

STARBUCKS COFFEE COMPANY- ACCOUNTS PAYABLE

Starbucks Accounts Payable is committed to paying all compliant supplier invoices within agreed payment terms. Starbucks standard payment terms on accurate and undisputed invoices are net 45 from invoice date, unless otherwise negotiated and documented as part of the supplier's contract.

We appreciate your partnership as we strive 'to inspire and nurture the human spirit – one person, one cup and one neighborhood at a time'. By leveraging technology for both electronic invoice processing & electronic payments we hope to meet standards of efficiency and accurate both our business as well as yours.



Invoice Submission:

- Starbucks **requires** electronic invoice submission for all Suppliers in order to comply with net terms.
- A wide variety of electronic formats are accepted to accommodate the most reasonable format for suppliers.
- We are glad to assist with any questions you may have with regard to file formats, specification documents, or submissions. See page four for NA Invoice Format contact info.

The minimum requirements are:

- Supplier name
- Supplier remit-to address
- Bill-to name and address of Starbucks legal entity
- Invoice number (unique) and date
- Invoice amount
- Description of product or service
- Amount by line item
- Location where goods were manufactured or services performed
- Starbucks partner name requesting the goods or services
- For purchase orders: P.O. number, release number, P.O. line number & shipment number are required when billing against a P.O.

Without these minimum requirements, the invoice will be rejected.

Note: Starbucks has multiple invoice bill-to addresses representing different Starbucks entities. 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.

- *A federal form W-9 is required for all IRS-registered entities.*
- *For all other non-resident companies, Starbucks utilizes a third party to assess tax status, and where required, provides a digital collection of Internal Revenue Service forms.*
- *Non-resident companies will be provided a link and registration via e-mail.*
- *See page four for W8 certification contact info.*

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

P. O. Box 34067

Seattle, WA 98124-1067

U. S. A.

Bank reference:

Bank of America Merrill Lynch

Andrea S. Perez

Director - Global Transaction Services

andrea.s.perez@baml.com

951-274-4066 office

Payment Processing

Starbucks' required method of payment is Electronic Funds Transfer (EFT).

We are enabled to manage domestic and cross-border payments.

North America

Invoice Submission :

APInvoices@starbucks.com

Invoice File Formatting/Specs:

NAInvoiceformat@starbucks.com

Payments Set Up:

Disbursements@starbucks.com

All Other AP Inquiries/
Statements/Etc.:

APCustomerCare@starbucks.com

W8 Certification:

W8compliance@starbucks.com

Netherlands

Address:

Starbucks Coffee Netherlands B.V.

VAT Registration #NL823205563.B.01

Accounts Payable

Accraweg 19

1047 HJ Amsterdam, the Netherlands

Invoice Submission :

NL_AccountsPayable@starbucks.com

France

Address:

Starbucks Coffee France SAS

VAT Registration # FR09445330103

Attn: Accounts Payable

38, rue des Jeûneurs

75002 Paris, France

Post Address:

Starbucks Coffee France SAS

PO BOX 58081

1040 HB Amsterdam, The Netherlands

Electronic invoices to:

franceap@starbucks.com

for EMEA- based businesses

EMEA Manufacturing

Address:

Starbucks Manufacturing EMEA BV
Accounts Payable
Accraweg 19
1047 HJ Amsterdam, Netherlands

Ship to NL: VAT Registration # NL
810157895.B.01

Ship to DE: VAT Registration # DE
252115541

Ship to UK: VAT Registration # GB
779045004

SHIP to IE: VAT registration # IE
9798418T

Telephone: 31-20-4076536

Fax: 31-20-4076581

Electronic invoices to:
emea_manufacturing@starbucks.com

Starbucks Coffee EMEA

Address:

Starbucks Coffee EMEA B.V.
VAT Registration # NL 810040281.B.01
Accounts Payable
Accraweg 19
1047 HJ Amsterdam, the Netherlands

Electronic invoices to:
emea_manufacturing@starbucks.com