



STORE ASSET MANAGEMENT SUPPLIER CONNECT APP PLAYBOOK



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Purpose

The goal of the Direct Third-Party program is to provide a mobile friendly solution paired with Compass system that creates direct engagement with suppliers who work in Starbucks stores. The program includes real time asset management and affixing QR tags to equipment in our stores for ease of identification and accurate asset data tracking. This provides several benefits:

- Enable our store partners (employees) to digitally recognize a machine and dispatch a service request for it as soon as it has been installed
- Improve accuracy of these service requests
- Improve asset identification and data

The scope for **Implementation** is to provide asset information and tag all appropriate equipment in each store using the Starbucks Supplier Connect App to associate each QR code to its unique machine.



Assets List

Assets To Tag:

- Bean Grinders
- Brewers: Bunn Brewer and Clover
- Dishwashers
- Espresso Machines: Mastrena, Mastrena II and Black Eagle
- Food Cases, including Wall of Chill
- Freezers
- Ice Machines
- Nitrogen Beverage Dispensers
- Nitrogen Generators
- Ovens
- Refrigerators
- Safes
- Warming Walls

Assets w/o Tag:

- Air Curtains
- IoT Device (Guardian Module)
- Hot Water Heater
- Ice Bins
- Ice Dispensers
- Ice Diverters
- Milk Dispensers
- Water Filter System

Tools Needed:

- ID & Letter of Authorization (during operating hours)
- QR asset tags
- Tablet or Mobile device
- Selfie stick
- Cleaning rag for cleaning serial number plates
- Phillips screwdriver to access Ice Machine serial number
- Flashlight or cell phone flashlight
- Multi Purpose & Glass Cleaner (store provided)

Tag Placement Guidelines

- Ensure equipment surface is clean and dry. Use the store-provided Multi Purpose & Glass Cleaner to clean surfaces. If the store is closed, you can locate this cleaner in a cabinet under a sink, or in the back room near the dishwashing area.
- To ensure QR code readability, asset tags must be placed on a flat surface area (no curved parts of the equipment)
- The preferred locations for all tags is the **left side of the equipment in the upper right corner** or the **front side of the equipment in the upper left corner** where there is easy access and good lighting for partners to scan for service:



- If you need to move an asset in order to tag it on the left side (for example, next to a wall), tag it on the right side.
- Do not place tags sideways or upside down.

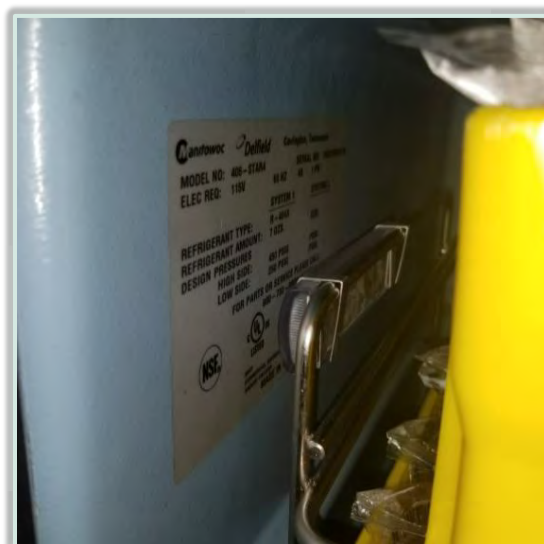
Taking Photos Guidelines

- It is important to take clear, well-lit photos
- The equipment manufacturer, model and serial number should all be easily legible
- As much as possible, take photos horizontally with the camera on the left
- Move products aside if needed in Refrigerators and Freezers in order to get a clear picture

Good Photos



Poor Photo



Serial Number Guidelines

- Enter serial numbers exactly as you see them:
 - Include spaces, dashes, and leading zeros
 - Include capital/lowercase letters

If...	Then...
<p>If the equipment serial number is unreadable</p>	<p>Use the following format for the Serial Number field with no spaces:</p> <p><u>Taggable Assets –</u> UNREADABLE[insertAssetTagID] e.g. UNREADABLE7290012345</p> <p><u>Nontagged Assets –</u> UNREADABLE[insertStoreNumber] If more than one nontagged asset of that type, insert 1, 2, etc at the end e.g. UNREADABLE10091; UNREADABLE10092</p>
<p>Nitrogen Generators (if the unit is plumbed so tight that it cannot be moved)</p> <p>Air Curtains and Hot Water Heaters (if equipment is in the ceiling and cannot be reached)</p>	<p>Use the following format for the Serial Number field with no spaces:</p> <p><u>Taggable Assets –</u> NOACCESS[insertAssetTagID] e.g. NOACCESS7290012345</p> <p><u>Nontagged Assets –</u> NOACCESS[insertStoreNumber] If more than one nontagged asset of that type, insert 1, 2, etc at the end e.g. NOACCESS10091; NOACCESS10092</p>



THE SUPPLIER CONNECT APP - TECHNICIAN

Checklist before using app

- ✓ Device should be updated to its current version
- ✓ If using an iPad or an Apple device, use Chrome browser
- ✓ If using an Android tablet (e.g. Samsung Galaxy Tab), use Chrome browser
- ✓ Open a private/incognito window to open app
- ✓ Check internet connection at store: It is recommended to use the store WIFI if the connection is available and strong. If the technician experiences connectivity issues, please turn WIFI off and use Device data. (Do not use hotspots)
- ✓ Ensure you have already followed the login instructions to set up your account prior to arriving at the store


Reporting an Issue

When reporting an issue please call the Technology Service Desk (TSD) 888-SBUX-411, have all the following information ready to provide:

- ✓ Tech Name
- ✓ Tech phone number
- ✓ Tech email address
- ✓ Store Number
- ✓ Store open date
- ✓ App being used
- ✓ Are you using a Phone or tablet?
- ✓ What model and make
- ✓ Did switching from one device to other resolve the upload issue?
- ✓ Wi-Fi or data?
- ✓ Did GC/Site contact confirm Wi-Fi was connected?
- ✓ Internet test speed results for upload/download?
 - <https://fast.com/#>
- ✓ Are you using a hot spot?

How to login to the Supplier Connect app

1. Copy and paste the Supplier Connect URL into your web browser.
 - Supplier Connect URL: <https://supplierconnect.starbucks.com/>
2. Enter your **Email Address** into the field outlined below and then click the **Submit Button**.



Welcome

Please enter your Global Username or Network ID below.

Corporate Partners: Network ID
Retail Partners: Global Username ⓘ
Licensed Stores or Vendors: Email Address

[Submit](#)

Having trouble?
[Contact the Enterprise Help Desk](#)

[Terms of Use](#)

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SAS - Level 3

3. Enter in the **Password** you set during your account registration and then click the **Login Button**.

Login

Login with username and password

* Username

* Password

Remember Me

I want to register...

[I forgot my password...](#)

[I need help...](#)

* Required Field

Login

4. Click on the **Send Passcode Button**.

Multi-Factor Login

To protect your account, we are enforcing MFA in order to continue.

Username

Multi-Factor Authentication Options

Email: (S*****d@p*****.me)

...

...

Send Passcode

Passcode

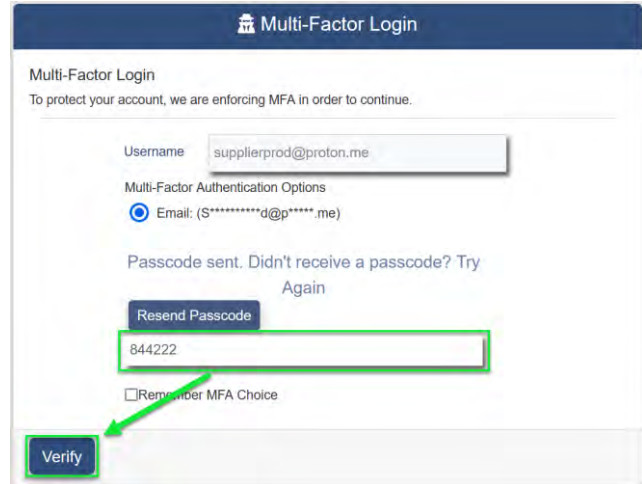
Remember MFA Choice

Verify

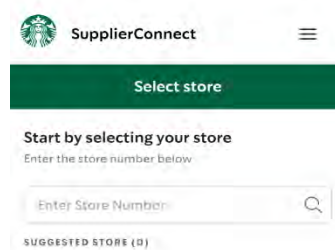
5. Copy the **MFA One Time Passcode** sent to you from NoReply2@mail-cloudid.starbucks.com.

➤ *Please Note: If you do not see the email you may need to check your junk/spam folder.*

6. Enter the **MFA One Time Passcode** into the field outlined below and then click the **Verify Button**.

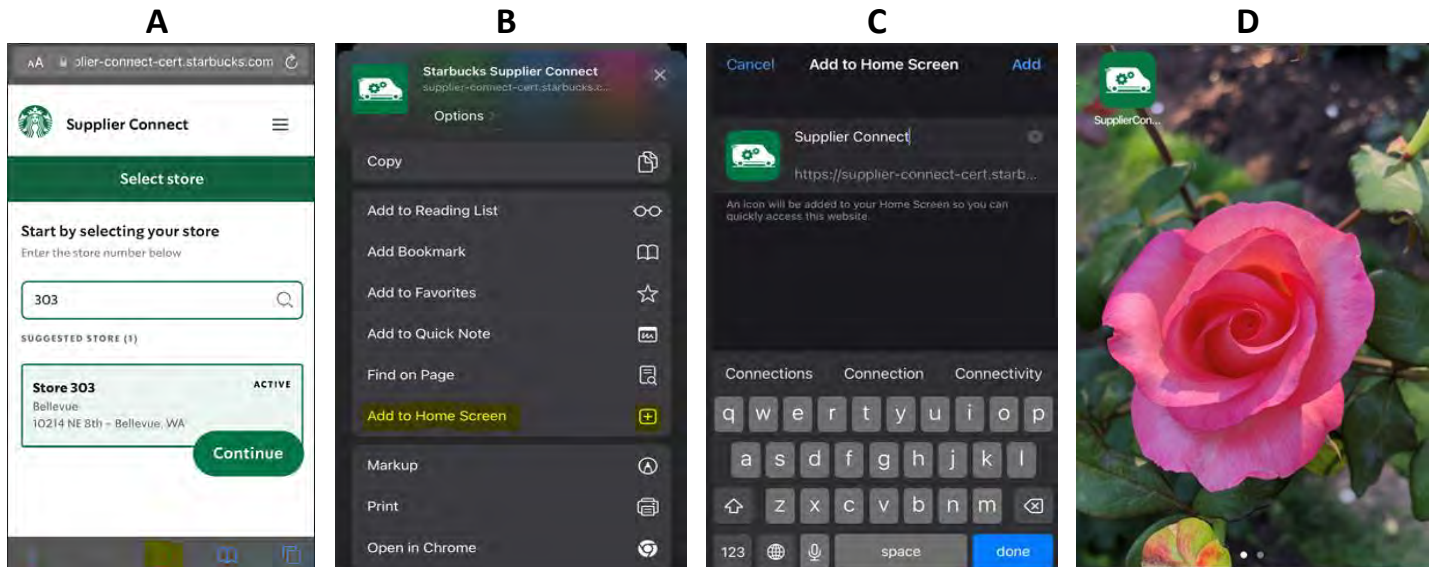


7. Once you see the below landing page, you are now logged into the Supplier Connect application.



How to bookmark the Supplier Connect app

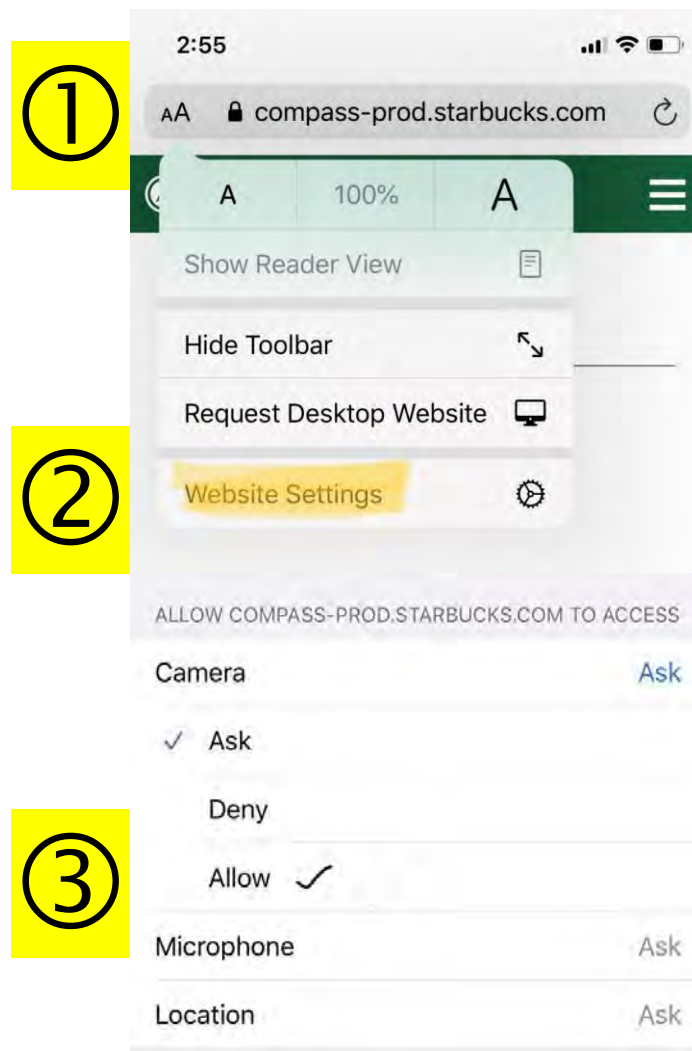
1. Open a private/incognito window
 - Chrome is the preferred browser for all devices
2. Enter the URL into your browser: <https://supplierconnect.starbucks.com>
3. Within the Welcome page, enter your work email address
4. The Supplier Connect Homepage will appear
5. Bookmark the Homepage
6. Add App shortcut to Home screen
 - A. Locate the and select the *Share* button in your browser
 - B. The sharing options will open, scroll down select “Add to Home Screen”
 - C. “Add to Home Screen” will open, select *Add* or *Done* to continue
 - D. The App should then appear on the device home screen



Camera Permissions

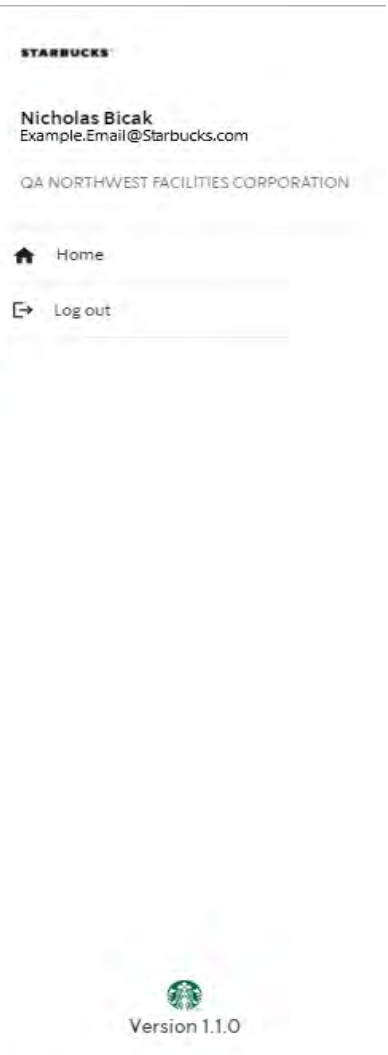
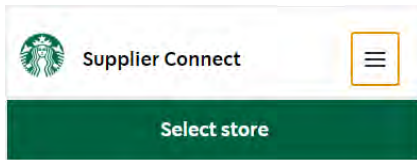
When accessing your device's camera, you may experience a pop-up which asks for permission to operate the camera. To eliminate this pop-up within an Apple device, ensure your device has been updated to the current iOS version, and then complete these steps after logging into the Asset Tagging app:

1. Within your Safari browser, select the AA icon within the top left corner of the address bar
2. Select the **Website Settings** option.
3. Once selected, under the Camera Ask settings, select **Allow**
4. Adjust Camera Resolution to a lower setting



“Hamburger” Button

Core Functions



The technician can select the three horizontal bars in the upper right-hand corner within any page of the Asset Tagging app to access the following:

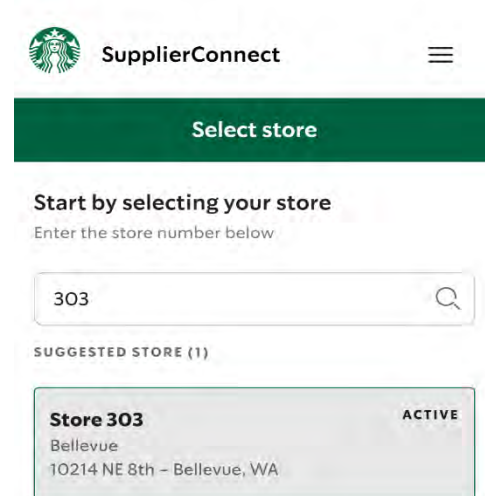
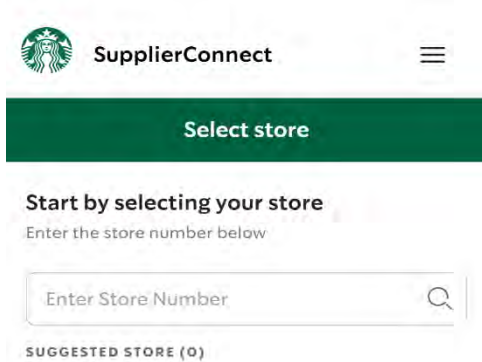
1. **References:** Supporting documents (e.g. Supplier Connect Playbook) for a store asset review – COMING SOON!
2. **Home:** Returns technician back to Homepage.
3. **Sign Out:** Exits and signs technician out of current session. Should be completed after every store asset review. User will need to login again to access Asset Tagging app.

