		30.00 EUR	120.00 EUR	24.00 EUR

New Order Status: 2 Confirmed

Est. Shipping Date:

Est. Delivery Date:

Unit Price: 30.00 EUR

Price Unit Quantity:

Unit Conversion:

Price Unit:

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test material for TRANSMANUCENTRE

Pricing Description:

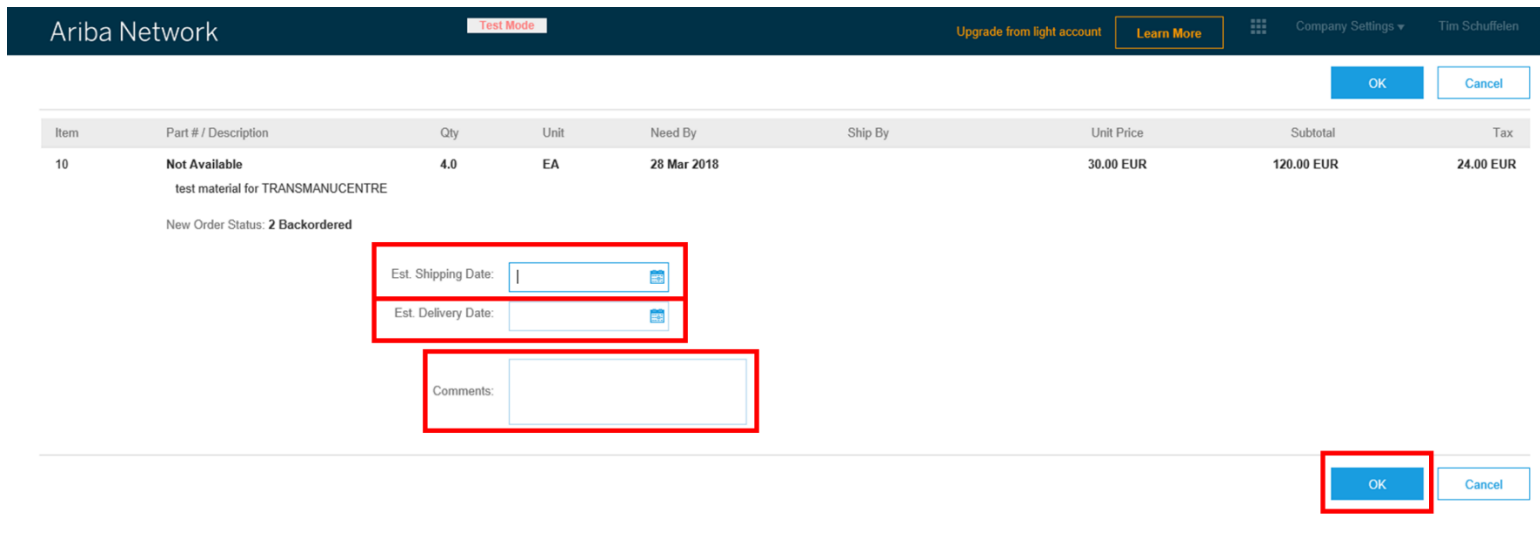
Subtotal: 84.00 EUR

OK

Cancel

### Update line items – (B) Backorder

1. **Enter** the quantity of the line item that you need to backorder in the **Backorder** field
2. **Click Details** to enter the estimated shipment/delivery date and Comments
3. **Click OK** when finished



