



## Official Communication Cargill Meats Central America

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Dear Supplier,

As part of our commitment of continuous improvement, offering effective solutions and an excellent level of service to our clients; Cargill is optimizing its business processes and strengthening commercial relationships for our strategic partners.

To achieve this, it is vital for us to count with the support of all of our commercial partners especially yours. Some of the benefits that will result from this are:

- Greater agility in responding to your inquiries
- More precision in describing our needs

We have attached material that gives you more information on the actions that will be required from you. We ask you to share this information with all the members of your organization that interact with us, this way they will be able to address their questions or comments to our representatives.

We also take this time to recognize you in advance for your attention to this request and adoption of our new procedures; this will allow us to take one more step towards the excellence that will allow us to continue growing together.

In case of doubts or concerns, we offer you the following communication channels:

1. **Specific contacts:** Suppliers have new contacts assigned, which will be identified and ready before September 1, 2016.
2. **Questions and answers:** attached to this communication and in the official Cargill site you will find answers to some questions.  
Reference link to the Cargill official site: <http://www.cargill.com.hn>  
Look for the following window: Proveedores (Suppliers).
3. **Customer Service Line:** for immediate response on specific questions or inquiries you can call the customer service line and address your questions to our customer service representative by calling the following number: \*Pollo (\*76556) from your cellular phone or sending an email to [Honduras\\_Compras@cargill.com](mailto:Honduras_Compras@cargill.com)
4. **Real time Forum:** In case of not getting answers to your questions through the options mentioned above, you can attend a live forum where our leaders will respond to questions directly.
  - **Spanish Forum:** August 3, 2016. 10am.
  - **English Forum:** August 4, 2016. 10am.
  - **Access to Forum:** You will receive an invitation with the link before the forum dates mentioned.



# Official Communication

## Cargill Meats Central America

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**This package includes the following information:**

- Changes and actions related to the following:
  1. Requirement of additional raw material information (packaging, ingredients, and meats)..... Page 3
  2. Changes in description of materials ..... Page 3
  3. Order confirmation requirements..... Page 4
  4. Change of buyers by category..... Page 4
  5. Changes in purchase order formats..... Page 5

Best regards,

CSSP Manager


### Details of changes and actions that need to be executed by suppliers

<b>Change:</b> Additional raw material information required	
<b>Description of change:</b> All raw material entries requires the sending of lot numbers and expiration dates as part of their documentation. The minimum amount of lot numbers per delivery is requested.	
<b>Relevant Information</b> <ul style="list-style-type: none"> <li>This change will allow better traceability in the management of our materials.</li> <li>Communication between parts will be more clear (using lot numbers in case of questions or inquiries)</li> </ul>	<b>Supplier actions:</b> <ul style="list-style-type: none"> <li>Communicate in case of more than 5 lots in one delivery</li> <li>Attach lot information and expiration dates for each lot.</li> <li>Information must be detailed for each lot</li> <li> <div> <b>EXAMPLE:</b>  Lot123 – 6 pallets, Lot456 – 8 pallets. </div> </li> </ul>
<b>Effective Date:</b> September 1, 2016.  <b>Points of Contact:</b>  For packaging and Ingredients: Javier Batres ( <a href="mailto:Javier_Batres@cargill.com">Javier_Batres@cargill.com</a> )  For meats and finished products: Grace Alvarado ( <a href="mailto:Grace_Alvarado@cargill.com">Grace_Alvarado@cargill.com</a> )	

<b>Title of Change: Material Descriptions</b>	
<b>Description of Changes:</b> The numbers of materials and their descriptions will change to clearer descriptions with more detailed specifications.	
<b>Relevant Information</b> <ul style="list-style-type: none"> <li>Descriptions of our materials are being done in order to have more clarity on each order</li> <li>We will migrate to coded materials instead of free descriptions</li> </ul>	<b>Action executed by Cargill and visualized by the supplier:</b> <ul style="list-style-type: none"> <li>New Syntax: Descriptions with logical order from general to specific  <b>Name of input+ Description: attributes/ description</b>   <div> <b>Example- Parts:</b>  "ARANDELA PLANA CIRC A1020 S/ACA  3/4" </div> </li> </ul>
<b>Effective Date:</b> September 1, 2016.  <b>Points of Contact:</b> Honduras Procurement team: <a href="mailto:Honduras_Compras@cargill.com">Honduras_Compras@cargill.com</a>	