Note: If your session has been inactive for approximately 30 minutes, you may receive an error message due to a time-out issue. Select the Home button and sign back in, if needed.

Store Selection

Store Selection

- User begins at the “Select Store” screen
- Enter the store number and review the search results
 - At minimum, enter the first three characters of a store number to display results
- Confirm the corresponding store card has an “ACTIVE” status
- Tap on the store card so it is highlighted in gray
- Press *Continue* to select store

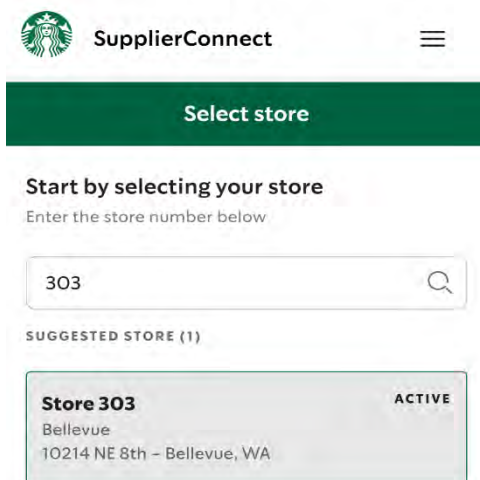


Continue

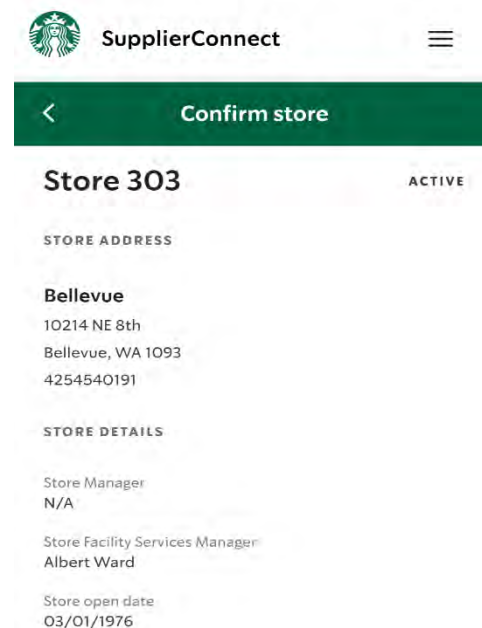
Store Selection

Confirm Store

- Confirm the store name and address are accurate
- Tap on *Add Activity* to continue



Continue



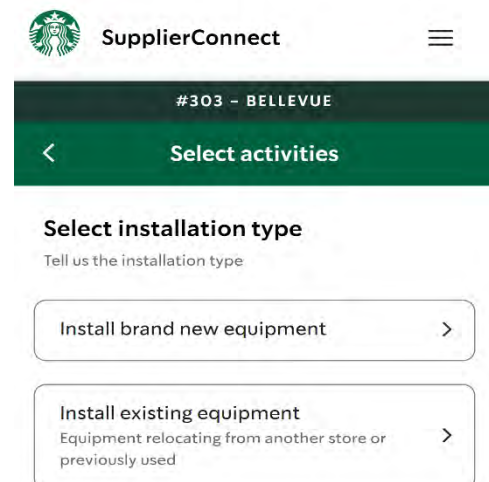
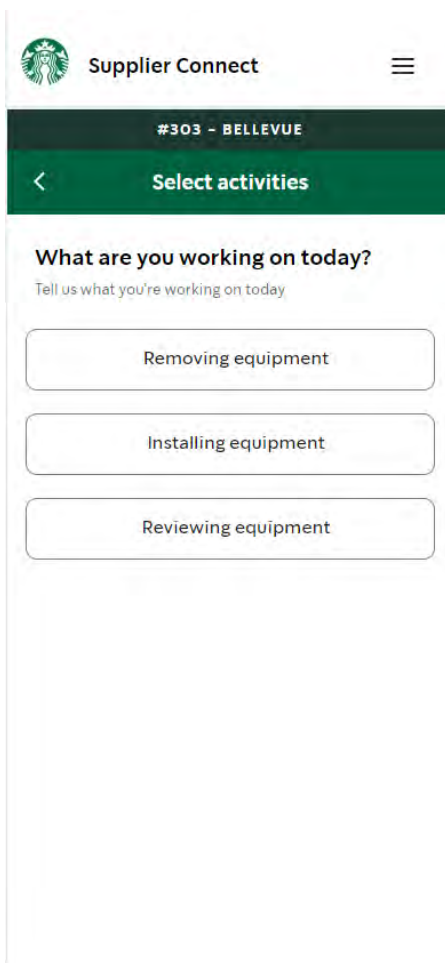
Add activity

Equipment Install

Update New Asset

Activity Selection

- Select *Installing Equipment* from the “Select Activities” screen
- Select Installation Type (2 options):
 - Install Brand New Equipment
 - Install Existing Equipment
- Select *Install brand new equipment*
- The “Pending Installations” screen will open



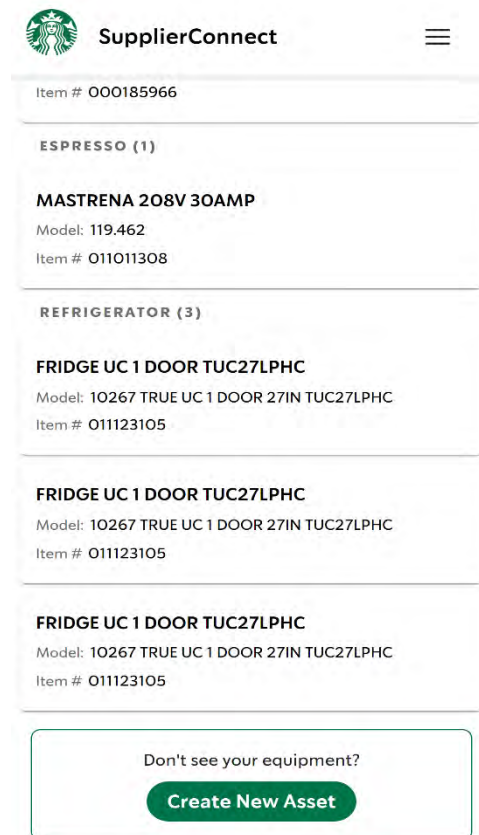
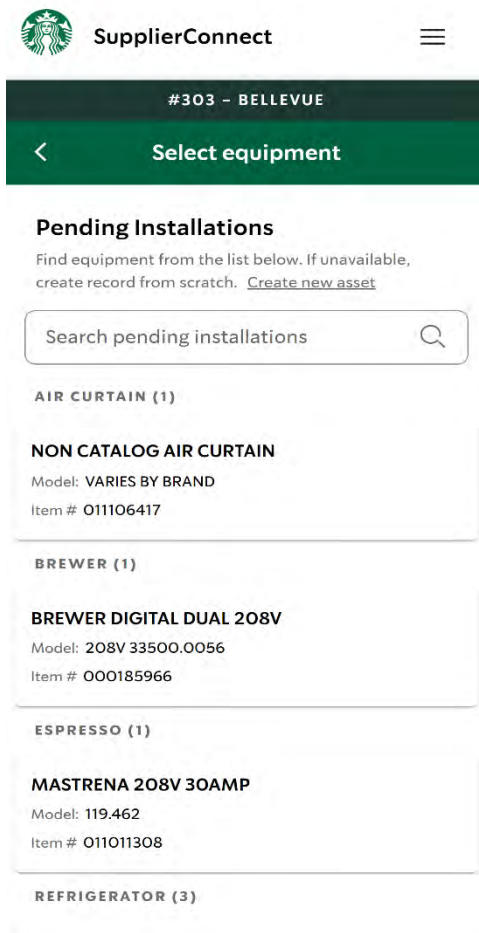
Equipment Install – Update New Asset

Equipment Selection

- A list of assets pending installation will display
 - **This list may or may not contain the asset you are updating.**
- Locate the equipment to install using the search bar or scrolling through the list
- Tap on the corresponding equipment card
- The **“Let’s add the details”** screen will open
 - *Create New Asset* will be used only if intended equipment is not listed as a pending install

Create New Asset

- Scroll down to select *Create New Asset* at the bottom of the screen to create asset manually.
- The “Select category type” screen will open

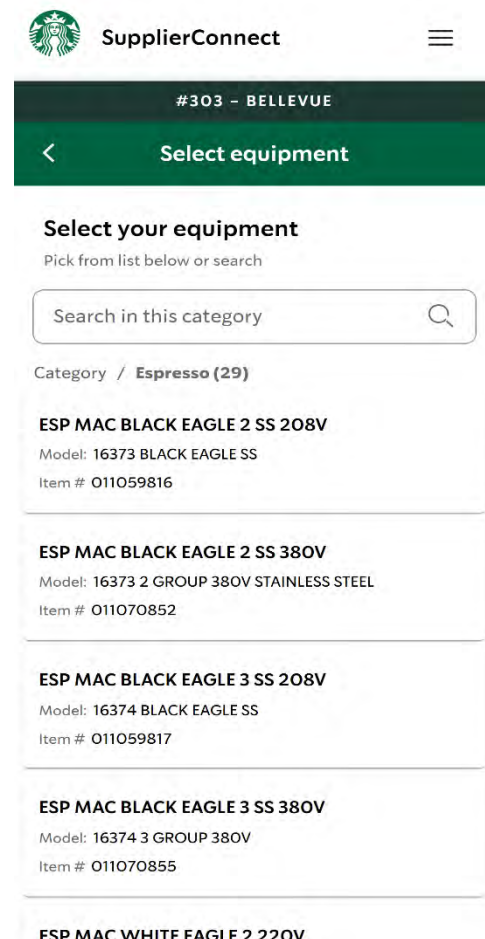
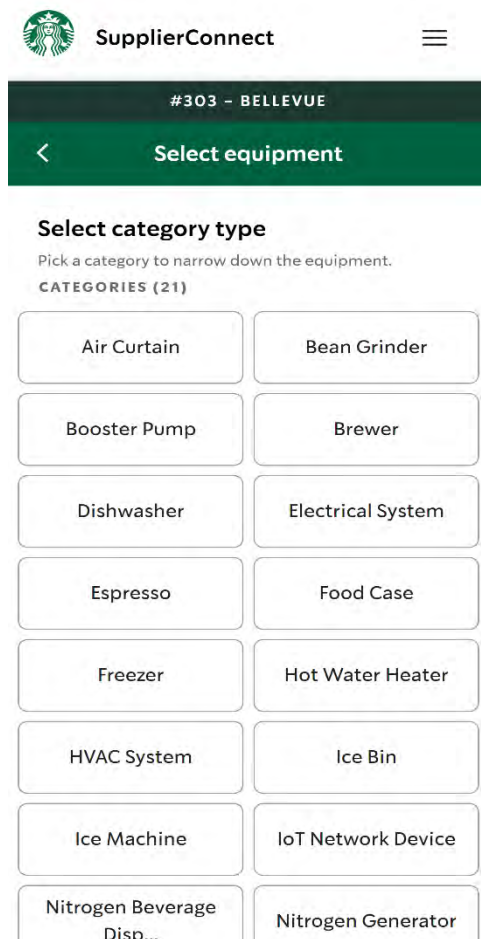


Equipment Install

Select Spec to Create Asset

Create New Asset - Category Selection

- Select the associated category type for the new asset to be installed
 - Ex. User selects *Espresso* - a list of espresso related equipment will be displayed
- The “Select your equipment” screen opens
- Use the Search bar to **search by equipment name, type, manufacturer**
 - List is sorted by Manufacturer in alphabetical order
 - As user types in search field the results will be updated on the screen selection
- Select the equipment to install by tapping on the corresponding equipment card
- The “Let’s add the details” screen will open



Equipment Install

New Equipment Details

Equipment Details

- In the “Equipment installation” screen
 - Select a Manufacturer from the dropdown list
 - Select a Model from the dropdown list
 - Enter a serial number
 - Include a photo of the equipment's manufacturer's plate including serial number
 - Select *Continue* when all required information has been inputted
- Equipment information section collapses and shows non-editable information.
 - The user can tap on “Edit” and revise Manufacturer, Model, Serial number, and photo
- **Notes for technician:**
 - Please locate and add serial number
 - The *Serial number guide* is available in the App for reference

Supplier Connect

Let's add the details

Please provide us with information about the equipment

* Indicates required field

Equipment info

Equipment name
MACH ESP MASTRENA 30AMP 208V

Manufacturer *
THERMOPLAN

Model *
MASTRENA II M2-CS

Serial number

Please locate and add serial number information
[Serial number guide](#)

1. Enter serial number *
Enter serial number *
123123123

2. Add a photo *
Please include a photo of the equipment's manufacturer's plate including serial number.

Continue

Supplier Connect

Equipment installation

Let's add the details

Please provide us with information about the equipment

* Indicates required field

Equipment info Edit

THERMOPLAN - MASTRENA II M2-CS

Serial number
123123123

Asset Tag

Please perform the following steps to associate the asset tag to the equipment.

1. Adhere asset tag QR code sticker onto the equipment.

FRONT SIDE FACING - UPPER LEFT CORNER

LEFT SIDE FACING - UPPER RIGHT CORNER

- Ensure equipment surface is clean, dry, and flat.
- If equipment is blocked on the left side, then place tag on the right facing side.
- Do not place tags sideways or upside down.
- [Asset Tag placement examples](#)

Equipment Install

Photo Uploads

- Throughout the installation process the User is prompted to add photos of the following:
 - Serial Number, In-store location, and additional install photos (optional)
- Photos may be taken while using the app or be uploaded from the device camera roll
 - To take photos while using the app:
 - Select the *Camera Icon* to take a picture
 - Camera opens, User takes picture
 - Select *Use Photo* option to upload picture
 - To upload photos from camera roll:
 - Select the *Landscape Icon*
 - Camera roll opens, User selects picture
 - Selects *Use Photo* option to upload picture
 - To edit uploaded photos
 - Tap the uploaded photo
 - This will allow the user to zoom in on the photo or rotate it 90 degrees
 - Tapping the *Minus Icon* will remove image and allow the upload of a new image

Supplier Connect

Let's add the details

Please provide us with information about the equipment

* Indicates required field

Equipment info

Equipment name
MACH ESP MASTRENA 30AMP 208V

Manufacturer *
THERMOPLAN

Model *
MASTRENA II M2-CS

Serial number

Please locate and add serial number information
[Serial number guide](#)

1. Enter serial number *
Enter serial number
123123123

2. Add a photo *
Please include a photo of the equipment's manufacturer's plate including serial number.

Continue

Supplier Connect

Please provide us with information about the equipment

* Indicates required field

Equipment info

Equipment name
MACH ESP MASTRENA 30AMP 208V

Manufacturer *
THERMOPLAN

Model *
MASTRENA II M2-CS

Serial number

Please locate and add serial number information
[Serial number guide](#)

1. Enter serial number *
Enter serial number
123123123

2. Add a photo *
Please include a photo of the equipment's manufacturer's plate including serial number.

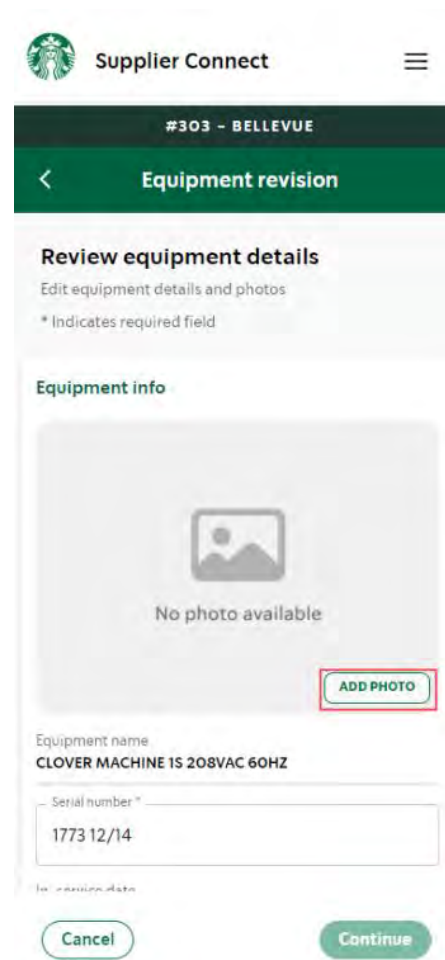
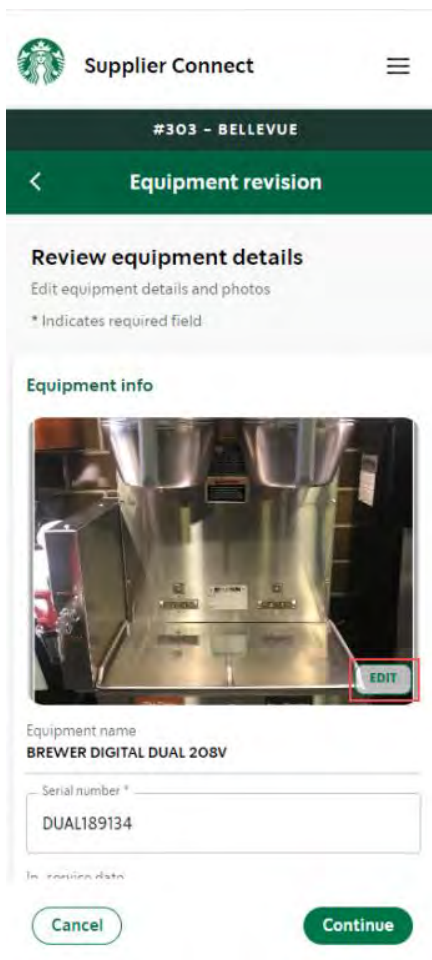
Continue