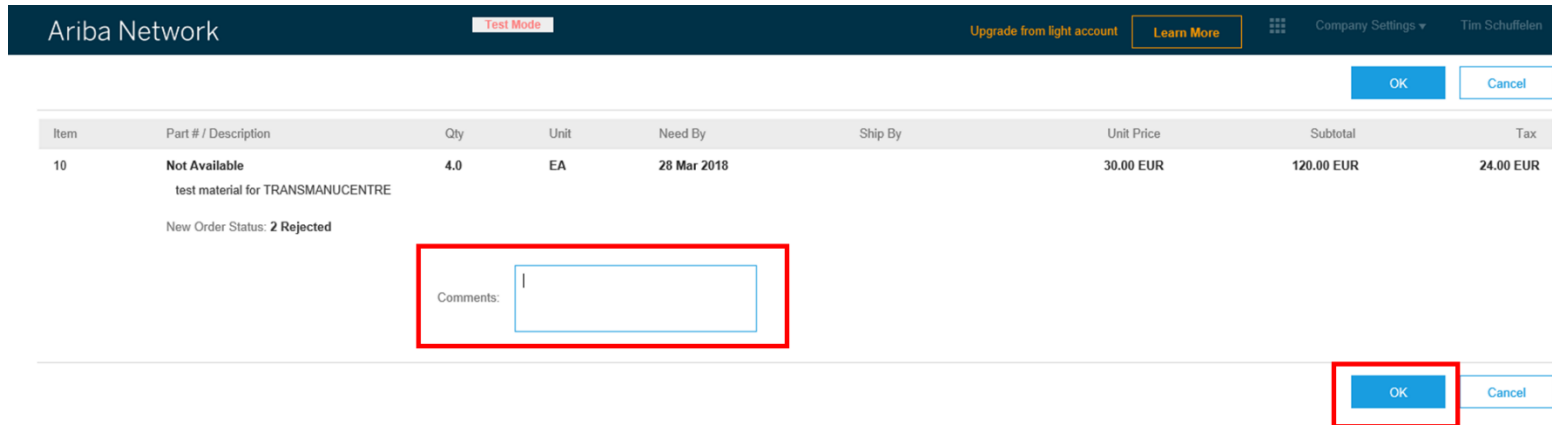
The screenshot shows the Ariba Network interface. At the top, there is a dark blue header with the text "Ariba Network" on the left, "Test Mode" in a red box in the center, and "Upgrade from light account" and "Learn More" on the right. Below the header, there are "OK" and "Cancel" buttons. The main content area displays a table with the following data:

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10	Not Available test material for TRANSMANUCENTRE	4.0	EA	28 Mar 2018		30.00 EUR	120.00 EUR	24.00 EUR

Below the table, it says "New Order Status: 2 Backordered". There are three red boxes highlighting the form fields: "Est. Shipping Date:", "Est. Delivery Date:", and "Comments:". At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

### Update line items – (C) Reject

1. **Enter** the quantity of the line item that you are not able to fulfil in the **Reject** field
2. **Click Details** to enter a Comment
3. **Click OK** when finished



The screenshot shows the Ariba Network interface. At the top, there is a dark blue header with the text 'Ariba Network' on the left, 'Test Mode' in a small red box in the center, and 'Upgrade from light account' and 'Learn More' on the right. Below the header, there are 'OK' and 'Cancel' buttons. The main content area displays a table with the following data:

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10	<b>Not Available</b> test material for TRANSMANUCENTRE	4.0	EA	28 Mar 2018		30.00 EUR	120.00 EUR	24.00 EUR

Below the table, it says 'New Order Status: 2 Rejected'. A red box highlights a 'Comments:' text input field. At the bottom right, there are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted by a red box.

Step 4. When finished, click Next review the complete order confirmation.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX NØ8588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
<b>Current Order Status</b>							
<input checked="" type="radio"/> 1.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018 )							
Confirm: <input type="text"/>		Backorder: <input type="text"/>		Reject: <input type="text"/>		<a href="#">Details</a> ⓘ	
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
<b>Current Order Status</b>							
<input checked="" type="radio"/> 4.0 Confirmed With New Date (Estimated Delivery Date: 8 Jun 2018 )							
Confirm: <input type="text"/>		Backorder: <input type="text"/>		Reject: <input type="text"/>		<a href="#">Details</a> ⓘ	

↳ [Confirm All](#)

[Exit](#) [Next](#)

Step 5. Review the order confirmation and click Submit.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Tim Schuffelen

Confirming PO Previous Submit Exit

1 Update Item Status

2 Review Confirmation

Confirmation #:  
Supplier Reference:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OFFRE DE PRIX N08588 TAPIS DROP BELT 370*1300	200019912	1.0 (EA)	29 May 2018	260.85 EUR	260.85 EUR	52.17 EUR
Current Order Status: <b>1 Confirmed With New Date</b> (Estimated Shipment Date: 17 Jun 2018 ; Estimated Delivery Date: 18 Jun 2018 )							
20	UCF206 PALIER SF30EC POUR VIS VERTICAL STEIN	200018250	4.0 (EA)	22 May 2018	26.76 EUR	107.04 EUR	21.41 EUR
Current Order Status: <b>4.0 Confirmed With New Date</b> (Estimated Delivery Date: 8 Jun 2018 )							

Previous **Submit** Exit

Step 6. Your (partial) order confirmation is sent to Cargill.

