

Brinker Invoice Requirements

Last Updated: 1/1/05

Policy Guide

Brinker International makes payments against valid original invoices. The following Brinker International invoice requirements will ensure that your invoice is paid within our **standard payment terms** of **Net 30** days.

- Verify that your full, legal company name is on the invoice.
- All Vendor Invoices should have a unique invoice number. Do not reset invoice numbers at the beginning of each year.
- All Vendor Invoices should be legible.
- If your company issues separate Credit Memos, the **original** invoice number must be referenced on the issued Credit Memo.
- If you require 1099 reporting, we must have a valid W-9 form on file. A form can be found on the IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- All Food Suppliers must complete a standard insurance liability statement.

For Invoices with Brinker International Purchase Order Numbers: Verify that the Purchase Order and invoice match perfectly.

- Item description
- Unit of measure and quantity
- Unit Price

Make sure to include the Brinker International Purchase Order number on the invoice and reference no more than one P.O. number per invoice.

Invoice Requirements

Brinker International's **standard payment terms** are **NET 30** days. Payment terms are calculated from the original date of the invoice.

Non-incorporated Service Providers are required to complete a W-9 form: In order for new suppliers to receive payment, Brinker International **MUST** have a valid W-9 form on file for 1099 reporting purposes. A form can be found on the IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Fax to 972-628-8479, attention: Vendor Services.

All Food Suppliers are required to complete a standard insurance liability statement and submit to the Brinker International Food & Beverage Department before invoices will be processed for payment.

Please send completed Liability Statements to:

Brinker International F&B
Attention: Janet McShane
6820 LBJ Freeway
Dallas Texas, 75240

Payment Options:

1. **EFT** – Electronic Funds Transfer allows the supplier to receive payment directly to their financial institution. Brinker International's **standard payment terms** are **NET 30** days. To request payments be made by EFT, download and complete the EFT enrollment form found at www.brinker.com/vendors then fax to 972-628-8479, attention: Vendor Services.
 - Auto deposit directly into bank account eliminating check deposits or lost checks
 - Funds are available within 48 hours of payment processing, eliminating check float time
 - Ability to download remittance advice from our Brinker Vendor website.
2. **Procurement Card** – Brinker International uses a Bank One MasterCard Purchasing Card for payments to vendors. To request payments be made by P Card, please send an email to laura.schwab@brinker.com.
 - Allows you as a supplier to be paid in as few as 3 business days of invoice date by Bank One. This is considerably shorter than Brinker International's standard payment terms of Net 30 days.

- Significantly enhances your ability to forecast cash receipts
- Reduces billing and collection costs

Brinker International uses Electronic Invoicing and P Card's for invoice processing.

Electronic Invoicing (Brinker Format or EDI) allows Brinker International to conduct business with suppliers electronically. Please contact kristie.bueno@brinker.com for electronic invoicing set up.

This process reduces cost to Brinker International, reduces invoice-processing costs, and reduces invoice discrepancies and billing errors.

Supplier

- Invoices should be sent to the ordering restaurant location.
- Brinker International's **standard payment terms** are **NET 30** days.
- Supplier must supply banking information so payment method can be established as EFT or be set up for P Card Payment.
- Suppliers with access to the Brinker Vendor Web Site should first review their account history on-line prior to contacting our Vendor Services Hotline. Invoice questions/issues should be submitted directly from within the Brinker Vendor Web site. For additional information, including how to request access, go to www.brinker.com/vendors.

P-Card allows Brinker International to receive electronic invoice and payment information from our Bank One P Card provider. Please contact laura.schwab@brinker.com for P Card set up.

This process reduces cost to Brinker International, reduces invoice-processing costs, and reduces invoice discrepancies and billing errors.

- Invoices should be sent to the Corporate Office at P.O. Box 800209, Dallas, Texas 75380
- Supplier will receive payment from Bank One within 72 hours of processing the credit card transaction. This is considerably shorter than Brinker International's standard pay terms of net 30 days.
- Reduces billing and collection costs

Invoicing Methods

Invoices generated through orders from our **Restaurant Managers** should be **sent to the ordering restaurant location** for approval and payment processing.

Invoices with Brinker International P.O. numbers should be faxed to Corporate Disbursements at 972-628-8491.

- Do Not attach a cover sheet to the fax
- Do Not fax statements, acknowledgements, confirmations, or correspondence to this number, as they will be discarded.
- Invoices must contain a valid purchase order number. Invoice will not be processed if the Brinker International purchase order number is not indicated.
- Invoices should only reference one P.O. number per invoice.
- Invoices must be legible. Please do not fax invoices on colored paper and **DO NOT SHADE OR HIGHLIGHT** invoice information.
- If additional items are added to an invoice, the purchase order must reflect these additions.
- Brinker International **standard payment terms** are **net 30**. Brinker International pays based on purchase order terms. If there is a question regarding payment terms, please contact your Brinker International Purchasing Agent.
- Please include your company's phone and fax numbers on invoices.
- Please provide a unique invoice number for each separate invoice.
- Do Not mail or fax Brinker International invoices that are already paid by our Corporate Bank One MasterCard, or Evaluated Receipt Settlement processes.
- Please provide complete "ship to" address on each invoice.

Failure to Comply to the Above Requests will Result in Delay of Payment

Customer Service

In an effort to provide our suppliers with superior information services, Brinker International has developed a web-based application called Brinker VendorNet. The VendorNet provides suppliers with the ability to review invoice account history, payment information and download the remittance information into their system from the Internet. The VendorNet also contains functionality that allows the supplier to email invoice related issues to Brinker International from directly within their account. Emails are sent automatically to Brinker International Vendor Services Department.

To access the Brinker VendorNet go to www.brinker.com/vendors on the Internet.

If you do not have a Brinker assigned vendor number and remit zip code for accessing your account history through the Brinker VendorNet, please email your request for access to vendor.hotline@brinker.com. The Brinker VendorNet tool is available to suppliers 24 hours/day, 7 days per week. However, if you need to speak with someone from the Vendor Services Team, please call 972-770-5929. The Vendor Services Team phone hours are Monday through Friday from 8:00am to 5:00pm central time.

To submit a **change of address**, please send an email to vendor.hotline@brinker.com.