Equipment Install

Photo Upload, Edit and Replacement

- If the user needs to add or edit a photo click on the corresponding button in the bottom right hand corner of the photo field
 - The options to Edit, Retake, or upload a photo from your Library will display



Equipment Install

Photo Upload, Edit and Replacement

- To retake a photo the User selects *Retake*
 - The camera option will open on the device
- To upload a photo previously taken, the User selects *Library*
 - The option to search for the photo in the camera roll of the device will appear
- When selecting *Edit*
 - The User now has the option to zoom in on the photo or rotate the photo 90 degrees
 - Once you have made the appropriate edits click *Done*

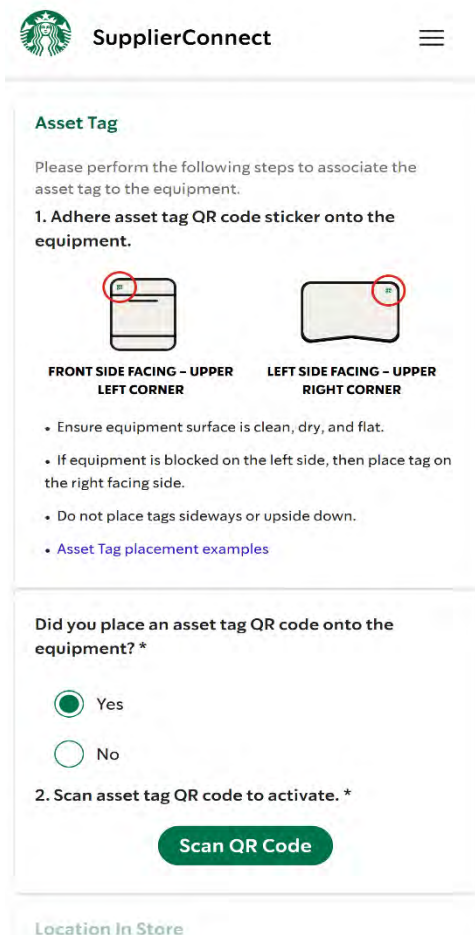


Equipment Install

Asset Tag Placement

YES

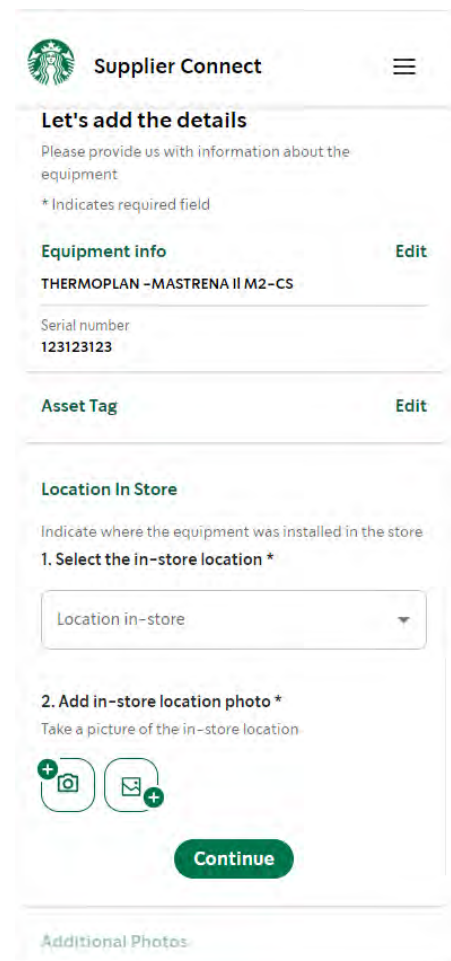
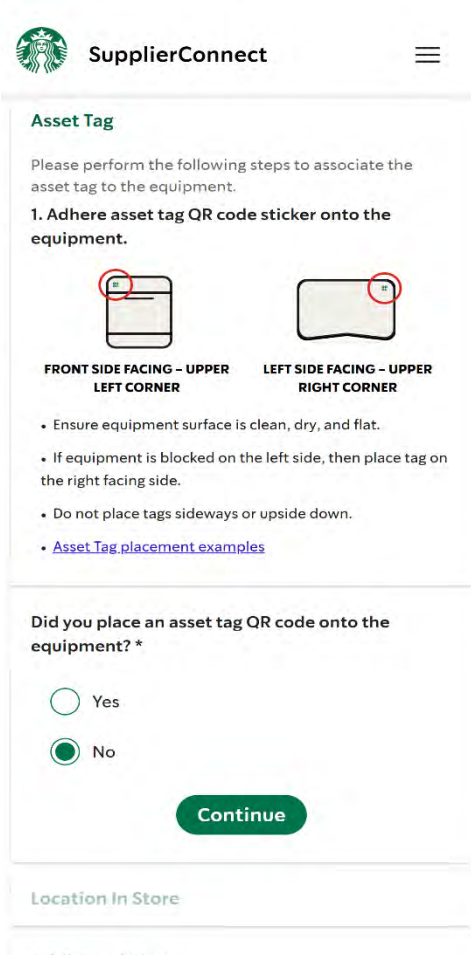
- Tap on *Scan QR Code* to open camera and scan code
- Center tag in on screen prompt displayed
 - **A valid Starbucks facilities QR code must be scanned**
 - QR code must start with 729
 - It must be a 10-digit code
 - Technician can NOT manually enter the QR code
 - If user taps on the “X” inside the asset tag QR code input, it will go back to the previous "Scan QR Code" Screen
- **Successful Scan** – User is brought to the “Location In Store” screen
 - User can tap on edit to go back to previous screen



Equipment Install

NO

- User clicks *Continue*
- The “Location In-store” section will expand
 - User can tap on edit to go back to previous screen



Equipment Install

New Equipment Location In-store

- Expand dropdown menu for locations
- Select appropriate location
- Upload photos of installed equipment
- Select *Continue*
 - User brought to the “Additional Photos” screen

Supplier Connect

Let's add the details
Please provide us with information about the equipment
* Indicates required field

Equipment info [Edit](#)
THERMOPLAN - MASTRENA II M2-CS
Serial number
123123123

Asset Tag [Edit](#)

Location In Store
Indicate where the equipment was installed in the store
1. Select the in-store location *
Location in-store

2. Add in-store location photo *
Take a picture of the in-store location

[Continue](#)

[Additional Photos](#)

Supplier Connect

Let's add the details
Please provide us with information about the equipment
* Indicates required field

Equipment info [Edit](#)
THERMOPLAN - MASTRENA II M2-CS
Serial number
123123123

Asset Tag [Edit](#)

Location In Store
Indicate where the equipment was installed in the store
1. Select the in-store location *
Location in-store
Engine

2. Add in-store location photo *
Take a picture of the in-store location

[Continue](#)

Equipment Install

Additional Photos

- This field is **optional**
- The technician may upload a **maximum of 2** additional installation photos
- Select *Continue*

The screenshot shows the 'Equipment installation' form in the Starbucks Supplier Connect app. At the top, there is a header with the Starbucks logo, 'Supplier Connect', and a menu icon. Below this is a dark green bar with the store ID '#303 - BELLEVUE' and a back arrow. The main title is 'Equipment installation'. The form is titled 'Let's add the details' and includes a sub-header 'Please provide us with information about the equipment' and a note '* Indicates required field'. The form is divided into several sections: 'Equipment info' with an 'Edit' link, containing the equipment name 'THERMOPLAN - MASTRENA II M2-CS' and the serial number '123123123'; 'Asset Tag' with an 'Edit' link; 'Location In Store' with an 'Edit' link, containing the text 'Engine'; and 'Additional Photos' with the instruction 'Add two additional photos - Optional'. This section contains two photo upload icons, each with a plus sign. At the bottom of the form is a green 'Continue' button.

Equipment Install

Confirm equipment installation

- Review information for accuracy
- Select *Complete installation*
- Acknowledgement screen opens confirming the installation request has been submitted
- User might be prompted to install an IoT device (guardian module)
 - **Yes, Continue** – User begins equipment install process
 - **Done** - User is brought back to the “Add Activity” screen for the selected to store

Supplier Connect

#303 - BELLEVUE

Equipment installation

Confirm equipment installation

Please review the details you've provided before completing installation.
* Indicates required field

Equipment	MACH ESP MASTRENA 30AMP 208V
Manufacturer	THERMOPLAN
Model	MASTRENA II M2-CS
Location In-store	Engine
Serial number	123123123

I have ensured that all details shown above are accurate for installation *

Complete installation

SupplierConnect

#303 - BELLEVUE

Thank you! Your equipment installation request has been submitted.
Activity IKOY1696264782118

Need to add a connected IoT device?

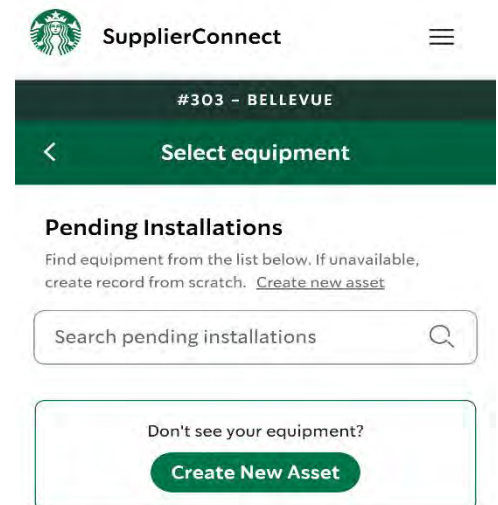
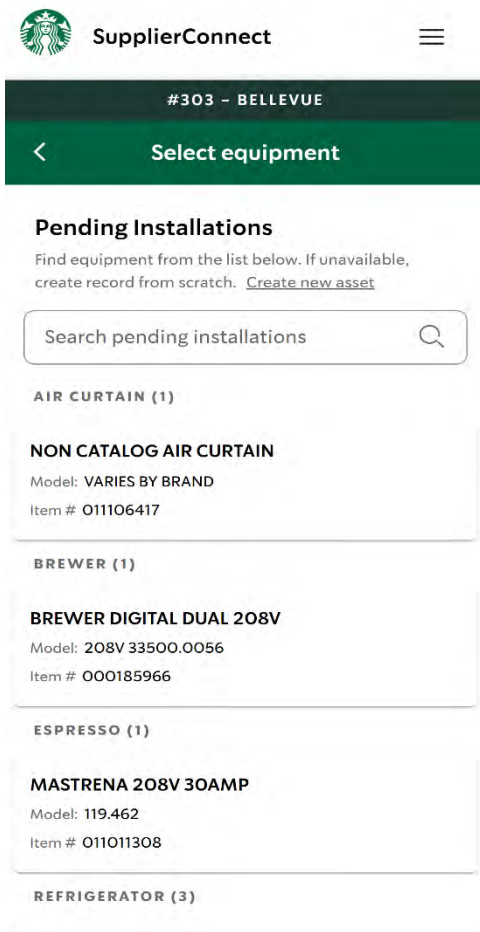
Yes, Continue

Done

Equipment Install

Completed Store

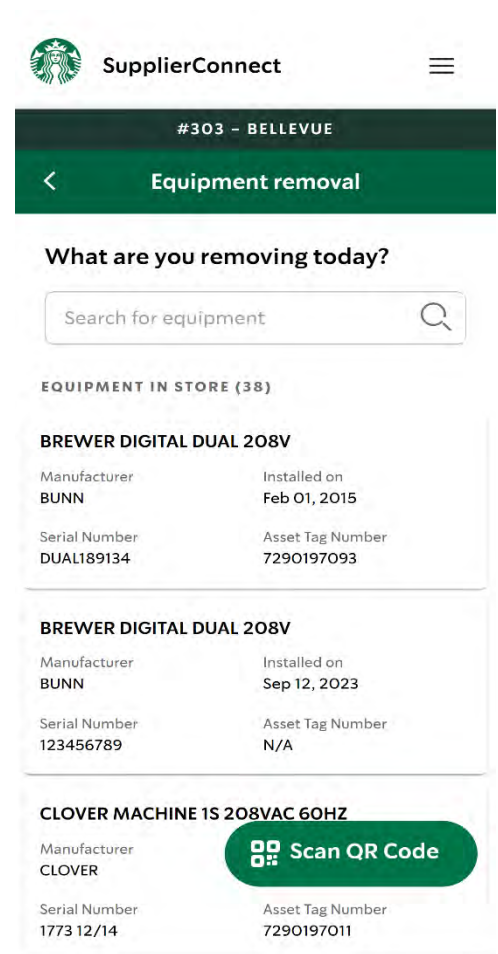
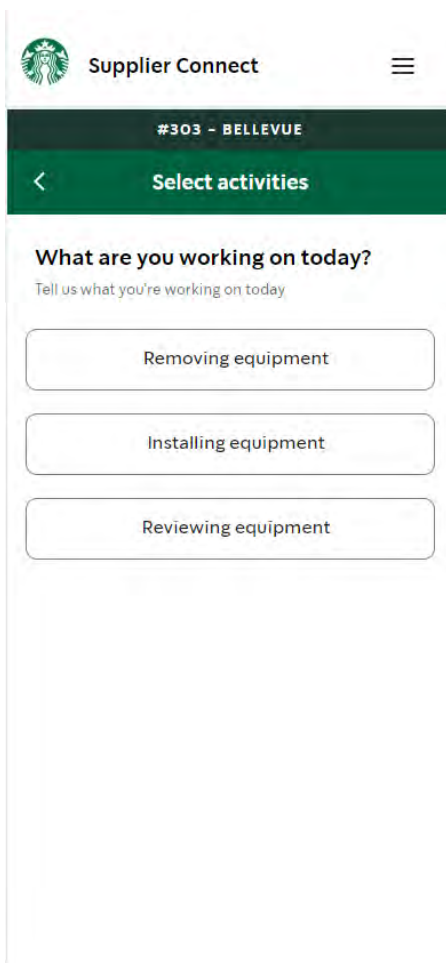
- To consider equipment installs for a new stores complete the User should confirm the following in the App:
 - No more pending Installs showing in the App
 - All required information included and accurate
 - Requested photos uploaded for each item installed



Equipment Removal and Retire

Activity Selection

- Select *Removing Equipment* from the “Select Activities” screen
- User is brought to the “Equipment removal” screen
 - A list of ALL assets assigned to the selected store is displayed



Equipment Removal and Retire

Manual Equipment Selection

- Use the Search bar to **search by equipment name, type, manufacturer, asset tag or serial number**
 - As the user types the list will sort results
 - The user may scroll through the list to locate the equipment to be removed

SupplierConnect #303 - BELLEVUE

Equipment removal

What are you removing today?

Search for equipment

EQUIPMENT IN STORE (38)

BREWER DIGITAL DUAL 208V

Manufacturer	Installed on
BUNN	Feb 01, 2015
Serial Number	Asset Tag Number
DUAL189134	7290197093

BREWER DIGITAL DUAL 208V

Manufacturer	Installed on
BUNN	Sep 12, 2023
Serial Number	Asset Tag Number
123456789	N/A

CLOVER MACHINE 1S 208VAC 60HZ

Manufacturer	Asset Tag Number
CLOVER	7290197011

Scan QR Code

SupplierConnect #303 - BELLEVUE

Equipment removal

What are you removing today?

