

Starboard Compliance Requirements – VISUAL & Non-Merchandise Vendor Shipments

The purpose of this document is to directly provide Starboard Cruise Services, Inc. suppliers of Visual or other non-selling merchandise with the critical elements required by Starboard to effectively process this merchandise and expedite payment to our supplier.

Please ensure that everyone in your organization responsible for these types of shipments receives copy of this document and complies with the requirements set forth.

A. Shipment Compliance Requirements:

1. Carton / Crate Markings

Each carton or crate must be labeled with the following information:

- Starboard Purchase Order Number. i.e.: 123456
- Ship From address, Ship To address
- Ship Number, and complete Ship Name, including the Cruise Line name. i.e.: CEL EQUINOX
- Carton or Crate Count X of Y. i.e.: 1 of 20
- Quantity of units or items packed in carton or crate. i.e.: 25 items per carton / 20 cartons per pallet

Label Template:

FROM: Good Vendor, Inc. 123 Bond Street City, State, Country		TO: Starboard Cruise Services 9290 NW 112th Ave, Suite 8 Miami, FL 33178	
PO NUMBER	123456	CARTON COUNT	1 of 5
SHIP NAME	RCL SYMPHONY	UNIT COUNT	152 pcs
SHIP NUMBER	238		

2. Packing List

A Packing List must be attached to carton or crate #1 of the PO shipment, one Packing List per Purchase Order.

The Packing List must contain at least the following information:

- Starboard Purchase Order Number
- Ship From address, Ship To address
- Ship Number, and complete Ship Name, including the Cruise Line name
- Carton or Crate Count X of Y
- Description of items shipped
- Quantity of units or items

3. Pro Forma or Commercial Invoice

Three (3) copies of the Pro Forma or Commercial Invoice must be attached to carton/crate #1 of the PO shipment, one invoice per Purchase Order.

- Your company name, full street or PO Box address, city, state, zip code, phone number(s), fax
- number(s), and email address
- Starboard Cruise Services “Ship To” address
- Starboard Cruise Services “Bill To” address
- Your company Invoice Number
- Your company Invoice Date
- Mode of transportation used to ship
- Starboard Purchase Order number, including prefix
- Country of origin
- The number of units, the item description in English (including vendor’s style), the item cost per unit, the extended cost and currency
- Must show a value per item.

4. Packing and/or Crating

Item shipped must be packed in carton or crate to ensure safe transportation to final destination. Wood packing, crating, and/or palletizing materials must comply with USDA Wood Packaging Materials Regulations. All wood pallets must be treated/fumigated.

5. Delivery Appointments

A delivery appointment is required for shipment delivery.

For Delivery Appointment, submit appointment request to:

DLLogisticsinbound@starboardcruise.com

Our Inbound Team will reply to your email request with an appointment confirmation.

The following information is required at the time of appointment request:

- List of All Purchase Orders to be delivered
- Case count of the delivery
- Pallet count of the delivery
- Carrier name/information

B. Account Payable Invoice for Payment Requirements:**1. Invoice for Payment**

Send the Invoice for payment to the “Bill To” address on the Purchase Order.

- Please send one original commercial invoice and one copy of your packing list by fax or mail to the office specified in the Bill To.

Please ensure the following elements are always shown on your commercial invoice:

- Your company name, full street or PO Box address, city, state, postal zip code, phone number(s), fax number(s), and email address
- Starboard Cruise Services “Ship To” address
- Starboard Cruise Services “Bill To” address
- Your company Invoice Number
- Your company Invoice Date
- Starboard Purchase Order Number, including prefix
- Delivery Terms as agreed w/Starboard Cruise Services
- Payment Terms as agree w/Starboard Cruise Services
- Mode of Transportation used to ship
- The number of units, the item description in English (including vendor’s style), the item cost per unit, the extended cost, and currency
- The number of cartons shipped
- Total amount invoiced per page and final total amount if more than 1 invoice.

Please do not include non-payable merchandise charge on payable merchandise invoices.

Complete Starboard vendor shipment compliance requirements, including Accounts Payable details, are available online in our vendor manual at <https://logistics.starboardcruise.com/#/vendor>