



People prepared to do  
things  
differently.



# Frequently Asked Questions.

Material intended for Vendors.

*Cargill Meats Central America*

# Required actions





## Changes for vendors

This document includes 4 changes to be implemented as of September 1<sup>st</sup> and details any actions required from vendors, for which we are requesting your full support:

- 1. Request of additional information on raw materials.**
- 2. Materials description.**
- 3. Purchase Order confirmation.**
  - ❖ Changes in purchase order template.**
- 4. New buyers assigned to Vendors.**

## Change: Request of additional information on raw materials.

**Change description:** Incoming raw materials will require the submission of the relevant batch numbers and expiration dates along with the rest of the shipping documentation. Each shipment must contain the fewest possible quantity of batches



### 1. What changes are expected in terms of documentation?

- The packing list is expected to contain a breakdown by batch number and quantity.

***e.g. Batch A123 – 6 pallets , Batch B456 – 3 pallets.***

### 2. How often should I send this information?

- A batch breakdown should be sent for each shipment.

### 3. What is expected of me as Vendor?

- You should optimize the quantity of batches included in each shipment (the fewest possible quantity without affecting the supply).

**Contact persons:** For packaging and ingredients: Javier Batres  
([Javier\\_Batres@cargill.com](mailto:Javier_Batres@cargill.com)).

For Meats and Finished Products: Grace Alvarado  
([Grace\\_Alvarado@cargill.com](mailto:Grace_Alvarado@cargill.com))



**Change title:** Materials description.

**Change description:** The quantity of materials and their descriptions will turn into clearer item descriptions with detailed specifications.



**1. What will change in terms of materials and/or services description?**

- All our materials and services will be progressively codified. Vendors will be clear when it comes to identifying what are the actual needs of the Procurement department, and we will all speak in the same language across the region.

**2. Where can I find these differences?**

- You will be able to see the item number and the full description thereof in each purchase order received.

**3. What happens if I'm unable to see an item number assigned to the description in the relevant order?**

- There might be specific materials or services that have not been yet codified. Such descriptions will be displayed in a clear manner, including all information required for the purchase.

**Point of contact:**

Honduras Procurement Team : [Honduras\\_Compras@cargill.com](mailto:Honduras_Compras@cargill.com)



**Change title:** Order confirmation.

**Change description:** Any order delivered to vendors will require an order acceptance confirmation



### 1. What will change for me as vendor?

You will be able to see a Purchase Order under a [new template](#): number of items and **different descriptions**. In order to be able to provide more clarity regarding our requirements, as a Vendor you will also have enhanced **monitoring** capacity in terms of process status, and benefit from a smoother bidirectional responsiveness. The purchase reception process will be **optimized**, and for these purposes any delivered products must include their **assigned PO #**.

### 2. What type of orders will require confirmation?

- Any purchase orders issued by the company must be confirmed.

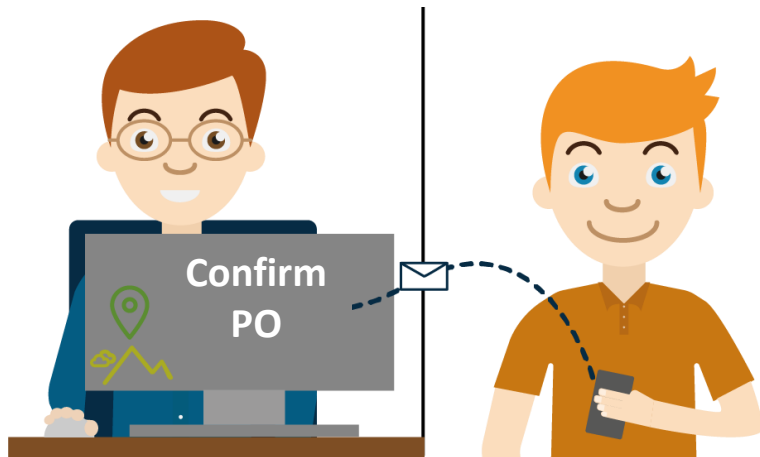
### 3. How often should this confirmation be made?

- The first confirmation must be submitted within 24 hours after receiving the order. Subsequent confirmations must be submitted if there is a change in the order status (delays, advances, partial deliveries, etc).

### 4. To whom should we send the purchase confirmation?

- The purchase confirmation must be sent to the follow up email address: [Seguimiento\\_Compras@cargill.com](mailto:Seguimiento_Compras@cargill.com)





## 5. What information should be included in the Purchase Order confirmation?

Certain information must be confirmed, including:

- If Vendor will be able to meet the **delivery date**.
- If the **item** is the right one.
- If Vendor will be able to meet the required **quantities**.
- If **prices** have been properly established.
- Any other special **instruction** contained in the PO.

