

INVOICING REQUIREMENTS

Information required to ensure timely payment

Asset Merchandise invoices need to be sent to:

DLAccountsPayable@starboardcruise.com

Consignment Merchandise invoices need to be sent to:

DLconsignmentinvoices@starboardcruise.com

Starboard will pay only the exact payment price stated on purchase order Starboard submits for goods delivered to Starboard or ships designated by Starboard. Your shipments of goods is acceptance of those purchase order terms.

Each invoice must pertain to a single Purchase Order. Do not invoice more than 1 Purchase Order per invoice.

Ensure invoices are in PDF or excel format and include the following information:

- Vendor name and address
- Sold to name and address
- Ship to name and address (ship or DC)
- Invoice number (do not reuse invoice number)
- PO number (only one PO per invoice)
- Invoice date and payment terms (as stated on Starboard's PO)
- Starboard item number (SKU)
- Vendor style
- Units, cost and extended cost
- Total cost & total units shipped
- Delivers terms as stated in Starboard's PO

PAYMENT TERMS

When is payment due

Payments are made in accordance with the terms agreed between our two companies. Due dates are calculated from receipt of merchandise by our DC or ship (N terms) or from receipt of merchandise by our appointed consolidators or goods ready date (C terms).

ACCOUNTS PAYABLE

Supplier Claims

In order to resolve your accounts Payable issues accurately and on a timely basis, please address all inquiries and correspondence to DLAccountsPayable@starboardcruise.com

It is the vendor's responsibility to follow up on claims in a timely manner. Claims related to payments must be submitted within 9 months of the vendor's original invoice date. Star Board will not be liable for claims submitted after 9 months of vendor's invoice date.

INQUIRIES AND REQUESTS

Where to go for help?

Asset Merchandise questions to: DLAccountsPayable@starboardcruise.com

Consignment Merchandise questions to: DLconsignmentinvoices@starboardcruise.com