



New Supplier Setup Process Overview

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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.