

STARBUCKS COFFEE COMPANY

ACCOUNTS PAYABLE

AP is committed to paying all accurate and undisputed supplier invoices within agreed payment terms. Our standard payment terms are net 60 from the invoice date, unless otherwise negotiated and documented as part of the supplier's contract.

To achieve our commitment to our suppliers, we are leveraging technology to achieve stronger efficiencies through system automation.

We appreciate your partnership as we strive 'to inspire and nurture the human spirit – one person, one cup and one neighborhood at a time'.



SUPPLIER SET-UP AND PAYMENT INFORMATION

Starbucks must establish your company in our system to generate a payment. Below are the necessary tasks for supplier set-up:

- *Submit a completed a federal form W-9 to Starbucks; this is required for all IRS-registered entities.*
- *Enroll to receive invoice payments via AribaPay with our payment partner SAP Ariba at <https://service.ariba.com>*
 - *AribaPay is an automated business to business (B2B) payment tool that combines comprehensive remittance information with the speed of electronic funds transfer through SAP Ariba's settlement network partners. With this approach, you get the visibility, functionality, and collaborative capabilities you need to help make the payment process simple and successful.*
- *For all non-resident companies, Starbucks utilizes a third party to assess tax status, and where required, provides a digital collection of Internal Revenue Service forms.*

Invoicing requirements:

The items below must be present on your invoice to successfully generate timely payments:

You must ensure that you are billing to the correct entity of Starbucks; if you are not sure please work with the person placing the order with you to confirm. Billing to the wrong entity will delay payment processing.

Please note that a single invoice for each entity is required as charges cannot be combined into a single bill.

– **Starbucks Corporation**

– **Starbucks Manufacturing**

– **Starbucks Canada**

– **Siren Retail Corporation**

- Your remittance information (payee name & address) if it differs from your legal or general mailing information.
- Invoice number (unique)
- Invoice date and invoice amount
- Description of product or service
- Amount by line item
- Starbucks contact name in the Bill-to/Ship-to – Starbucks partner requesting the goods or services or who is responsible to approve.

Purchase Order Invoicing requirements:

PO values outlined below are required to be presented on your invoice(s) and must match identically to the Starbucks Purchase Order provided. Missing or inaccurate information will delay payment.

- | | |
|--------------------------|-----------------------------------|
| 1. Purchase Order number | 5. Item description |
| 2. PO line number | 6. PO quantity |
| 3. PO shipment number | 7. Unit of measure and unit price |
| 4. Item / SKU# | 8. Extended price / line amount |

The P.O. should indicate the correct legal bill-to name and address. If in doubt, confirm the bill-to information with your Procurement Representative.

North America – (US, Canada & Mexico)

Invoice Submission :

Starbucks **requires** *electronic invoice submission for all suppliers. If you are submitting PDF invoices, submit via email as an attachment to:*

Starbucks_AP@onlinecapturecenter.com *(Invoice Intake Account Only, no-reply email)*

Inquiries, Statements, etc.:

APCustomerCare@starbucks.com

The following financial information is provided for Supplier use. Starbucks does not complete or sign supplier credit applications.

Starbucks is a publicly-held company (NASDAQ symbol: SBUX) with financial reports available at starbucks.com.

Starbucks Corporate address:

Starbucks Corporation

2401 Utah Avenue South

Seattle, WA 98134

U.S.A.

Bank reference:

Bank of America Merrill Lynch

Andrea S. Perez

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