Once you have successfully submitted the (partial) order confirmation, the order status will change to **(Partially) Confirmed**.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Tim Schuffelen

Purchase Order: 4504636332 Done

|  |  |  |

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

To:  
CargillTestEMEASupplier12@sap.com - TEST  
Parissquare 10  
1118 CZ Paris  
France  
Phone: +31 (621) 310668  
Fax:  
Email: tboriale@deloitte.com, radostina\_todorova@cargill.com, bart\_devolder@crgl-thirdparty.com

Purchase Order  
(Partially Confirmed)  
4504636332  
Amount: 120.00 EUR  
Version: 1

**IMPORTANT**

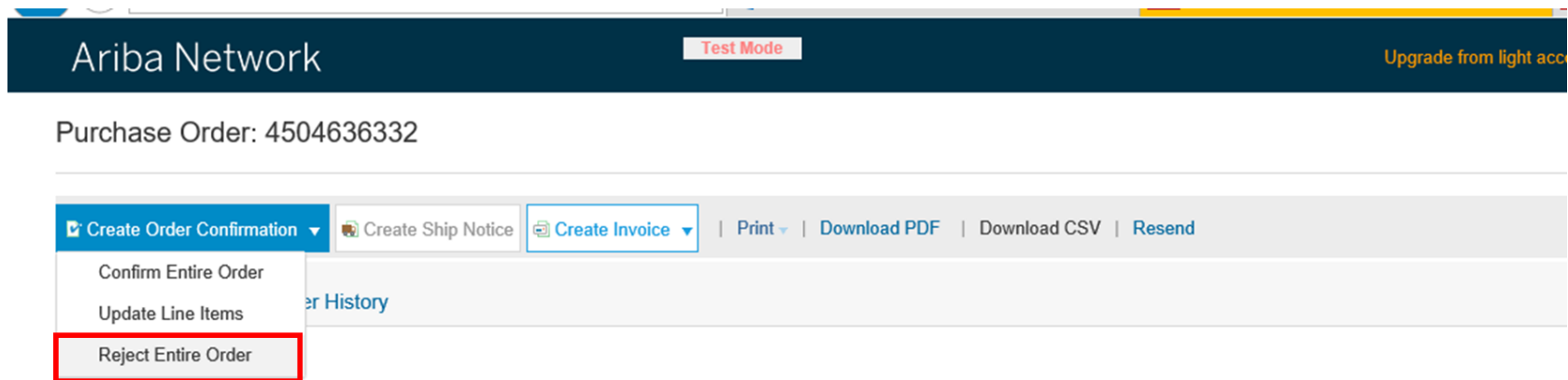
In case you have not confirmed all line item quantities included in the purchase order, you will need to confirm or reject the remaining line item quantities at a later point in time. In order to do this, please access the purchase order via the link in the Ariba email and perform the steps described in section « Update line items ».



## 6 OPTION C – Reject entire order

In case you are not able to fulfill the complete order, please select OPTION C to reject the order.

Step 1. Select the third option from the drop-down menu « Reject Entire Order »