Espres

EQUIPMENT IN STORE (38)

MASTRENA II 208V 30AMP

Manufacturer	Installed on
THERMOPLAN	Sep 14, 2023
Serial Number	Asset Tag Number
410005649	7290192380

MASTRENA II 208V 30AMP

Manufacturer	Installed on
THERMOPLAN	Jan 09, 2020
Serial Number	Asset Tag Number
410004449	7290197095

MASTRENA II 208V 30AMP

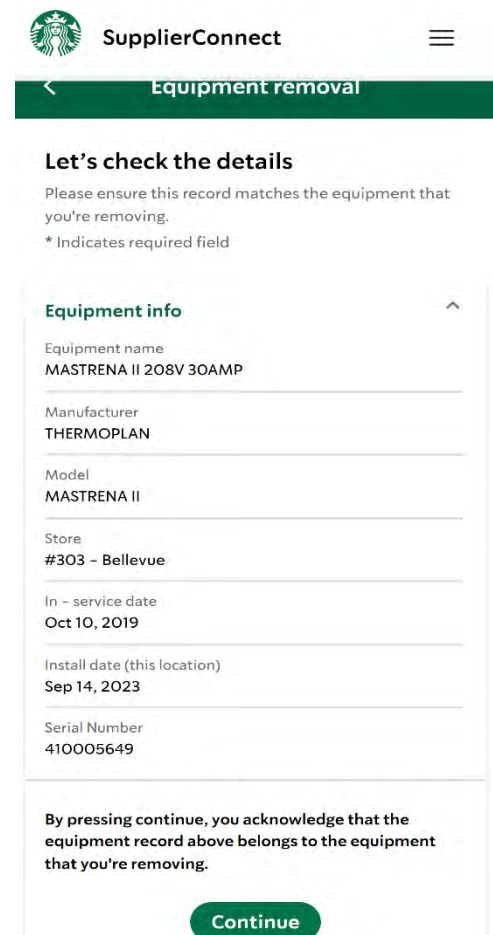
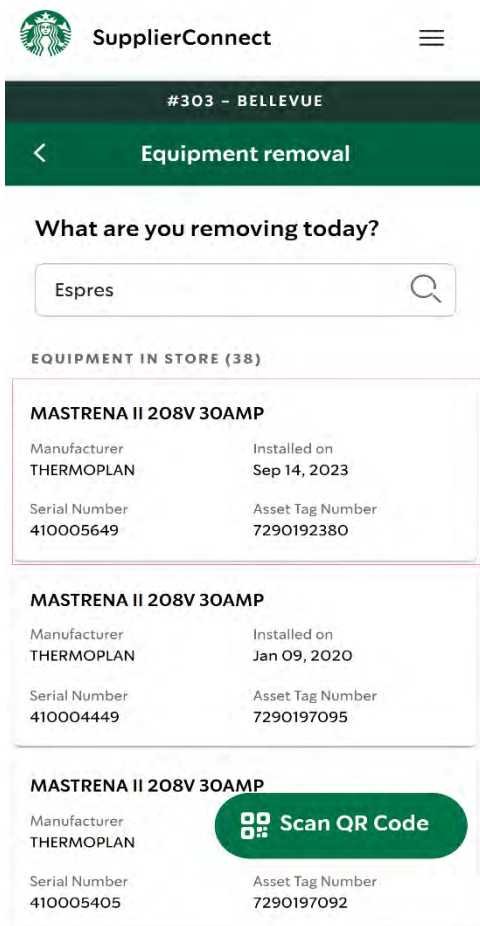
Manufacturer	Asset Tag Number
THERMOPLAN	7290197092

Scan QR Code

Equipment Removal and Retire

Manual Equipment Selection

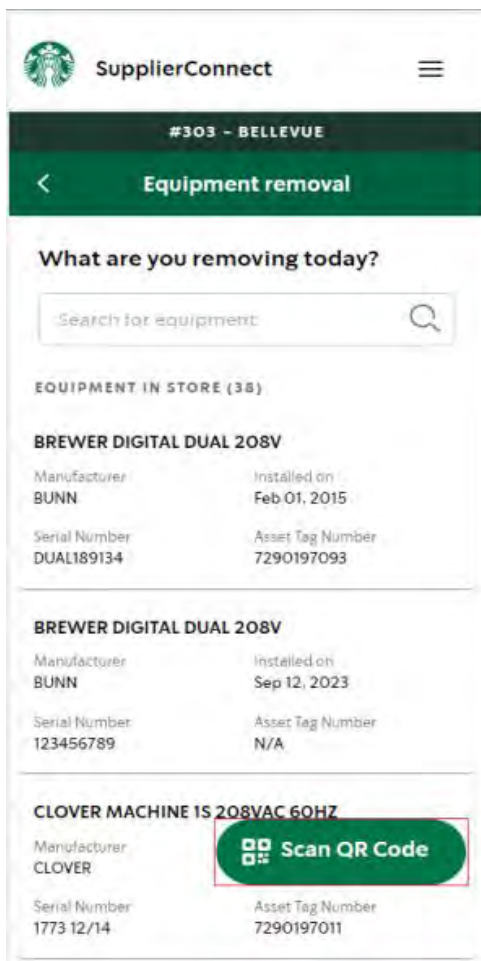
- Tap on the card corresponding to the equipment to be removed
- The “Let’s check the details” screen displaying the equipment info opens
- Confirm the equipment information is correct
- Scroll down and select *Continue*
- The “Equipment removal method” screen will open



Equipment Removal and Retire

Equipment Selection – QR Code Scan

- User is brought to the “Select Equipment” store screen.
- Select *Scan QR Code* button
- Camera opens with Scan QR Code Prompt
 - Locate Starbucks Asset Tag (ex. 7290039241)
 - Center tag in on screen prompt displayed
- If the asset tag **does** scan successfully, the user is brought to the “Let’s check the details” screen
- If asset tag **does NOT** scan successfully user will see one of two error codes:
 - **Please re-scan QR Code:** The QR code sticker might be damaged. Re-scan or find equipment in asset list.
 - **Invalid QR Code:** This is not a Starbucks QR code. Please look for valid QR code sticker
 - **Mismatched Info:** If the QR Code Scan results display a different store than the physical store, we must correct the store location info for that asset to match the physical location on the backend



Equipment Removal and Retire

Equipment Removal Method

- Select *Yes* to retire equipment
- Select the “Disposition method” from the drop-down menu
 - Asset Added in Error
 - Asset Validation
 - Donate
 - Duplicate
 - Landfill
 - Property Damage
 - Recycle
 - Serial Number Mismatch
 - Sold
 - Specification Discrepancies
- Add any additional details needed (700 character limit)
- Press *Continue* to confirm equipment removal

SupplierConnect

#303 - BELLEVUE

Equipment removal

Let's check the details

Please ensure this record matches the equipment that you're removing.

* Indicates required field

Equipment info

Equipment removal method

Are you retiring this equipment?*

Yes

No, I'm relocating this equipment

Continue

SupplierConnect

#303 - BELLEVUE

Equipment removal

Let's check the details

Please ensure this record matches the equipment that you're removing.

* Indicates required field

Equipment info

Equipment removal method

Are you retiring this equipment?*

Yes

No, I'm relocating this equipment

What is the disposition method?*

Disposition method

Recycle

Add additional details

Optional 0/700

Continue

Equipment Removal and Retire

Confirm Equipment Removal

- Confirm details of equipment being removed
- Select the check box to attest to verified information
- Tap *Complete Removal* button
- User will be brought to the Acknowledgement Screen
- User is prompted to remove, a connected IoT device (Guardian Module), if applicable
 - **Yes, Continue** - brings the user to the “Equipment removal” screen
 - **Done** - User is back to the “Add Activity” screen for the selected store

SupplierConnect #303 - BELLEVUE

Equipment removal

Confirm equipment removal

Please review the details you've provided before completing removal.
* Indicates required field

Asset Name	MASTRENA II 208V 30AMP
Asset Manufacturer	THERMOPLAN
Asset Model	MASTRENA II
Removal Reason	Retirement - Recycle
Serial Number	410005649

I have ensured that all details shown above are accurate for removal. *

Complete Removal

SupplierConnect #303 - BELLEVUE

Thank you! Your equipment removal request has been submitted.
Activity ID ROJJ1695849519896

Need to remove a connected IoT device?

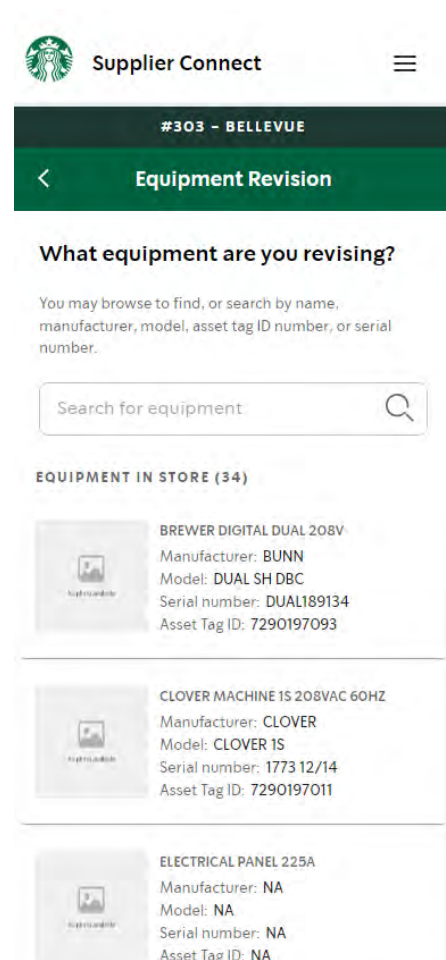
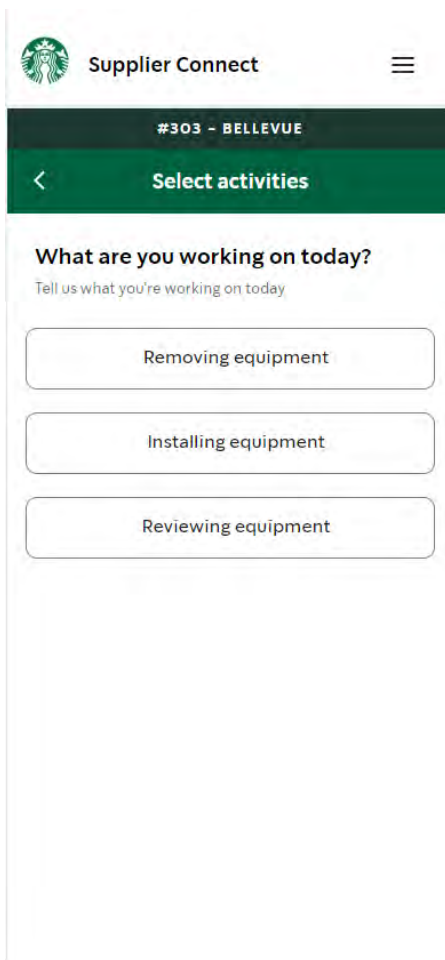
Yes, Continue

Done

Review/Revise Asset Information

Activity Selection

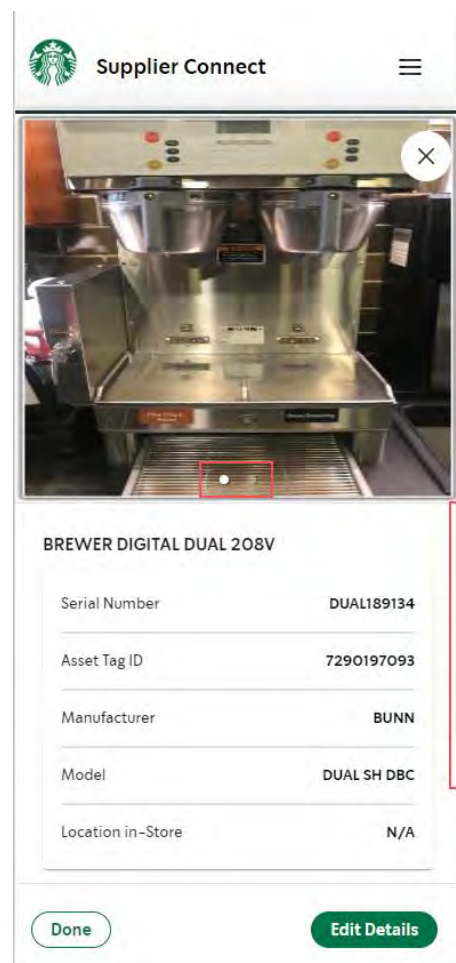
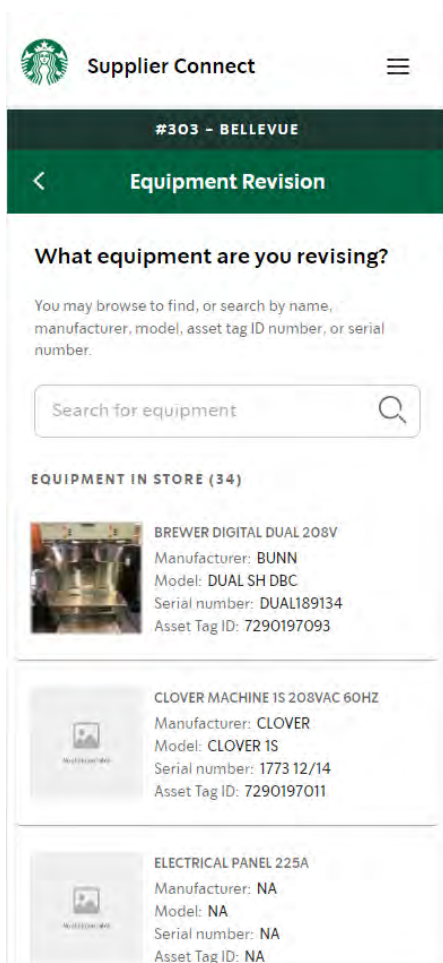
- Select *Reviewing Equipment* from the “Select Activities” screen
- User is brought to the “Equipment Revision” home screen
 - A list of ALL assets assigned to the selected store is displayed



Review/Revise Asset Information

Reviewing an Asset

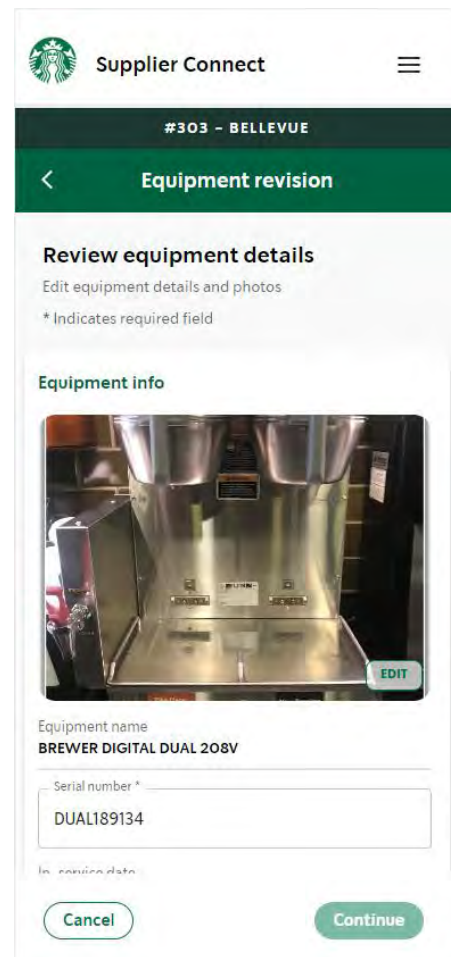
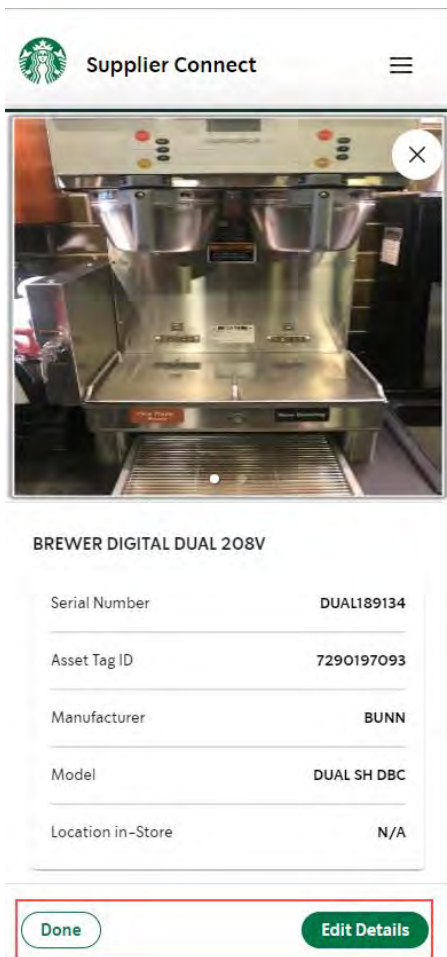
- Use the Search bar to **search by equipment name, type, manufacturer, asset tag or serial number**
 - As the user types the list will sort results
 - The user may scroll through the list to locate the equipment to edit
- Tap on the card corresponding to the equipment to edit
 - The equipment details will display
 - The small circle may be used to scroll through equipment photos
 - The scroll bar on the right indicates the User may scroll down to see more information



Review/Revise Asset Information

Reviewing an Asset

- Confirm the equipment information is correct
 - If displayed information is accurate and no edits are needed. User may select *Done* in the bottom left hand corner to return to the list of assets
- If edits are needed, select *Edit Details* in the bottom right hand corner
 - The “Review equipment details” screen will display