<b>Title of Change:</b> Order Confirmations.	
<b>Description of changes:</b> All sent orders require confirmations of acceptance	
<b>Relevant Information</b> <ul style="list-style-type: none"> <li>All orders must be confirmed (price, delivery date, quantities)</li> <li>Better communication becomes a results of validating that quantities can be met as well as delivery dates and values</li> </ul>	<b>Supplier Action:</b> <ul style="list-style-type: none"> <li>The supplier will need to confirm via email purchase orders within 24 hours of reception. The changes can result in delivery dates, prices, and availability of quantities among other things.</li> </ul>
<b>Effective Date:</b> September 1, 2016.	
<b>Points of Contact:</b> <p>Honduras procurement team: <a href="mailto:Honduras_Compras@cargill.com">Honduras_Compras@cargill.com</a></p>	

<b>Title of Changes:</b> New Cargill buyers assigned to suppliers	
<b>Description of Change:</b> We will have new Cargill buyers assigned as contacts to our suppliers.	
<b>Relevant Information</b> <ul style="list-style-type: none"> <li>We will have expert buyers for each segment and assigned to specific suppliers</li> </ul>	<b>Actions by Cargill:</b> <ul style="list-style-type: none"> <li>Each Cargill buyer will communicate with his/her group of assigned suppliers.</li> </ul>
<b>Effective Date:</b> September 1, 2016 –	
<b>Point of Contact:</b> <p>Honduras Procurement Team: <a href="mailto:Honduras_Compras@cargill.com">Honduras_Compras@cargill.com</a></p>	

<b>Title of Change:</b> Purchase order format.		
<b>Description of change:</b> Purchase orders will have a new format		
<b>Relevant Information</b> <ul style="list-style-type: none"><li>• Purchase order formats will change</li><li>• We will have additional information that is important such as addresses, clear material descriptions, price details and specific contacts.</li></ul>	<b>Required actions:</b> <ul style="list-style-type: none"><li>• Understand new formats and the information they have</li><li>• You can access the following link electronically <a href="http://www.cargill.com.hn/es/index.jsp">http://www.cargill.com.hn/es/index.jsp</a> Or the format included below</li></ul>	
<b>Effective date:</b> September 1, 2016		
<b>Point of Contact:</b>  Honduras Procurement team: <a href="mailto:Honduras_Compras@cargill.com">Honduras_Compras@cargill.com</a>		

### Main Changes in purchase order:

1. Company that will be invoiced is clearly identified
2. The order number changes in form and is located as first point in the information box
3. Terms of payment are included in every order
4. Delivery date is included in the last point of the information box
5. Information on the location where the good/service will be delivered is included
6. We are working on coding our materials, so the material number is included before the description (this is the best way to reference materials)
7. The total purchase order amount is reflected at the end of each order

An example of the physical reference of a purchase order included in the following page:



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## New Purchase Order:

**Cargill**

CARGILL DE HONDURAS, SRL Bulevar Del Sur, Carretera a Tegucigalpa Desvío Al Calan, atrás de Coalsa. Villanueva HN

**Orden de Compra**

Facturar a: 1  
CARGILL DE HONDURAS, SRL Bulevar Del Sur, Carretera a Tegucigalpa Desvío Al Calan, atrás de Coalsa. Villanueva HN

**Dirección Proveedor:**  
CUMMINS CENTROAMERICA HONDURAS  
DISTRIBUIDORA CUMMINS CENTROAMERICA HONDURAS S.R.L.  
KILOMETRO 16 CARRETERA A TEGUCIGALPA DOS CAMINOS 1-VILLANUEVA

Enviar a: 5  
Empresa PRONORSA HONDURAS  
DOS CAMINOS, KM-228 CARRETERA TEGUCIGALPA A SAN PEDRO SULA

**Información** 2

No. Orden Compra 4500000187  
Fecha 14.04.2016  
No. Proveedor 6800000159  
Moneda HNL 3  
Término pago Neto a 30 Días  
Grupo de Compra MRO 4  
Fecha Entrega 21.04.2016  
Incoterms

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Item	Material/Descripción	Cantidad	UM	Precio Neto	Monto Neto
00010	200176933 FILTRO ACEITE # 15607-2250A	2	C/U	500	1,000
00020	200178741 FILTRO BF7674D COMBUSTIBLE	1	C/U	550	550
00030	200172059 FILTRO DE AIRE PARA CAMIONES HINO DUTRO	1	C/U	600	600
				Tax	0
				Total Amount	2,150 7