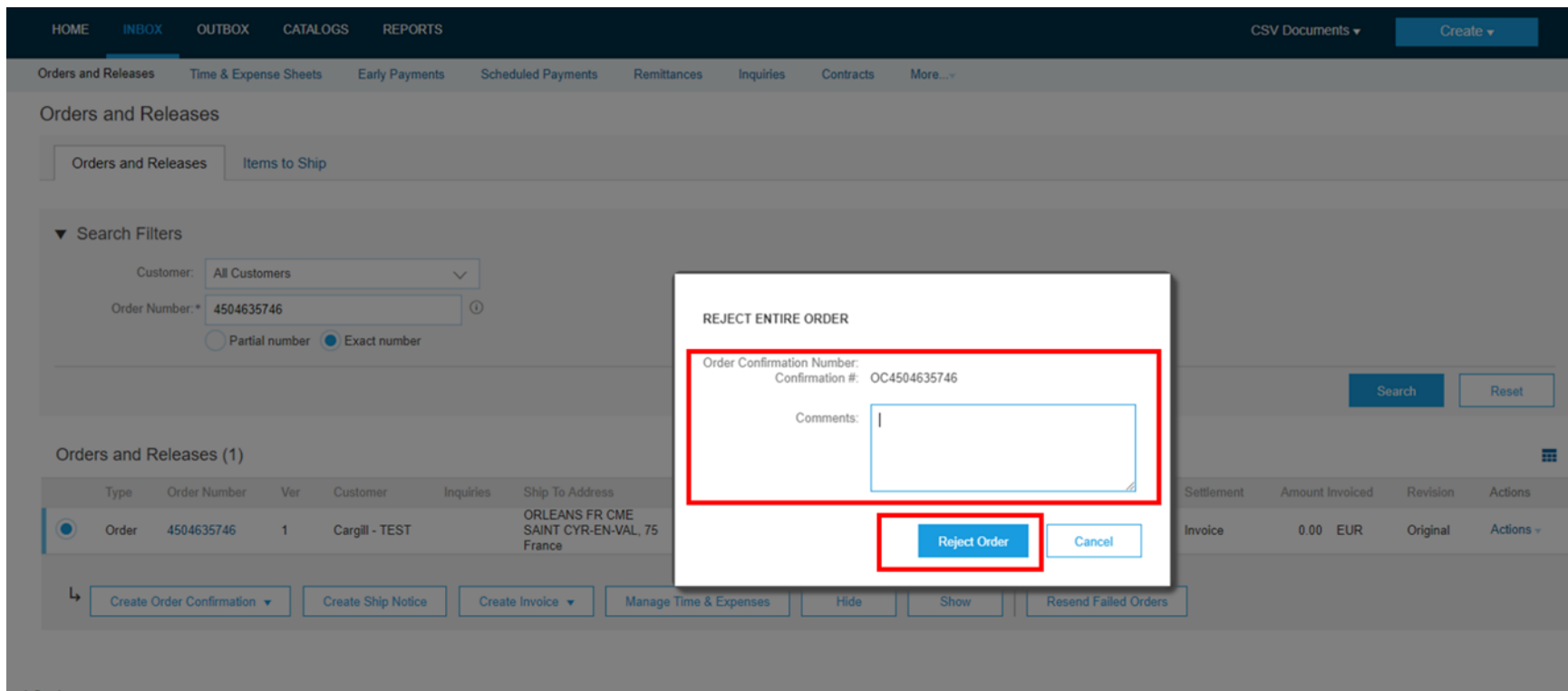
The screenshot shows the Ariba Network interface for a Purchase Order: 4504636332. The header includes the Ariba Network logo, a 'Test Mode' indicator, and a link to 'Upgrade from light acc'. Below the header, there is a navigation bar with several options: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The 'Create Order Confirmation' dropdown menu is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Reject Entire Order' option is highlighted with a red border.



Step 2. Complete the information in the pop-up window.

Please fill in the required fields:

- N° of confirmation order
- Enter a reason for rejecting the order



The screenshot displays the Cargill Ariba Network interface. A pop-up window titled "REJECT ENTIRE ORDER" is centered on the screen. The window contains the following fields:

- Order Confirmation Number: OC4504635746
- Confirmation #: OC4504635746
- Comments: (empty text area)

The "Reject Order" button is highlighted with a red box. The background interface shows the "Orders and Releases" section with search filters and a table of orders.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address
Order	4504635746	1	Cargill - TEST		ORLEANS FR CME SAINT CYR-EN-VAL, 75 France

## 7 Resend a purchase order from Ariba Network to your mailbox ?

If you are not able to find the interactive email from Ariba with the purchase order in your inbox, you have the possibility to resend the email to the email address used to setup your account on Ariba Network. To do this, go to the home page of your Ariba account. Here you can find an overview of the orders received, invoices sent, etc. related to all your customers on Ariba Network. Select the respective purchase order and click "Send me a copy to perform an action".

Step 1. Log in to your Ariba Network account and go to the home page.

SAP Ariba Orders & Invoices Powered by Ariba Network [Help Center >>](#)

### Supplier Login

radostina\_todorova@cargill.com

.....

Login

Having trouble logging in?

New to Ariba?  
[Register Now](#) or [Learn More](#)

### Put Your Assets to Work

Don't let capital constraints hold your business back. Access up to \$7.5M in growth capital in as little as 14 days by leveraging your assets (A/R, inventory, machinery, POs). Schedule a call below to get started today.