The foregoing will **ensure** that all needs are properly **met** for you as a vendor and for us as goods or service receivers, which will also **avoid the need of rework**.

6. What happens if my payment was not processed? (on the scheduled date)

Vendors should reach the AP team by sending an email to: [Honduras.Consultas@cargill.com](mailto:Honduras.Consultas@cargill.com); also, the relevant vendor must be informed that he might obtain an expedited response by providing the following information:

- ✓ RTN
- ✓ Invoice number.
- ✓ Purchase Order number
- ✓ Name of person responsible for processing the invoice.
- ✓ Location where invoice was submitted.

7. To what address should I send the invoice?

LOCATION	CONTACT PERSON
Cargill offices in DELICIA	Sayda Sabillon
Cargill offices in TEGUCIGALPA	Olimpia Aldana
Cargill offices in CEIBA	Maria Isabel Enríquez
Cargill offices in SANTA CRUZ	Nelson Ramos
Cargill offices in SIGUATEPEQUE	Wilfredo Lopez

**Point of contact:**

Honduras: Procurement Team [Honduras.Compras@cargill.com](mailto:Honduras.Compras@cargill.com)






## Changes in Purchase Order template:

1. The **billed entity's name** will be displayed in a clear manner.
2. The **order number** will change in terms of format and will be located as the first field of the information grid
3. The payment term is included in each order.
4. The **delivery date** is located as the last field of the information grid.
5. Includes information regarding the **specific location where goods and/or services must be delivered and its corresponding address.**
6. We are working on the codification of our materials, and thus the **item number** will be included before the item's description (a better way to refer to materials).
7. The **total order amount** is included at the bottom of each order.





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

### New Purchase Order

Orden de Compra

Facturar a:

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:

Empresa PRONORSA HONDURAS  
 DOS CAMINOS, KM-228 CARRETERA TEGUCIGALPA A SAN PEDRO SULA

**Información**

No. Orden Compra: 4500000187

Fecha: 14.04.2018

No. Proveedor: 6600000159

Moneda: HNL

Término pago: Neto a 30 Días

Grupo de Compra: MRO

Fecha Entrega: 21.04.2018

Insoportes:

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Item	Material/Descripción	Cantidad	UM	Precio Neto	Monto Neto
00010	200176933 FILTRO ACEITE # 15607-3250A	2	CU	500	1,000
00020	200176741 FILTRO BF7674D COMBUSTIBLE	1	CU	550	550
00030	200172059 FILTRO DE AIRE PARA CAMIONES HINO DUTRO	1	CU	600	600
				Tax	0
				Total Amount	2,150

**Change title:** Buyers by category.

**Change description:** There will be specialized buyers for specific categories.



1. What does “***purchase by category***” mean?
  - Our buyers will be divided into specific categories instead of plant facilities as it is the case today. We will create a group of expert buyers in each of their areas.
2. What purchase categories will exist?
  - We will have the following categories:
    - Corporate Materials and Services
    - Plant Materials and Services
    - Packaging and Ingredients
    - Chemicals and Energy.
3. What will change for me as Vendor?
  - Your point of contact might change. Your buyer will be introduced to you in due time. Any additional queries may be submitted to [Honduras\\_Compras@cargill.com](mailto:Honduras_Compras@cargill.com)

**Who can you turn to  
if you have any  
questions?**



**Specific contact persons:** Vendors will have contact persons by product or service categories (Plant Services and Materials, Corporate Services and Materials, Packaging and Ingredients, Energy and Chemicals): these persons will be introduced to you and become available as of: September 1<sup>st</sup>, 2016.

**Customer service line:** in case of specific and urgent questions you may reach the Customer Service Line (SAC) and submit your query to one of our representatives by calling the number: \*Pollo from your cell phone or by sending an email to [Honduras\\_Compras@cargill.com](mailto:Honduras_Compras@cargill.com)

**Questions and answers:** in this communication you will find responses to some frequently asked questions, as well as in the Cargill official website. Reference link:  
<http://www.cargill.com.hn/es/index.jsp>

**Real time tutorial:** if you are unable to obtain a response to your queries after using any of the foregoing options, we will hold a real time tutorial where our leaders will be available to answer your questions directly.

**Tutorial details:** Several invitations will be sent during the week beginning on August 3, 2016. 10am.

**English language tutorial:** August 4, 2016. Time: 10am.

**Access to tutorial:** an invitation containing an hyperlink will be sent in due time.