Review/Revise Asset Information

Editing an Asset


- The “Review equipment details” screen displays editable fields for the equipment information
- If no edits are made the *Continue* button will remain greyed out
 - Selecting *Cancel* will take user to the asset list
- To edit, select the field and choose from the drop down menu or input
- **Required Fields** (Blank and pre-filled)
 - If the User selects a required field they must input a value
 - The User is not required to add/change a value in a required field and may bypass a required field
 - ***This should only be in cases where required values are unavailable***
 - Serial Number is a text/number field that will expand the device keyboard when selected
 - Dynamic Picklists can be edited by selecting the down arrow
 - Fields Include: **Manufacturer, Model** and **Location in-store**
 - If the User clears the Manufacturer selection the Model will also be cleared
- In-Service and Install Date be updated by selecting the calendar icon on the right hand side of the screen

Supplier Connect

Review equipment details

Edit equipment details and photos
* Indicates required field

Equipment info



Equipment name
BREWER DIGITAL DUAL 208V

Serial number *
DUAL189134

In-service date
Feb 01, 2015

Install date
Feb 01, 2015


Cancel Continue

Supplier Connect

Manufacturer *
BUNN

Model*
DUAL SH DBC,120/208GRY (SBUX)

Asset Tag ID



Asset Tag ID *
7290197093

Scan

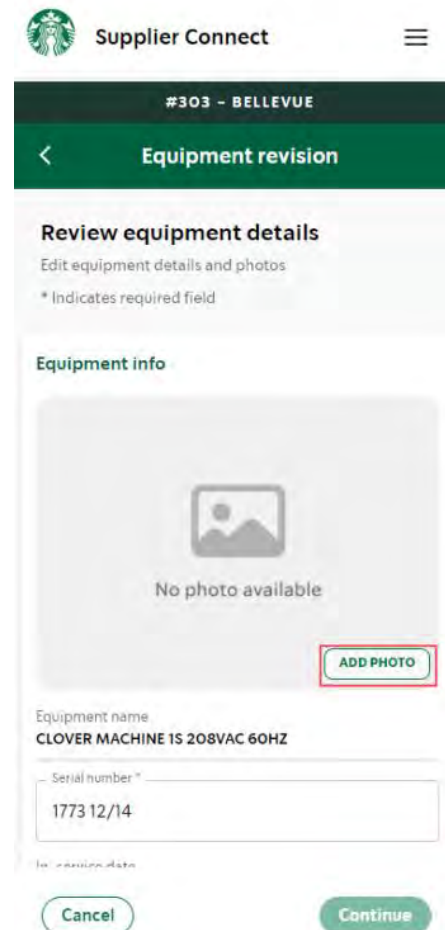
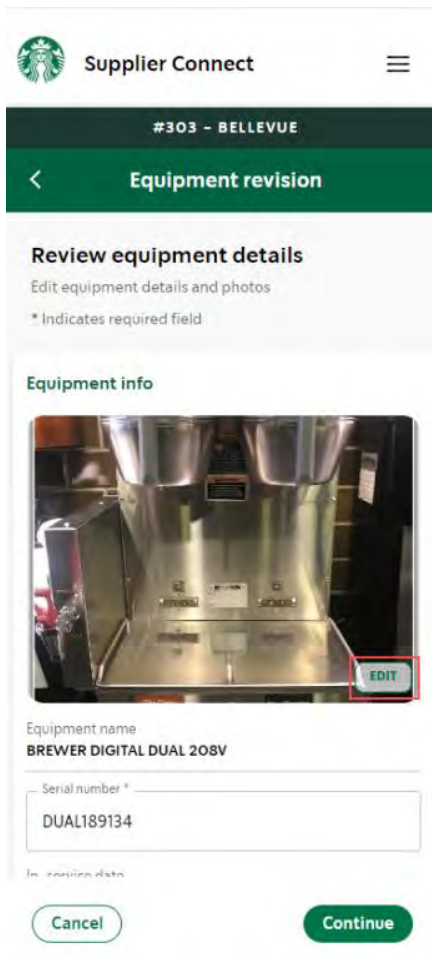
Location in-store
Location in-store*
Engine

Cancel Continue

Review/Revise Asset Information

Photo Upload, Replacement and Edit

- If the user needs to add or edit a photo click on the corresponding button in the bottom right hand corner of the photo field
 - The options to Edit, Retake, or upload a photo from your Library will display



Review/Revise Asset Information

Photo Upload, Replacement and Edit

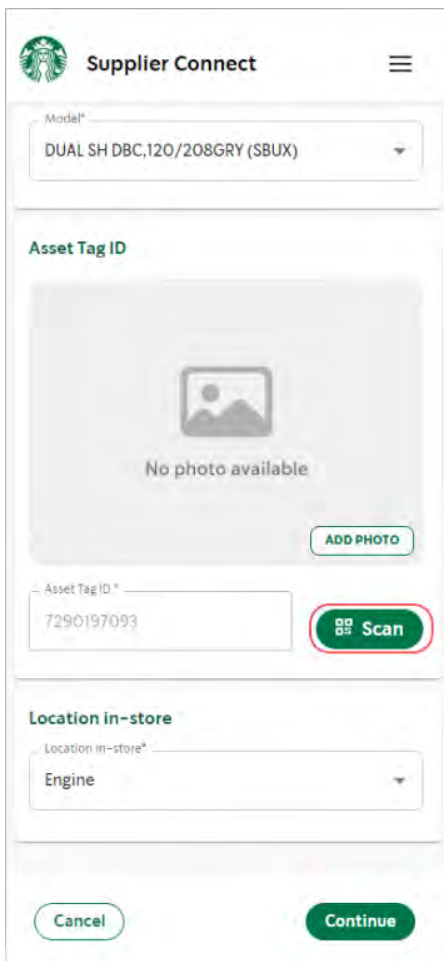
- To retake a photo the User selects *Retake*
 - The camera option will open on the device
- To upload a photo previously taken, the User selects *Library*
 - The option to search for the photo in the camera roll of the device will appear
- When selecting *Edit*
 - The User now has the option to zoom in on the photo or rotate the photo 90 degrees
 - Once you have made the appropriate edits click *Done*



Review/Revise Asset Information

Asset Tag ID - QR Code Scan

- Select *Scan QR Code* button
- Camera opens with Scan QR Code Prompt
 - Locate Starbucks Asset Tag (ex. 7290039241)
 - Center tag in on screen prompt displayed
 - If the asset tag **does** scan successfully, the user is brought to the “Review equipment details” screen
 - The “Asset Tag ID” photo and text/number fields should now be populated



Starbucks Supplier Connect

Model*
DUAL SH DBC,120/208GRY (SBUX)

Asset Tag ID

No photo available

ADD PHOTO

Asset Tag ID *
7290197093

Scan

Location in-store

Location in-store*
Engine

Cancel Continue



Review/Revise Asset Information

Confirm Equipment Changes

- Once all edits are complete select *Continue*
- User will be brought to the “Confirm equipment changes” screen
- Please review the information
- Once confirmed check the box at the bottom of the screen and select *Complete revision*
- The User is prompted to if more equipment records need revisions
 - **Yes, Continue** - brings the User to the “Equipment Revision” home screen
 - **Done** – bring the User to the “Confirm Store” screen for the selected store

Starbucks Supplier Connect #303 - BELLEVUE


Equipment Revision

Confirm equipment changes
Please review the details provided before finalizing changes to the equipment record.
* Indicates required field



Equipment Name	BREWER DIGITAL DUAL 208V
Manufacturer	BUNN
Model	DUAL SH DBC,120/208GRY (SBUX)
Serial number	DUAL189134

Starbucks Supplier Connect #303 - BELLEVUE




Equipment Name	BREWER DIGITAL DUAL 208V
Manufacturer	BUNN
Model	DUAL SH DBC,120/208GRY (SBUX)
Serial number	DUAL189134
Asset Tag ID	7290197093
Location in-store	Engine
Install Date	Feb 01, 2015
In-Service Date	Feb 01, 2015
Created Date	Jul 12, 2018

I have ensured that all changes made to the equipment above is accurate. *

Complete revision

Starbucks Supplier Connect #303 - BELLEVUE

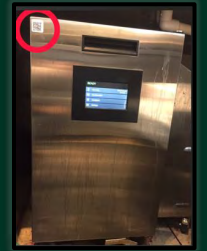


Thank you! Your equipment record revision request has been submitted.
Activity # QIYX1705632998290

Need to make more equipment record revisions?

Yes, continue

Done



THE EQUIPMENT - TAGGED



Bean Grinders

Manufacturers

- Ditting
- Grindmaster
- BUNN

Serial Number Formatting

- **Ditting:** 2036024021 (can be 4-10 digits)
- **Grindmaster:** 950367891
- **BUNN:** G300086902

Details

- There may be more than 1 Grinder in the store
- The smaller Ditting will need to be tilted in order to read the Serial number on the bottom of the unit
- Grinders can sometimes be placed very snugly. You may need to unplug and pull out a Grinder to read the serial number.

Manufacturer's Plate Location

- On the back, side, or bottom of the unit

Tagging Location

- On the front side of the equipment in the upper left corner

Standard Ditting



Tag Locations

Clover Ditting



Ditting Manufacturer's Plate



Grindmaster Grinder & Tag Location



Grindmaster Manufacturer's Plate



BUNN Grinder & Tag Location



Bunn Brewer

Manufacturer

- Bunn

Serial Number Formatting

- DUAL055322

Details

- There may be more than 1 Brewer in high volume stores
- There are a few Bunn Single Brewers in select stores
- Do not tag the Brewer Servers or stand-alone Warmers

Manufacturer's Plate Location

- On the front body panel behind where the Servers dock for brewing

Tagging Location

- On the left side of the equipment in the upper right corner (not on the Server)
- On the left side is preferred unless equipment configuration requires the right side

Manufacture's Plate Location



Tagging Location



Servers & Warmers



Clover Brewer

Manufacturer

- Clover

Serial Number Formatting

- 766 05/12

Details

- There may be more than 1 Clover in high volume stores

Manufacturer's Plate Location

- On the lower section of the right side body panel

Tagging Location

- On the left side of the equipment in the upper right corner
- On the left side is preferred unless equipment configuration requires the right side

Manufacturer's Plate Location



Tagging Location



Clover Vertica Double Brewer

Manufacturer

- Clover

Serial Number Formatting

Most machines will have a serial number like the example below.

For older machines, attach the shorter 4-digit number to the number below it per the example on the right.

- For example, 0051 is four digits.
- Append it to the characters below.
UE30BH1220000020051

Details

- This Brewer is replacing the Bunn Brewer in stores over the next several years

Manufacturer's Plate Location

- Serial number can be located behind the front, removable backsplash - right next to the power button. On a small handful of older machines, it will be on the back of the machine.

Tagging Location

- On the left side body of the equipment in the upper right corner
- On the left side is preferred unless equipment configuration requires the right side



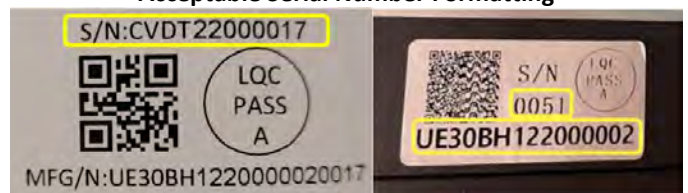
Serial Number Location



Tagging Location



Acceptable Serial Number Formatting



S/N in Compass:
CVDT22000017

S/N in Compass:
UE30BH1220000020051

Dishwasher

Manufacturer

- Hobart

Serial Number Formatting

- 231188569

Manufacturer's Plate Location

- On the top, left inside part of the door

Tagging Location

- On the front side of the door on the upper left corner

Manufacturer's Plate Location



Tagging Location



Espresso Machine – Black Eagle

Manufacturer

- Victoria Arduino

Serial Number Formatting

- 17513

Manufacturer's Plate Location

- Top of the machine on the rear edge

Tagging Location

- On the left side of the equipment in the upper right corner
- On the left side is preferred unless equipment configuration requires the right side



Tagging Location



Manufacturer's Plate Location



Espresso Machine – Mastrena

Manufacturer

- Thermoplan

Serial Number Formatting

- 40-116142

Details

- On the left side of the equipment in the upper right corner
- On the left side is preferred unless equipment configuration requires the right side

Manufacturer's Plate Location

1. Behind the right, front leg of the unit
2. Or remove drip tray, and locate detail on right side below front body panel

Tagging Location

- MASTRENA or VERISMO901 dependent upon the information identified on the Manufacturers Tag



1. Manufacturer's Plate Location



Tagging Location



2. Manufacturer's Plate Location



Espresso Machine – Mastrena II

Manufacturers

- Thermoplan

Serial Number Formatting

- 410004550 (no dash)

Details

- **Serial Number Access** – [Instructions on following page](#)
- Early serial numbers have a dash after the first 2 digits – do not include this
- If the serial number on the keypad doesn't begin with '41' or if it has less than 9 digits, refer to the Manufacturers Plate

Manufacturer's Plate Location

1. The Manufacturers Plate is hidden under the unit, behind the Grounds Drawer. This requires a flashlight to look all the way back to the rear to locate the plate (not regularly accessed)

Tagging Location

- On the left side of the equipment in the upper right corner
- On the left side is preferred unless equipment configuration requires the right side



Tagging Location



Mastrena II Pro Stickers

Mastrena II Techs will apply a Mastrena II Pro sticker to identify the change in equipment specification from Mastrena II-to-Mastrena II Pro located in two areas:

1. Behind the puck drawer
2. On the left side of the Mastrena II Pro and under the existing Asset Tag

Asset Tagging Supplier- **DO NOT REMOVE** the Mastrena II Pro Sticker

Mastrena II – Accessing the Serial Number

1. Turn the knob to select the Gear Icon, then press



2. Press the knob to select “Information”

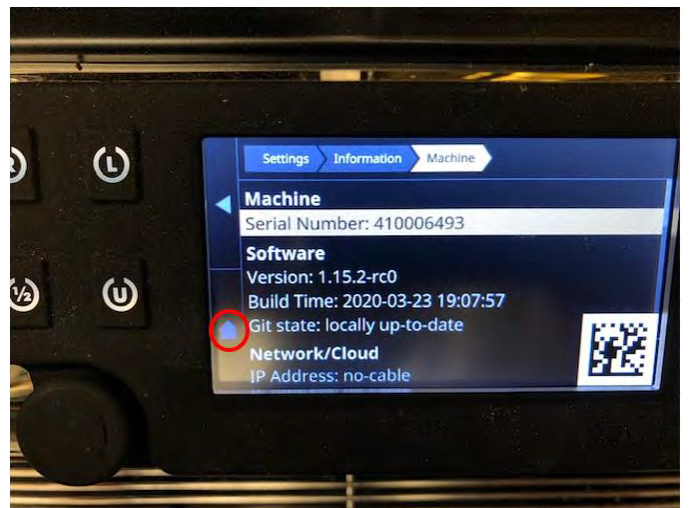


Turn the rotary knob to highlight your selection and press to select

3. Press the knob to select “Machine”



4. You should see the serial number on this screen



When finished, turn the knob to the Home Icon (in red) and press to go back to Home

Mastrena II – Turning On The Machine

If a store is closed and the Mastrenas are turned off, follow these steps to turn on and off:

- Reach under the right side of the machine almost all the way to the back of the machine to locate a square rubber button
- Push the button – you should see the front key pad light up, and see a red glow from the button under the machine
- Access the serial number per page 47

Turn off the machines before leaving the store.