[Learn More](#)

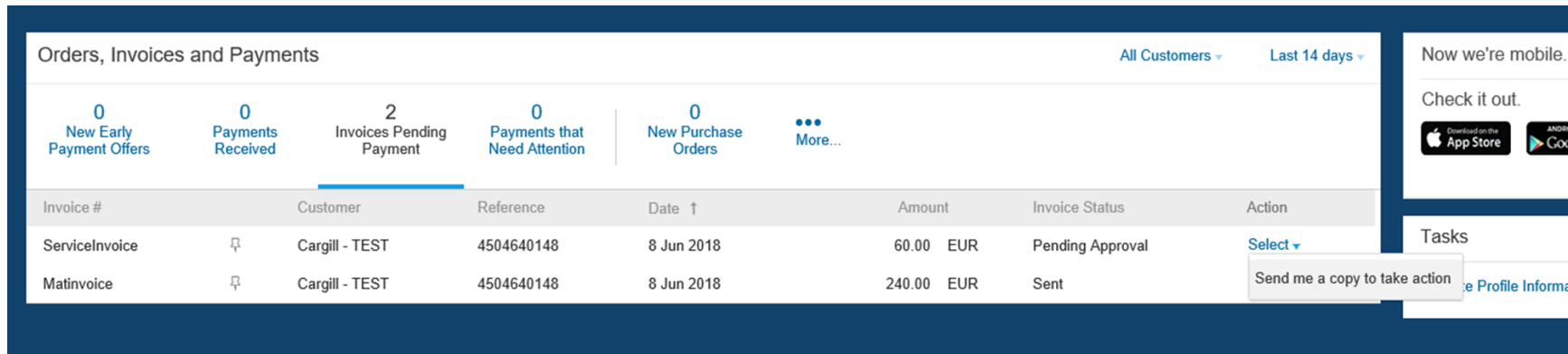
Supported browsers and plugins

SAP

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**Work instruction** – Create an order confirmation 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 2. On the home page, select the order you would like to resend.



Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

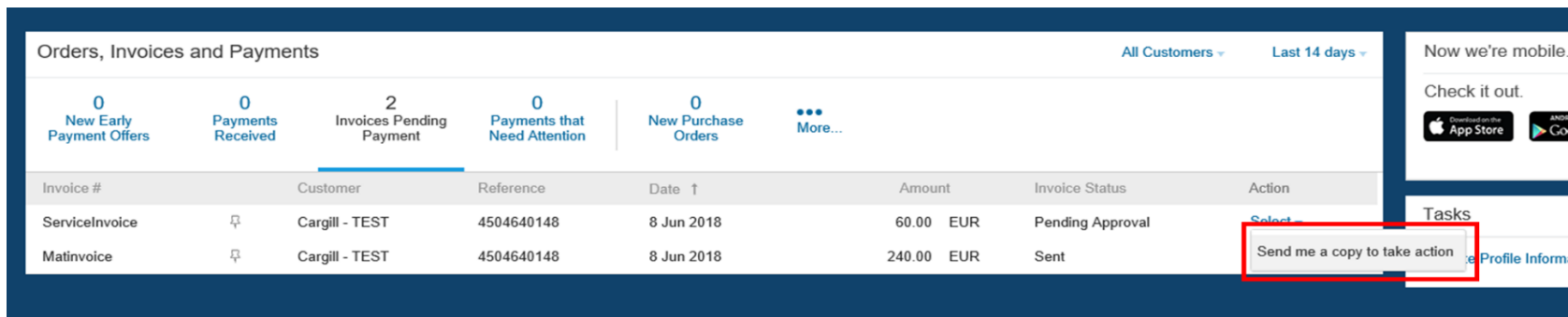
0 New Early Payment Offers | 0 Payments Received | 2 Invoices Pending Payment | 0 Payments that Need Attention | 0 New Purchase Orders | More...

Invoice #	Customer	Reference	Date ↑	Amount	Invoice Status	Action
ServiceInvoice	Cargill - TEST	4504640148	8 Jun 2018	60.00 EUR	Pending Approval	Select ▾ Send me a copy to take action
Matinvoice	Cargill - TEST	4504640148	8 Jun 2018	240.00 EUR	Sent	

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Tasks [Profile Informa](#)


Step 3. Open the dropdown menu in the last column and click “Send me a copy to take action”.



Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

0 New Early Payment Offers | 0 Payments Received | 2 Invoices Pending Payment | 0 Payments that Need Attention | 0 New Purchase Orders | More...

Invoice #	Customer	Reference	Date ↑	Amount	Invoice Status	Action
ServiceInvoice	Cargill - TEST	4504640148	8 Jun 2018	60.00 EUR	Pending Approval	Select ▾ Send me a copy to take action
Matinvoice	Cargill - TEST	4504640148	8 Jun 2018	240.00 EUR	Sent	

Now we're mobile. Check it out. 

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