New Supplier Setup Process Overview
Version 1.0 – September 26, 2023

A general overview of the typical supplier setup process and what to expect.

Processes outlined may vary by supplier type and situation.

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1.0 Registration for Sourcing Events (Ariba)

Ariba registration is the first step in the Starbucks Supplier Setup process.

- Starbucks requests a designated Supplier company contact to receive and manage the registration.
- Starbucks requests any required forms from the Supplier contact. Forms may include a Registration Questionnaire, CNDA, Terms and Conditions, Limited License Agreement, and IRS form W-9 or W-8BEN (any previously shared forms may be reviewed and validated at this time).
- Supplier contact shares or completes and returns all requested forms.
- Registration will be completed once all forms have been received, validated, and approved.
- Supplier is now eligible for RFX participation and Contract Negotiations. Note that the Supplier is not eligible for PO’s until additional steps below are taken.

2.0 Onboarding for Inventory PO’s and Payments (Oracle)

Once a Supplier is registered, they may then be onboarded. Onboarding establishes payment details, site addresses, and may enable purchasing capabilities for inventory goods.

- Starbucks shares a questionnaire form. The form is completed and returned by the Supplier contact.
- Starbucks may then initiate and request the Supplier’s participation in Ethical Sourcing, QA, and/or Security assessments as required (generally applicable to Suppliers of goods).
- Onboarding will be completed once all information is validated, and any required assessments are completed/approved.
- Once onboarding is complete, the Supplier is eligible for Oracle purchasing transactions. Note that additional Item level registrations will also be required for inventory goods.

3.0 Enablement for Non-Inventory PO’s (Ariba)

Once a Supplier is onboarded, Enablement may be initiated for purchasing in Ariba.

- Starbucks initiates a request for SAP Ariba to engage Supplier contact to establish a trading relationship.
- Supplier and SAP Ariba agree on trading relationship specifics and execute an agreement, completing the enablement process.
- Once enablement is completed, the Supplier is eligible for Ariba purchasing transactions.