Food Case

Manufacturer

- Structural Concepts

Serial Number Formatting

- 781833 HP241365

Details

- There may be both a Food Case and a Wall of Chill in a store

Manufacturer's Plate Location

- Food Case: back of the unit – upper left corner beneath the shelf

Tagging Location

- Food Case: On the rear side of the equipment in the upper left corner by the manufacturer's plate

Food Case



Zephyr Case



Manufacturer's Plate & Tagging Location



Food Case – Chilled Wall

Manufacturer

- Structural Concepts

Serial Number Formatting

- 781833 HP241365

Details

- There may be both a Food Case and a Wall of Chill in a store

Manufacturer's Plate Location

Interior ceiling panel on the right side

Tagging Location

- On the interior ceiling panel in the upper right corner by the manufacturer's plate



Manufacturer's Plate & Tagging Location



Freezer

Manufacturers

- True
- Norlake
- Traulsen

Serial Number Formatting

- **True:** 7651763
- **Norlake:** 14061059
- **Traulsen:** T25364A14

Details

- There may be more than 1 Freezer in high volume stores
- 1-Door and 2-Door models

Manufacturer's Plate Location

- Inside the Freezer on the upper left side

Tagging Location

- On the front side of the equipment in the upper left corner above the door



Manufacturer's Plate



Tagging Location



Ice Machine – Ice-O-Matic

Manufacturer

- Ice-O-Matic

Serial Number Formatting

- 12081280013200

Details

- Do not capture any of the lower Ice Bin information – only the ice-making head

Manufacturer's Plate Location

- Inside the head of the unit – on the upper right side:
 1. Remove the phillips screws from the front cover panel
 2. Remove the front cover panel to access the plate

Tagging Location

- On the front side of the ice making section of the equipment in the lower left corner (this is so partners can reach it)

Tagging Location



Manufacturer's Plate



Ice Machine – ICETRO

Manufacturer

- ICETRO

Manufacturer's Plate Location

- On the front side of the ice making section of the equipment in the lower left corner (this is so partners can see it)

Details

- **Do not** enter asset information in the Asset Tagging App
- The ICETRO is a leased piece of equipment, so it will not be staying in the store
- Attach a **Loaner Tag** to the Ice Machine head rather than a QR Code Asset Tag
- Do not capture any of the lower Ice Bin information either

Loaner Tagging Location



Ice Machine – Scotsman & Follett

Manufacturers

- Scotsman
- Follett

Serial Number Formatting

- **Scotsman:** 09111320011889
- **Follett:** QA13791-198 22

Details

- Do not capture any of the lower Ice Bin information – only the ice-making head

Manufacturer’s Plate Location

- **Scotsman:** Inside the head of the unit – on the upper right side:
 1. Remove the phillips screws from the front cover panel
 2. Remove the front cover panel to access the plate
- **Follett:** On the right side panel of the ice-making head

Tagging Location

- On the front side of the ice making section of the equipment in the lower left corner (this is so partners can reach it)

Scotsman
Tagging Location



Follett
Tagging Location



Manufacturer’s Plate



Manufacturer’s Plate



Nitro Draft Components

Taps
(No Tag)



Nitrogen Generator
(Tag)

Nitrogen Beverage Dispenser
(Tag)

Nitrogen Beverage Dispenser

Manufacturers

- Welbilt
- JoeTap

Serial Number Formatting

- **Welbilt:** 1709150000678
- **JoeTap:** 1071494

Details

- A store will have 1 manufacturer or the other – never both
- The JoeTap unit can be distinguished by the presence of the LED screen on the door. The model name should be JT-NITCOM-L or JT-NITCOM-R dependent on which side the hinge is on

Manufacturer's Plate Location

- **Welbilt:** Inside the Refrigerator on the upper left side
- **JoeTap:** On the rear or left side of the unit. The Manufacturers tag will be titled "Automatic Bar Controls" however we will be entering in JOETAP in Compass

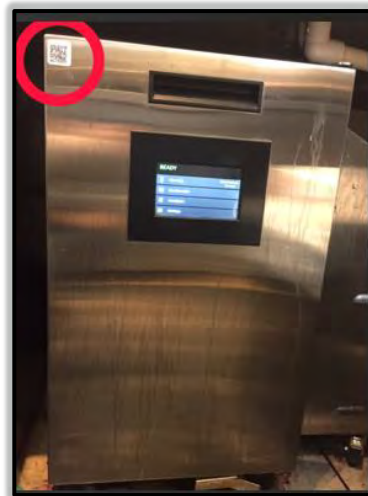
Tagging Location

- On the front door of the equipment in the upper left corner

Welbilt
Tagging Location



JoeTap
Tagging Location



Manufacturer's Plate



Manufacturer's Plate



Nitrogen Generator

Manufacturers

- GAST – 2 models: 1990001 and 1993010
- Parker Hannifin

Serial Number Formatting

- **GAST:** 619801345
- **Parker Hannifin:** 419804661

Details

- Most Generators are located under the counter in the vicinity of the Nitrogen Beverage Dispenser, however some may be located on the back line or on the other side of the wall in the back of house
- **IMPORTANT:** If a unit is plumbed so tight it can't be moved, record the serial number as "NOACCESS[insert Asset Tag ID]".
 - For example, NOACCESS7290012345 – (no spaces between letters and numbers) .

Manufacturer's Plate Location

- On the back panel on the bottom.
- **NOTE:** the name GAST is called out in small letters at the bottom of the plate

Tagging Location

- **GAST:** On the front side of the equipment in the upper right corner
- **Parker Hannifin:** On the front side of the equipment in the upper left corner

Gast: Model 1990001



Gast Compact: Model 1993010



Parker Hannifin



Manufacturer's Plate



Oven - Turbochef

Manufacturer

- Turbochef

Serial Number Formatting

- NGOD22022 or NGCD007263

Details

- There are 2 models of the Turbochef: NGO and NGC
- There are a limited number of Turbochef in the field

WARNING: the inside of an Oven door can be very hot, so ensure it is closed when working with the equipment

Manufacturer's Plate Location

1. Remove front panel under the door to locate the plate
2. Or press the "Info" button on the key pad for one second. Please use this as a last resort. Holding down the "Info" button any longer may cause unwanted malfunctions for the ovens display

Tagging Location

- On the left side of the equipment in the upper right corner
 - On the left side is preferred unless equipment configuration requires the right side

Turbochef NGO



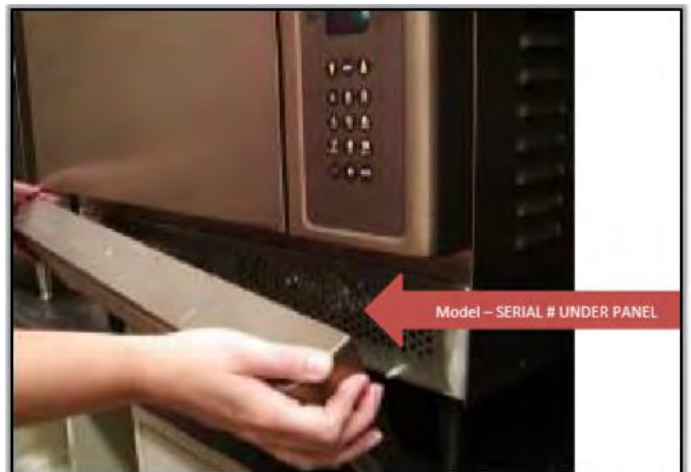
Turbochef NGC



Tagging Location



Turbochef's Manufacturer's Plate



Oven - Merrychef

Manufacturer

- Merrychef

Serial Number Formatting

- 1907213091372

WARNING: the inside of an Oven door can be very hot, so ensure it is closed when working with the equipment

Splash Screen Serial Number Access:

- Upon start up, tap the top right of the splash screen to bypass preheat of the cavity. Serial Number display at the bottom of this screen

Manufacturer's Plate Location

- On the left panel, right panel and back panel of each Oven

Tagging Location

- On the front of the equipment in the lower left corner – between the door and the On/Off switch



Serial Number on Screen



Manufacturer's Plate



Tagging Location



Oven – Combi

Manufacturer(s)

- Convotherm

Serial Number Formatting

- **XS8JE0355**
 - The first 5 characters pertain to production and model information (There is a mix of letters and numbers)
 - The final 4 characters are a consecutive number series based on device size

Details

- There are a limited number of Combi ovens in the field

WARNING: the inside of an Oven door can be very hot, so ensure it is closed when working with the equipment

Manufacturer’s Plate Location

- On the bottom of the Left Side Panel of the Oven

Tagging Location

- On the front of the equipment in the upper left corner – on the panel above the oven door

Tagging Location



Manufacturer’s Plate



Refrigerator – Under-Counter

Manufacturers

- True
- Delfield
- Traulsen

Serial Number Formatting

- **True:** 7551505
- **Delfield:** 812152000271
- **Traulsen:** T25364A14

Details

- Most Under-Counter Refrigerators are located in the front of house
- Default to Delfield as the manufacturer when there are multiple manufacturers listed on the manufacturer tag

Manufacturer's Plate Location

- Inside the Refrigerator on the upper left side
- Older units may be inside the Refrigerator on the back panel near the fan

Tagging Location

- On the front door of the equipment in the upper left corner

Tagging Location



Manufacturer's Plate



Refrigerator – Reach-In

Manufacturers

- True
- Delfield
- Traulsen

Serial Number Formatting

- **True:** 7551505
- **Delfield:** 812152000271
- **Traulsen:** T25364A14

Details

- Most Reach-In Refrigerators are located in both the back of house
- There a multiple Refrigerator models to tag: 1-Door, 2-Door, Under-Counter, Reach-In, and Walk-In

Manufacturer’s Plate Location

- Inside the Refrigerator on the upper left side

Tagging Location

- On the front of the equipment in the upper left corner above the door

2-Door Reach In



Tagging Location

1-Door Reach In



Manufacturer’s Plate



Refrigerator – Walk-In

Manufacturers

- Delfield
- Norlake

Serial Number Formatting

- Varies greatly depending on model and age

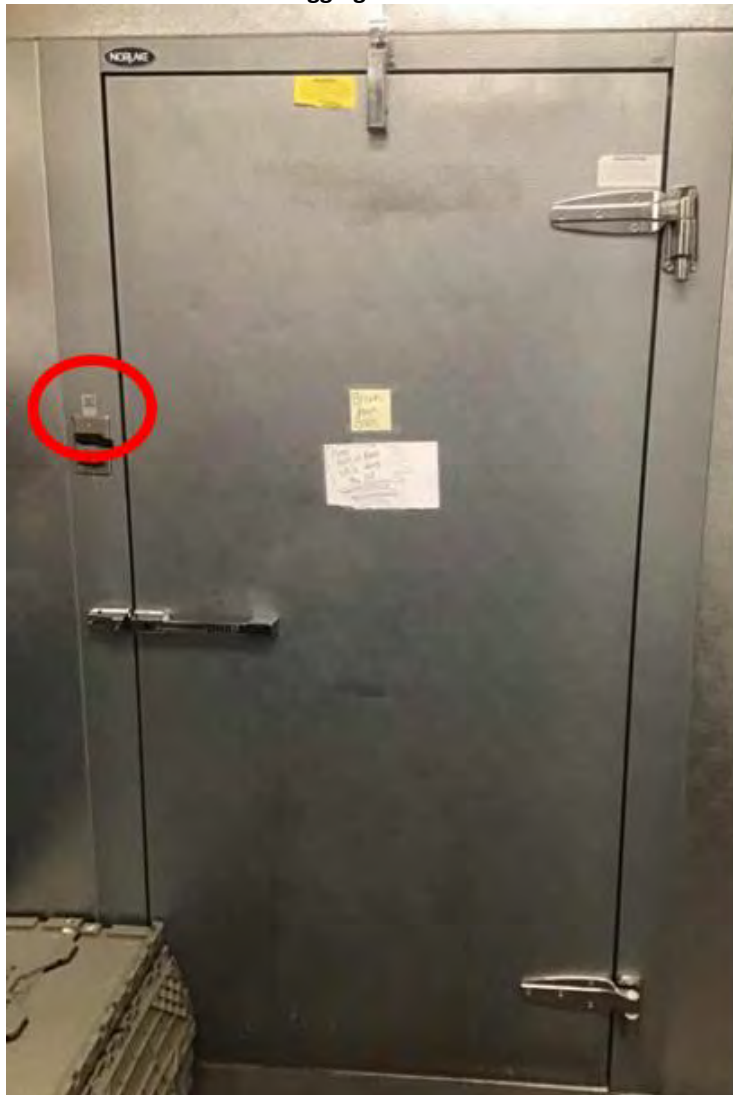
Manufacturer’s Plate Location

- Usually inside the Refrigerator on the upper left side

Tagging Location

- On the front of the equipment to the left of the door above the switch

Tagging Location



Safe

Manufacturers

- American Security
- NKL

Serial Number Formatting

- **American Security:** KS 484663.
 - Sometimes there is a 2nd serial number beginning with AP (e.g., AP147462). If both are present, use the KS one as the default
- **NKL:** SP2004033066

Details

- The Safe is located under-counter in the front of house, usually near the Food Case
- Safes do not have model numbers. The model name should be 'Left Hand' or 'Right Hand' which indicates which side the hinge is on.
- Only American Security has serial number access via the keypad

Manufacturer's Plate Location

- On the front of the Safe in various locations, and via the American Security keypad (see instructions on the following pages)

Tagging Location

- On the front side of the equipment in the upper left corner above the door



American Security Safe Wizard – Accessing the Serial Number

Press the HELP button

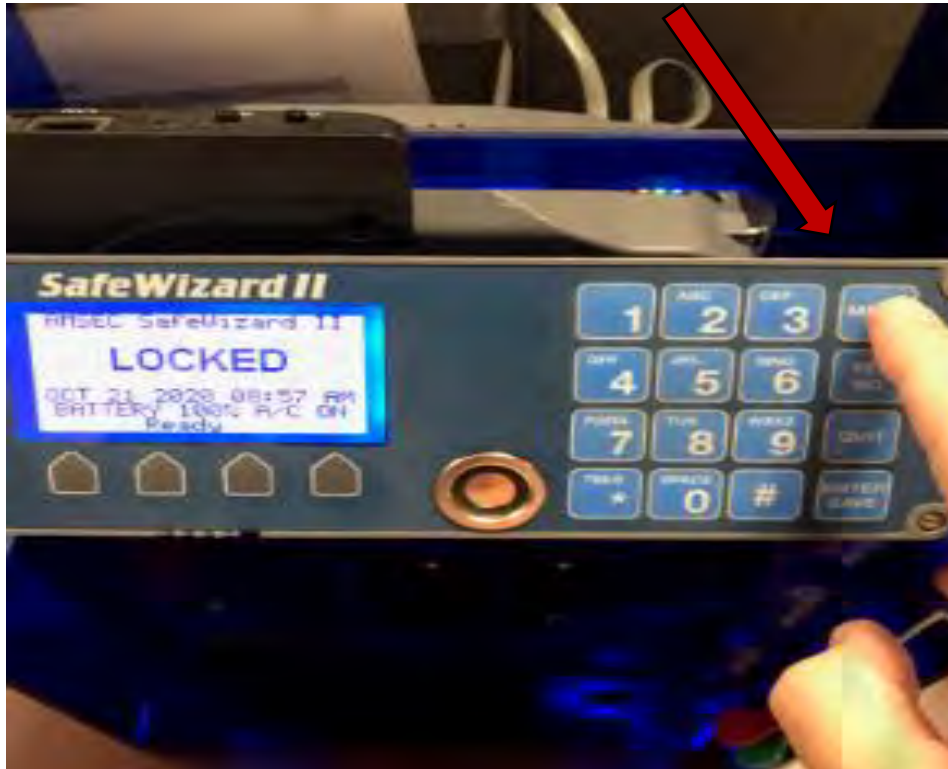


The serial number is displayed. Add "KS[space]" in front of the numbers

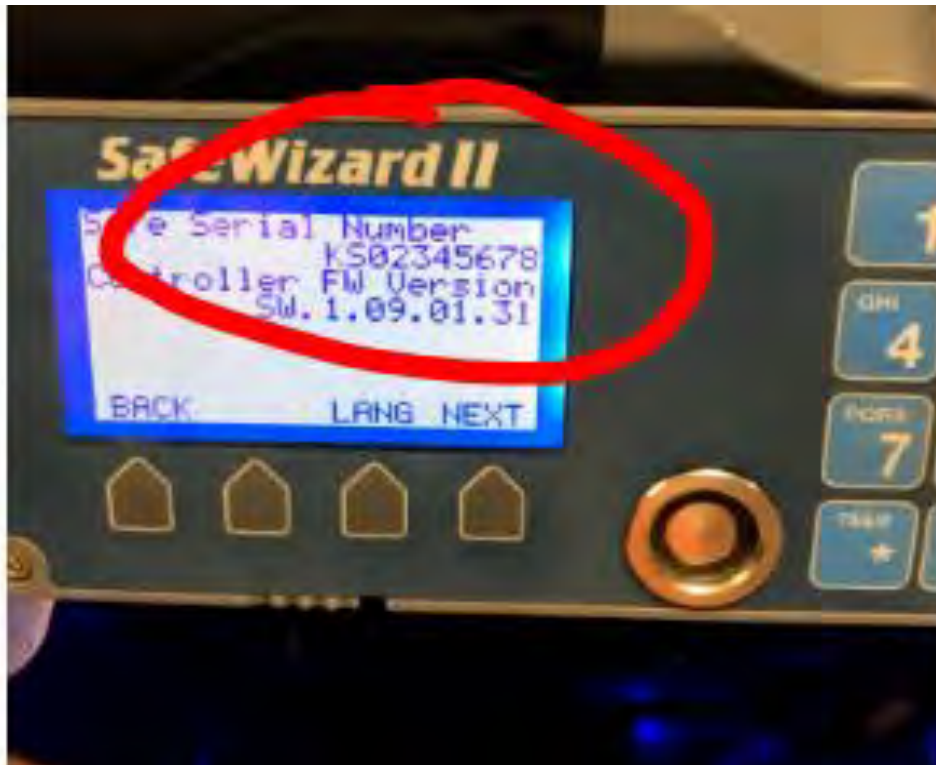


American Security Safe Wizard II – Accessing the Serial Number

Press the MENU button



The serial number is displayed



SmartSafe

Manufacturers

- Tidel

Serial Number Formatting

- UG-12345 (UG-5 digits)
- Additional access using the Safe's screen

Details

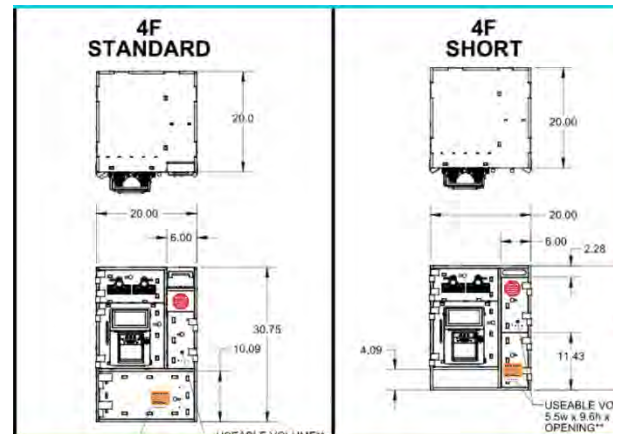
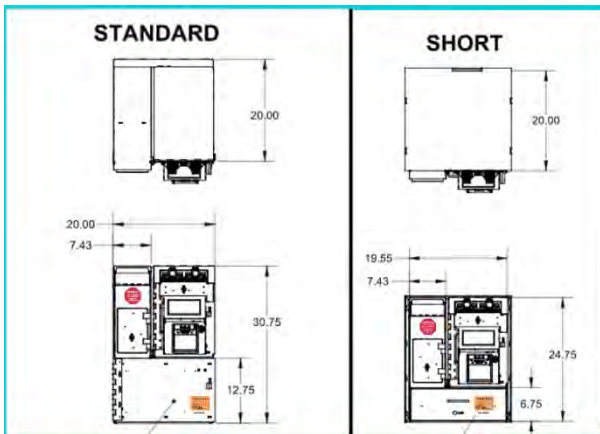
- The Safe is located under-counter in the front of house, usually near the Food Case
- Safes do not have model numbers. The model name should be 'Left Hand' or 'Right Hand' which indicates which side the hinge is on.
- There are 4 variations
 - Tidel Starbucks Standard
 - Tidel Starbucks Short
 - Tidel Starbucks 4F Standard
 - Tidel Starbucks 4F

