



Starbucks Supplier Guidance Accounts Payable

Version 3.1 – September 8, 2023

Facts and information needed for payment and invoicing.

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1.0 Introduction

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.

2.0 Supplier Payment Information

Starbucks preferred payment method is Electronic Funds Transfer (EFT). This is the most efficient payment method that helps eliminate payment delays and reduce lost checks.

To enroll, choose one of the following options:

- Complete the [Electronic Funds Transfer \(EFT\) form](#) and send it to apeft@starbucks.com.
- Email apeft@starbucks.com to request a secured DocuSign envelope to complete and sign online.

3.0 Invoice Requirements

3.1 Invoicing Requirements

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

- 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.

In addition, 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. Starbucks entities are listed below:

- **Starbucks Corporation**
- **Starbucks Manufacturing**



- Starbucks Canada
- Siren Retail Corporation

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

3.2 Purchase Order Invoicing Requirements

PO values outlined below are required to be present 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.

4.0 AP Contact Information

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.:

Submit to 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 www.starbucks.com.

Starbucks Corporate Address:

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Seattle, WA 98134 U.S.A.

Bank Reference:

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