



People prepared to do  
things  
differently.



# Vendors Tutorial.

Material intended for Vendors.

*Cargill Meats Central America*

# Required actions





## Changes for vendors

As of September 1<sup>st</sup> 2016,  
Cargill will request  
Vendors to strictly comply  
with the required actions

- 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.**

# 1

## Request of additional information on raw materials

- Any raw materials will require the provision of batch numbers and expiration dates as part of the shipping documentation (Packing List).  
**e.g. Batch A123 – 6 pallets , Batch B456 – 3 pallets.**
- A batch breakdown must be included in each shipment.
- Optimize the number of batches in each shipment (the fewest possible quantity without affecting supply).
- Contact persons:

**Contact person:** 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))



## 2

## Materials description

- Descriptions of materials to be requested to Vendors will be clearer and will include detailed specifications.
- The item number and the full description thereof may be observed in each purchase order received.
- 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)

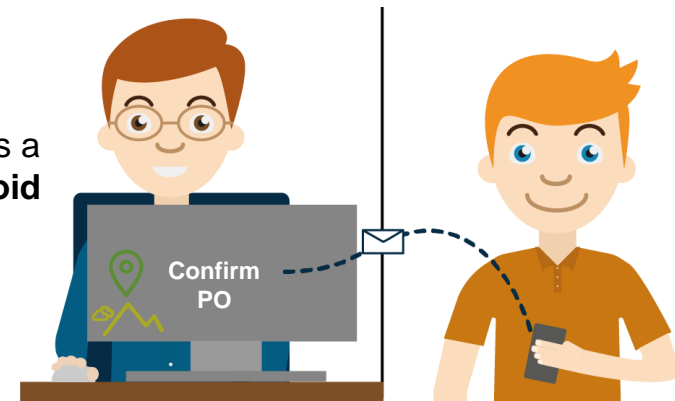


# 3

## Order confirmation

- New template: item number and different descriptions.
- For improved optimization of the procurement receipt process, all delivered products must include the **assigned PO #**.
- Every purchase order issued by the company will require confirmation.
  - 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).
  - The purchase confirmation must be sent to the follow up email address: [Seguimiento\\_Compras@cargill.com](mailto:Seguimiento_Compras@cargill.com)
- 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**.



- **Payments not processed on the scheduled date:** Vendors must reach the AP team by sending an email to: [Honduras Consultas@cargill.com](mailto:Honduras.Consultas@cargill.com),
  - To obtain an expedited response, the following information must be provided:
    - ✓ RTN
    - ✓ Invoice number.
    - ✓ Purchase Order number
    - ✓ Name of the person responsible for processing the invoice.
    - ✓ Location where invoice was submitted.
- Invoices must be submitted to the following addresses:

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)



# New Purchase Order template:

## New Purchase Order

1. Billed entity's name.
2. Purchase order number.
3. Payment term.
4. Delivery date.
5. Specific location where the good and/or service must be delivered and its corresponding address.
6. Item number.
7. The total order amount.

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

Orden de Compra

Facturar a: **1**  
 CAROLL 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 **450000187** **2**  
 Fecha 14.04.2018  
 No. Proveedor 660000159  
 Moneda HNL **3**  
 Término pago **Neto a 30 Días** **3**  
 Grupo de Compra **MNO** **4**  
 Fecha Entrega **21.04.2018** **4**  
 Incoterms

Page 1 of 5

Item <b>6</b>	Material/Descripción	Cantidad	UM	Precio Neto	Monto Neto
00012	200176933 FILTRO ACEITE # 15607-3250A	2	CU	500	1,000
00020	200176741 FILTRO BF76740 COMBUSTIBLE	1	CU	500	500
00030	200172059 FILTRO DE AIRE PARA CAMIONES HINO DUTRO	1	CU	600	600
Tax					0
Total Amount					<b>2,100</b> <b>7</b>





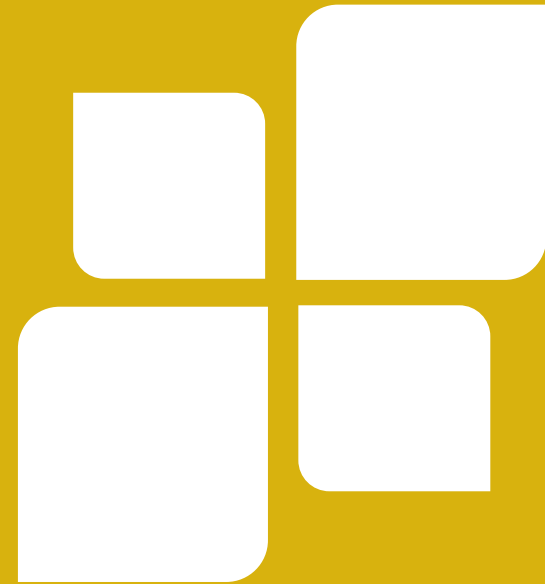
# 4

## New assignment of Cargill buyers to each Vendor.

- The assignment of new buyers to each Vendor will create a group of expert buyers in each of their areas.
- Your point of contact might change.
- Your buyer will be introduced to you in due time.
- Your point of contact on this topic will be: [Honduras\\_Compras@cargill.com](mailto:Honduras_Compras@cargill.com)



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



## Specific contact persons

**Customer Service Line:** 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:

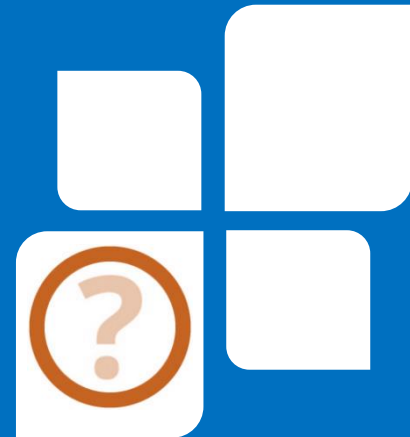
Reference link:  
<http://www.cargill.com.hn/es/index.jsp>

## Real time tutorial:

- Different invitations sent during the week beginning on August 3, 2016.



Additional questions.



**Thank you!**