Manufacturer's Plate Location

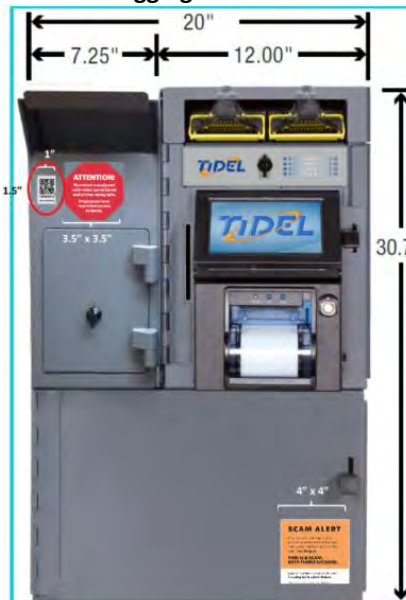
- On the inside of the of the door

Tagging Location

- On the front side of the equipment in the upper left corner above the door



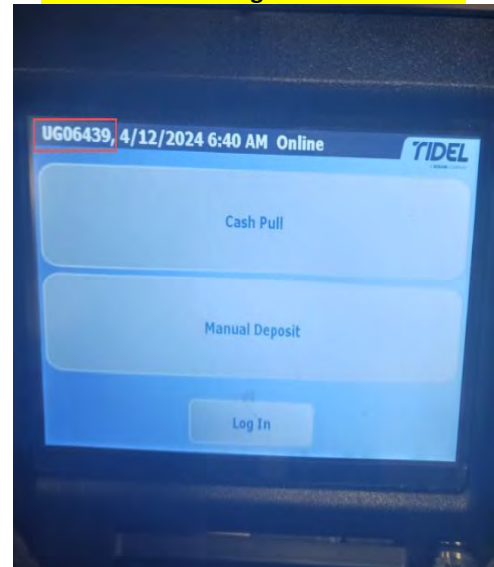
Tagging Location



Manufacturer's Plate



Serial Number – Login Screen Location



Warming Wall

Manufacturer(s)

- Flexserve

Serial Number Formatting

- 4T-1000-SB-0823046750

Details

- The unit power switches are located in a pull-out underneath the bottom shelf

Manufacturer's Plate Location

- On the right side of the power switch box in the bottom pull-out

Tagging Location

- On the left side of the front facing, upper panel

Tagging Location



Power Switch Pull-out



Manufacturer's Plate





THE EQUIPMENT – NON TAGGED



Air Curtain

Manufacturer

- Locate on manufacturer label, if accessible
 - if not on selection picklist, select “Not Listed”
 - if not accessible, select “No Access”

Serial Number Formatting

- Locate on manufacturer label
 - Refer to serial number guidelines for formatting

Manufacturer’s Plate Location

- Locate on manufacturer label, if accessible
 - if not on selection pick list, select “Not Listed”
 - if not accessible, select “No Access”

Details

- Can be found over any exterior door or drive through window
- Store can have more than 1 air curtain
- Do not place an asset tag
- Manufacturer label photo – if not accessible, take a photo of the equipment

Example of Equipment



Guardian Module

Manufacturers

- Qjio (on M2s only)
- Avnet

Serial Number Formatting

- 2201 001376 2105

Manufacturer's Plate Location

- On the face of the device

Details

- Model number is 20294 Starbucks Secure Guardian



Hot Water Heater

Manufacturer

- Locate on manufacturer label, if accessible
 - if not on selection picklist, select “Not Listed”
 - if not accessible, select “No Access”

Serial Number Formatting

- Locate on manufacturer label
- Refer to serial number guidelines for formatting

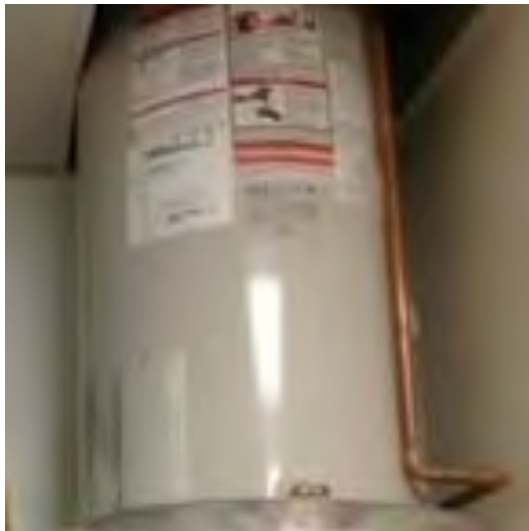
Manufacturer’s Plate Location

- Locate on manufacturer label, if accessible
 - if not on selection pick list, select “Not Listed”
 - if not accessible, select “No Access”

Details

- Can be found in back of house
- Hot water heater can be installed on the floor, up on a shelf into the ceiling, or into a cabinet
- Do not place an asset tag
- Manufacturer label photo – if not accessible, take a photo of the equipment

Example of Equipment



Ice Bin

Manufacturer

- Locate on manufacturer label, if accessible
 - if not on selection picklist, select “Not Listed”

Serial Number Formatting

- Locate on manufacturer label
 - Refer to serial number guidelines for formatting

Manufacturer’s Plate Location

- Locate on manufacturer label, if accessible
 - if not on selection pick list, select “Not Listed”

Details

- Can be found in back of house underneath the ice machine
- Do not tag the ice bin
- Ice bin is the bottom part of the equipment, separate from the ice machine
- Manufacturer label photo – if not accessible, take a photo of the equipment

Example of Equipment



Ice Dispenser

Manufacturer

- Locate on manufacturer label, if accessible
 - if not on selection picklist, select “Not Listed”

Serial Number Formatting

- Locate on manufacturer label
 - Refer to serial number guidelines for formatting

Manufacturer’s Plate Location

- Under front panel of the unit
 - Panel needs to be removed to access plate

Details

- Do not tag the ice dispenser
- Manufacturer label photo – if not accessible, take a photo of the equipment

Example of Equipment



Ice Diverter

Manufacturer

- Locate on manufacturer label, if accessible
 - if not on selection picklist, select “Not Listed”

Serial Number Formatting

- Locate on manufacturer label
 - Refer to serial number guidelines for formatting

Manufacturer’s Plate Location

- Locate on manufacturer label, if accessible
 - if not on selection pick list, select “Not Listed”

Details

- Do not tag the ice diverter
- Manufacturer label photo – if not accessible, take a photo of the equipment

Example of Equipment

Manufacturer’s Plate



Ice Diverter Shelf



Milk Dispenser

Manufacturer

- Locate on manufacturer label, if accessible
 - if not on selection pick list, select “Not Listed”

Serial Number Formatting

- Locate on manufacturer label
 - Refer to serial number guidelines for formatting

Manufacturer’s Plate Location

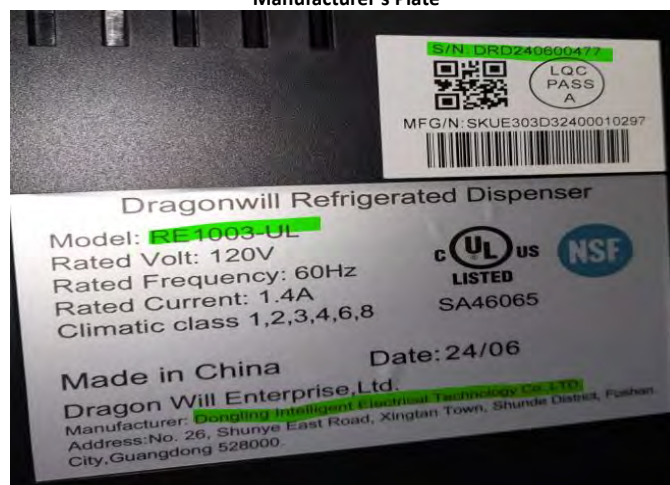
- On the back of the unit
 - Slide mounts may be delicate, pull forward with care

Details

- Do not tag the milk dispenser
- Manufacturer label photo – if not accessible, take a photo of the equipment

Example of Equipment

Manufacturer’s Plate



VFD Water Booster Pump

Manufacturer(s)

- Grundfos

Serial Number Formatting

- 0011306

Manufacturer's Plate Location

- On the water booster pump tank

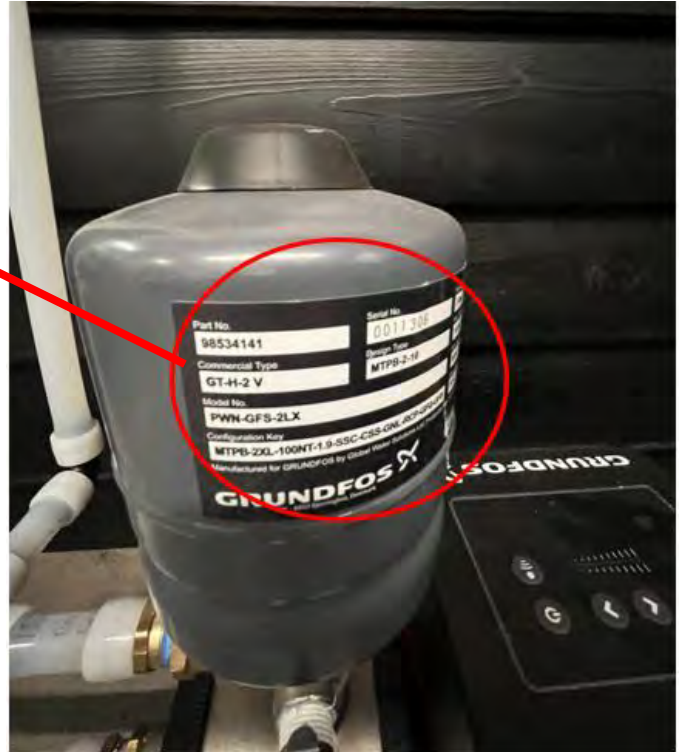
Details

- Installed in the back of house near the water filtration system

Installed Example



Manufacturer's Plate



Water Filter System

(Water System, RO System, Water Softener)

Manufacturer

- Everpure
 - Pentair is the parent company and may be seen on the asset as well

Serial Number Formatting

- Locate on manufacturer label
 - Refer to serial number guidelines for formatting
-

Models

- Configuration I, Configuration II, or Configuration III
- Use reference photos to determine which config to select
- The selected configuration will be used on each individual asset within the system

Details

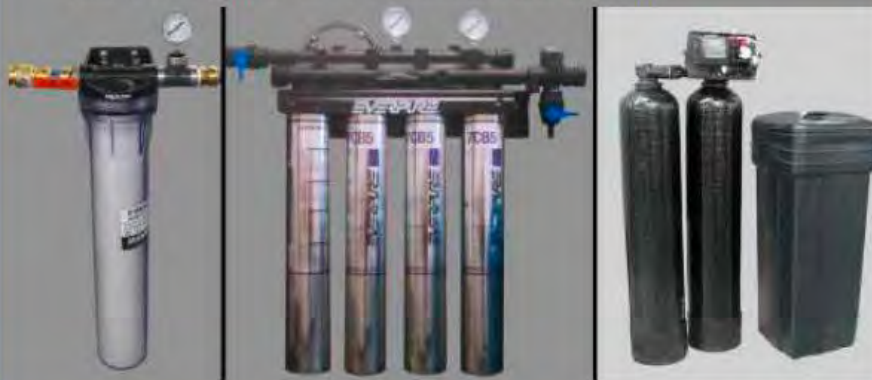
- System can be found in back of house near sink and mounted on wall and/or floor
- The 3 components can be spread out
- Do not tag any component of the filter system
- Can include 1-3 assets. Enter information for each piece to complete water filter system

[Click Here](#) to reference instructions of how to Create a New Asset

Pentair Configuration I – Base Filtration



Pentair Configuration II – Base Filtration and Softening



Pentair Configuration III – Base Filtration with Integrated Reverse Osmosis and Softening



Water Filter System – Base Filtration / Filter Head

Manufacturer

- Everpure

Model

- **Configuration I: Base Filtration Only**
 - Item Name: **Filter Head, QC71**
 - Item Model: **Select Configuration I, II, or III**

Serial Number Formatting

- Locate on manufacturer label
 - Refer to serial number guidelines for formatting

Details

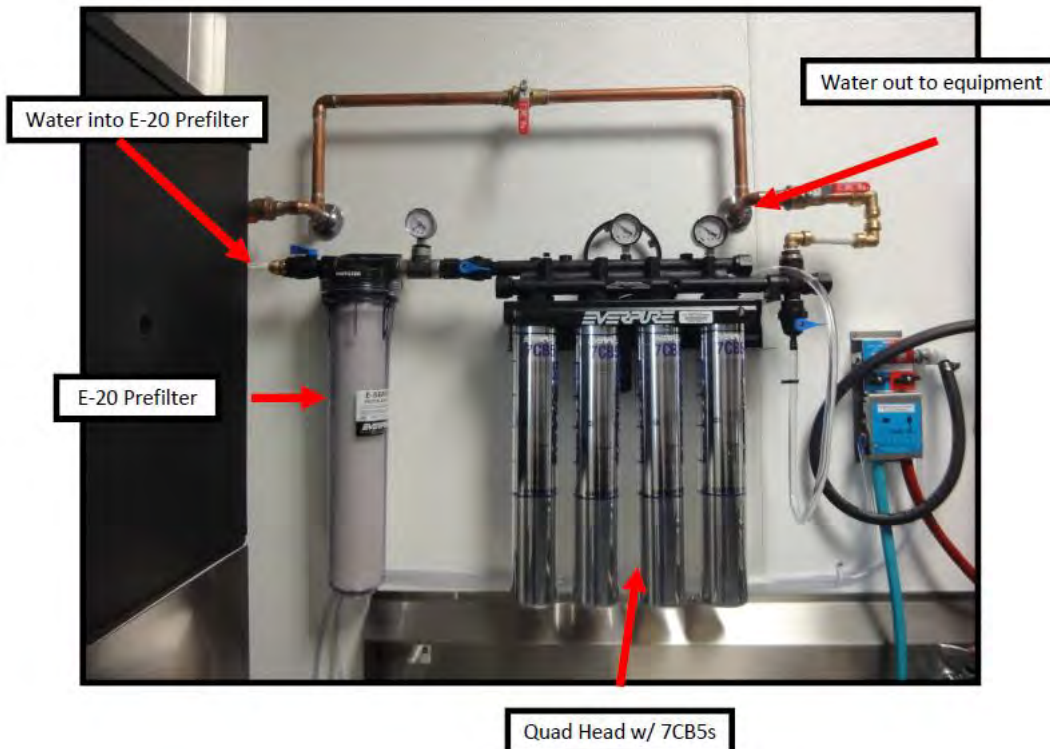
- Base filtration is part of all 3 water filter system configs
- Do not tag

Config 1 is the base system: taste, odor, chlorine etc. Basically, a carbon block with a fine micron sediment filter.

Filter Head



Configuration I – Base Filtration



Water Filter System – Water Softener

Manufacturer

- Everpure

Serial Number Formatting

- Locate on manufacturer label
 - Refer to serial number guidelines for formatting

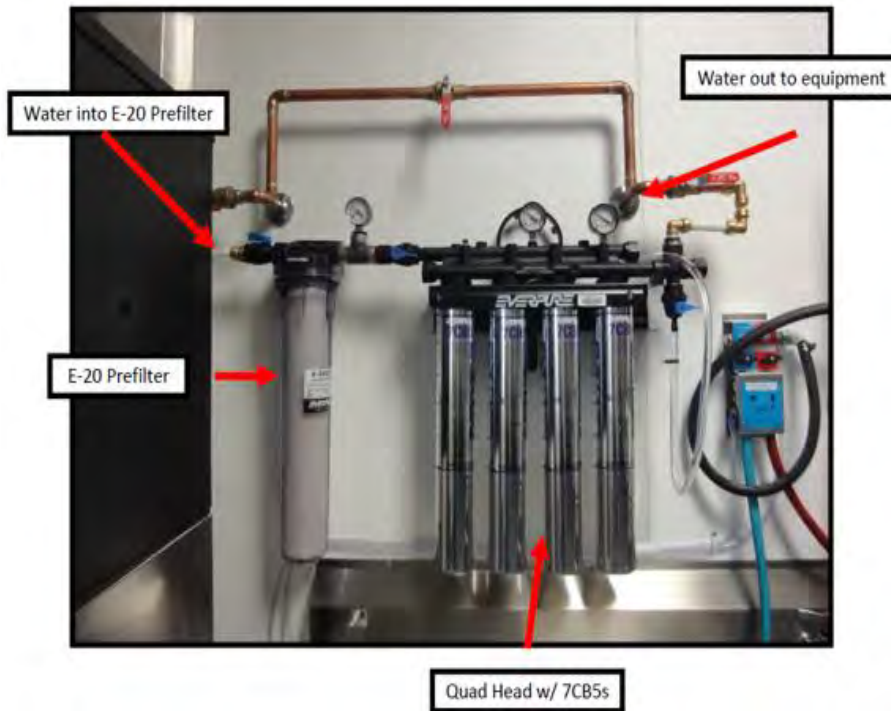
Model

- **Configuration II: Base Filtration + Water Softener**
 - Item Name: **New Water Softener**
 - Item Models: **Select Configuration I, II, or III**

Details

- **Config II add in the softening component**
- Base filtration is part of all 3 water filter system configs
- Do not tag

Config 2 is the base system with a softener. The Softener only feeds the water heater and dish Washing machine.



Twin head water softener

Water Filter System – RO System

Manufacturer

- Everpure

Serial Number Formatting

- Locate on manufacturer label
 - Serial Number may not be present
 - Refer to serial number guidelines for formatting
 - Do not use “System Part Number” on the label

Model

- Configuration III: Base Filtration W/ Integrated RO + Softening
 - Item Names:
 - RO WATER SYSTEM MRS600HE II
 - HIGH EFFICIENCY RO SYSTEM
 - Item Models: Select Configuration I, II, or III

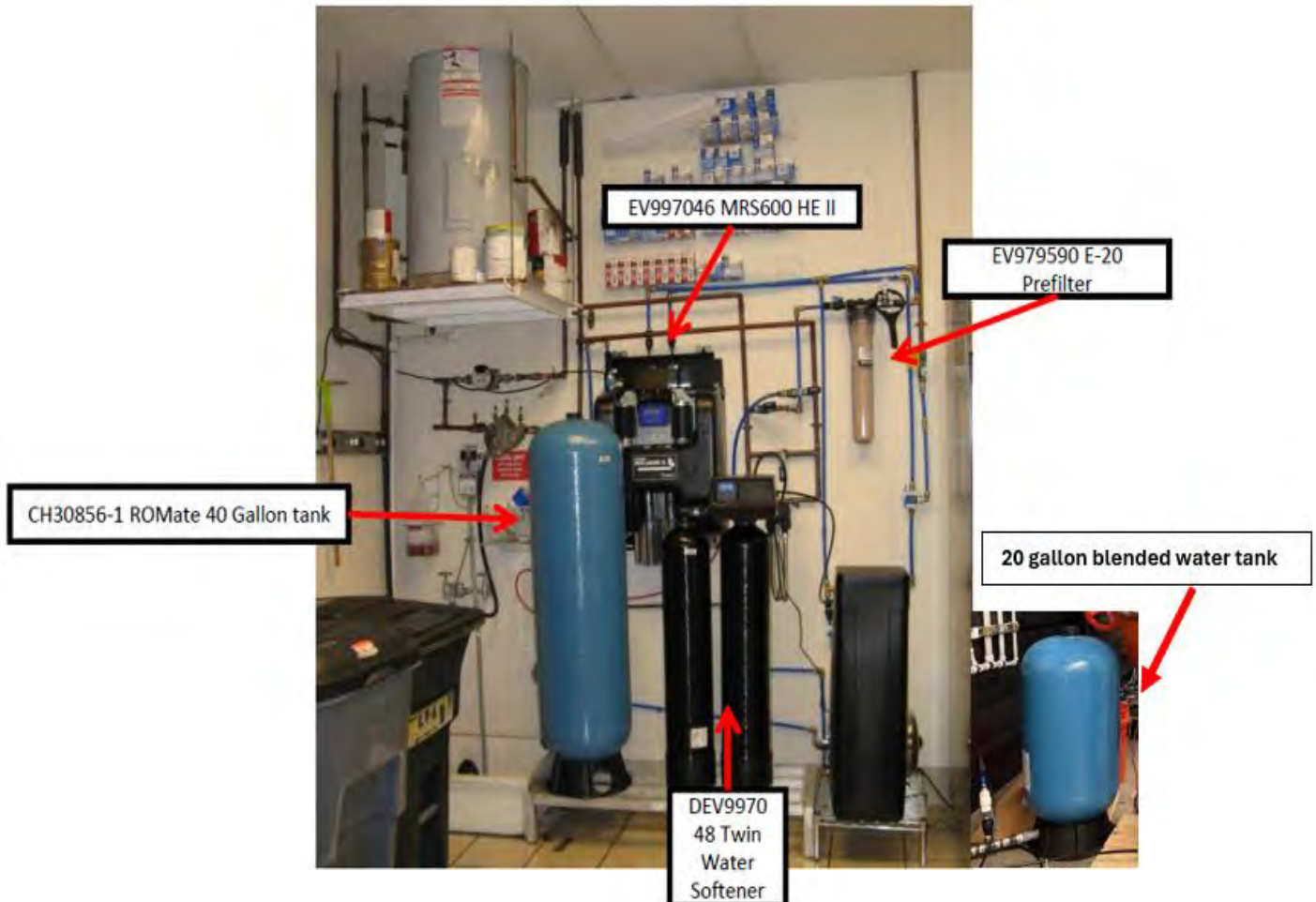
Details

- **Config III add in the softening component**
- Base filtration is part of all 3 water filter system configs
- Do not tag

Config 3 is the Reverse Osmosis system

The Starbucks RO has 2 semi-permeable membranes that take just about everything out of the water, this requires blending water back after. The main RO (MRS 600 HEII) unit is encased in a plastic covering with all filters, pumps and one membrane housed inside (2nd membrane is mounted just outside of the main RO unit). You will also see two blue tanks, the RO permeate tank (larger) and the 20 gallon blended water tank (smaller). The RO also has the water softener as a part of the Configuration 3. The Softener on config 3 feeds the RO to lengthen the life of the membranes; while also feeding the water heater and the dish washing machine.

Configuration III: Base Filtration W/ Integrated RO + Softening





THE EQUIPMENT – RESERVE



Bean Grinders

Manufacturers

- Nuova Simonelli
- Mahlkonig

Serial Number Formatting

- **Nuova Simonelli:** 359738
- **Mahlkonig:** 596094

Manufacturer's Plate Location

- **Nuova Simonelli:** On the bottom of the unit
- **Mahlkonig:** On the right side of the equipment on the bottom

Tagging Location

- **Nuova Simonelli:** On the left side body of the equipment in the upper right corner. On the left side is preferred unless equipment configuration requires the right side
- **Mahlkonig:** Next to the manufacturer plate

Nuova Simonelli Tag Location



Mahlkonig Tag and Manufacturer Plate Location



Brewer Siphon Table

Manufacturers

- Hikari

Serial Number Formatting

- 00089

Manufacturer's Plate Location

- On the left side of the unit

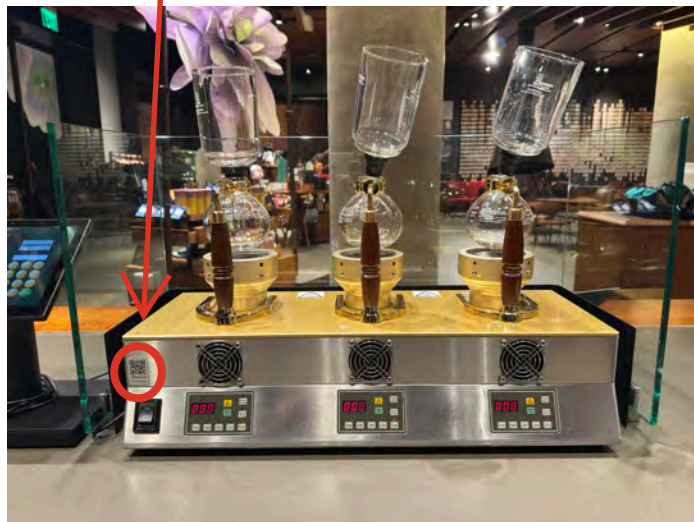
Tagging Location

- On the front side of the equipment in the upper left corner

Manufacturer Plate Location



Tag Location



Dishwasher

Manufacturers

- Hobart

Serial Number Formatting

- 231188592

Manufacturer's Plate Location

- On the bottom left side of the unit

Tagging Location

- On the left side of equipment by the manufacturer's plate

Tag and Manufacturer Plate Location



Espresso System

Manufacturers

- Modbar

Manufacturer's Plate Location

- On the left side of the unit

Serial Number Formatting

- 10001705

Tagging Location

- On the front right side of the equipment

Tag and Manufacturer Plate Location



Nitro Carbonator

Manufacturers

- Elkay

Serial Number Formatting

- 2109029278

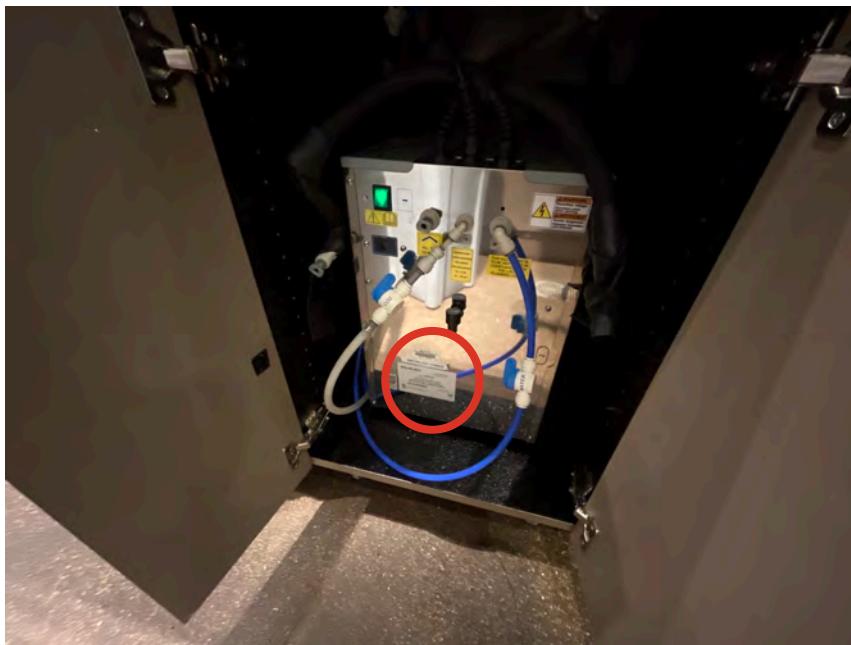
Manufacturer's Plate Location

- On the front or left side of the unit

Tagging Location

- On the front side of the equipment in the upper left corner

Tag and Manufacturer Plate Location



Oven

Manufacturers

- Wenz
- Panimatic
- Polin
- Cres Cor

Serial Number Formatting

- **Wenz:** 705651
- **Panimatic:** 54378
- **Polin:** 5965589/6
- **Cres Cor:** ACC-J000622637-1

Manufacturer's Plate Location

- **Wenz:** Inside wood cabinet on either the left or right side
- **Panimatic:** On the left side of the unit in the upper right corner
- **Polin:** On the right side of each oven deck
- **Cres Cor:** On the back side of the unit

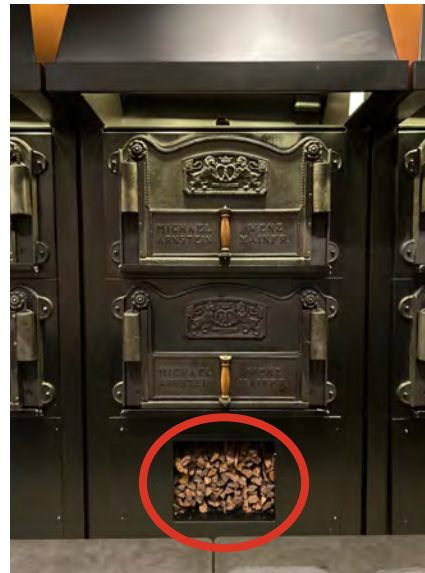
Tagging Location

- **Wenz:** Inside wood cabinet in the upper left corner
- **Panimatic:** On the front side of the equipment in the upper right corner
- **Polin:** On the front side in the upper right corner
- **Cres Cor:** On the left side body of the equipment in the upper right corner. On the left side if preferred unless equipment configuration requires the right side

Panimatic Tag and Manufacturer Plate Location



Wenz Tag and Manufacturer Plate Location



Polin Tag and Manufacturer Plate Location



Cres Cor Tag and Manufacturer Plate Location



Note: Tag each Polin oven deck separately, as each deck has its own data plate

Pourover System

Manufacturers

- Modbar

Manufacturer's Plate Location

- On the left side of the unit

Serial Number Formatting

- PO00043033

Tagging Location

- On the front right side of the equipment

Tag and Manufacturer Plate Location



Slicers

Manufacturers

- Hobart
- Jac
- Omas

Serial Number Formatting

- **Hobart:** 31-1578-610
- **Jac:** 19102001
- **Omas:** A13693

Hobart Tag and Manufacturer Plate Location



Jac Tag and Manufacturer Plate Location



Manufacturer's Plate Location

- **Hobart:** On the right side of the unit
- **Jac:** On the left side of the unit on the bottom left corner
- **Omas:** On the front of the unit

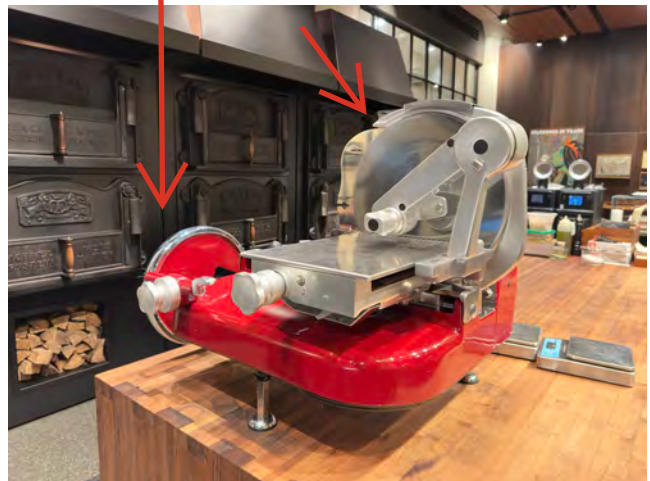
Tagging Location

- **Hoabrt:** On the front side of the equipment in the bottom right corner
- **Jac:** On the left side body of the equipment in the upper right corner. On the left side is preferred unless equipment configuration requires the right side
- **Omas:** On the left side body of the equipment in the upper right corner

Omas Manufacturer Plate



Omas Tag Location



Steam Module

Manufacturers

- Modbar

Serial Number Formatting

- MB007628

Manufacturer's Plate Location

- On the left side of the unit

Tagging Location

- On the front side of the equipment in the upper right corner

Tag and Manufacturer Plate Location



Warming Drawer

Manufacturers

- Hatco
- Wells
- Toastmaster

Serial Number Formatting

- **Hatco:** 99995 12224
- **Wells:** GR140308A0042
- **Toastmaster:** DWB040319A0031

Manufacturer's Plate Location

- **Hatco:** On the right side of the unit
- **Wells:** On the front of the unit
- **Toastmaster:** On the front side of the equipment in the bottom right corner

Tagging Location

- **Hatco:** On the right side body of the equipment in the upper left corner
- **Wells:** On the front right side of the equipment
- **Toastmaster:** On the front side of the equipment in the upper left corner

Hatco Tag and Manufacturer Plate Location



Wells Tag and Manufacturer Plate Location



Toastmaster Tag and Manufacturer Plate Location



Hot Water Towers

Manufacturers

- Marco
- Fetco
- Bunn

Serial Number Formatting

- **Marco:** 0223501164
- **Fetco:** 21101030221975
- **Bunn:** HX00093087

Marco Tag and Manufacturer Plate Location



Manufacturer's Plate Location

- **Marco:** On the back of the unit
- **Fetco:** On the back of the unit
- **Bunn:** On the back of the unit

Tagging Location

- **Marco:** On the front side of the equipment in the upper left corner
- **Fetco:** On the left side body of the equipment in the upper right corner. On the left side is preferred unless equipment configuration requires the right side
- **Bunn:** On the left side body of the equipment in the upper right corner. On the left side is preferred unless equipment configuration requires the right side

Bunn Tag and Manufacturer Plate Location



Fetco Tag and Manufacturer Plate Location

