



STARBOARD HOLDINGS, LTD. LOGISTICS VISUAL & NON-SELLABLE MERCHANDISE COMPLIANCE & SHIPPING MANUAL

The purpose of this document is to provide Starboard Cruise Services, Inc. suppliers of visual or other non-sellable merchandise with the critical elements required to ensure proper processing ONLY. For Sellable Merchandise Guidelines, please refer to our [Supplier Compliance & Routing Manual](#).

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


Identifying a Non-Sellable PO

PO-12345		 STARBOARD	
PO #:	PO-12345	Supplier:	Good Vendor, Inc. (609000)
Request Date:	01/01/2030	Contact:	John Smith
Request By:	Merchandising Dept	Fax:	N/A
PO Type:	INVOICE	Terms:	C90
FOB:	N/A	Ship Via:	N/A
Delivery By:	03/01/2030	CER:	N/A
Cruise Line:	ROYAL CARIBBEAN CRUISE LINE	Ship Name:	RCL SPECTRUM OTS - 239
Department:	Starboard Department		

Your Non-Sellable PO will be sent in PDF Form and can be identified by the following:

- Purchase Order Number leads with "PO" followed by a numeric sequence.
- Purchase Order will specify a complete Ship Name & Ship Number

Final Destination: Miami Distribution Center

Bill To Address:	Ship To Address: 
8400 Northwest 36th Street. Suite 600. Miami, FL 33166	9290 NW 112th Ave. Suite 8, Miami, FL 33178

NOTE:

- Non-Sellable shipments to the Miami Distribution Center MUST be Delivered Duty Paid (DDP)
- Wood materials must comply with USDA Wood Packaging Materials Regulations (i.e., treated/fumigated pallets required).

Final Destination: Local Port Agent

Bill To Address:	Ship To Address: 
8400 Northwest 36th Street. Suite 600. Miami, FL 33166	Civitavecchia – Italy M/V (Vessel Name) C/O Priano Marchelli & C SRL Via Degli Artiginai N. 58/A Bolzaneto 16163 Genoa, Italy

NOTE:

- Non-Sellable shipments to Local Port Agents MUST be Delivered Duty Paid (DDP)
- Where the goods are intended for foreign destinations they must be packaged in accordance to appropriate international regulations.

Shipping Compliance Requirements

Carton/Crate Packing Guidelines

- Each carton/crate must contain merchandise for only one Starboard Purchase Order.
- ALL ITEM No. (SKU) can be commingled in a single carton/crate.
- To ensure integrity of cartons, use new cartons, not cartons previously used.
- A carton must not exceed the dimensions of a standard pallet (48"x 40")

Carton/Crate Marking Guidelines

All cartons sent to Starboard Holdings must be labeled. The purpose of the label is to connect the physical units of a Supplier's shipment with our Purchase Order, electronic information, and shipment documents.

Note: Along with your PO. The Merchandising Department will provide you with a carton/crate label to apply on the exterior of each carton/crate.

Label Sample:

<p>239 RCL SPECTRUM OTS</p> <p>PO-12345</p> <p>EMPTY BOXES - RCL Spectrum</p> <p>Vendor: Good Vendor, INC (609000)</p> <p>1 of 1 Boxes Bin#</p>
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Packing List

A packing list must be attached to the lead carton/crate of each PO.

The Packing List must include:

- Starboard Purchase Order Number
- Ship From address, Ship To address
- Ship Number and full Ship Name (including Cruise Line)
- Carton or Crate Count (e.g., 1 of 20)
- Description of items shipped
- Quantity of units or items

Pro Forma or Commercial Invoice

Three (3) copies of the Pro Forma or Commercial Invoice must be attached to lead carton/crate of each PO.

Required information:

- Supplier name, address, city, state, zip code, phone, fax, email
- Starboard “Ship To” address
- Starboard “Bill To” address
- Supplier Invoice Number and Invoice Date
- Starboard PO number (including prefix)
- Country of origin
- Description in English, item count, cost per unit, extended cost, currency
- Must show a value per item

Delivery Appointments (Miami DC Only)

A delivery appointment is required for all shipments.

Send appointment requests to:

 DLLogisticsinbound@starboardcruise.com

Include the following in your request:

- List of all Purchase Orders being delivered
- Case count and pallet count
- Carrier name/information

Separation of Sellable and Non-Sellable Merchandise

Non-sellable merchandise (e.g., visual collateral, marketing materials, testers, samples, display items) must not be mixed with sellable merchandise in any shipment.

- Each shipment must contain either sellable items or non-sellable items—not both.
- Mixing merchandise types may cause delays or result in non-compliance penalties.

Commingled merchandise and/or documentation will result in a Vendor Compliance Chargeback.

International Shipments – Delivered Duty Paid (DDP) Required

For shipments originating outside of the United States, suppliers must ship Delivered Duty Paid (DDP) to our Miami Distribution Center.

- All customs clearance, duties, and taxes must be prepaid by the shipper.
- Starboard will not accept collect shipments or pay duties/taxes upon delivery.

International shipping documentation must clearly indicate:

Incoterm: DDP – Delivered Duty Paid (Miami, FL, USA)

Accounts Payable Invoice for Payment Requirements

Invoice for Payment

Send the invoice for payment to the “Bill To” address on the PO.

Submit one original commercial invoice and a copy of the packing list by fax or mail.

Invoices must include:

- Supplier name, address, contact info
- Starboard “Ship To” and “Bill To” addresses
- Supplier Invoice Number and Invoice Date
- Starboard Purchase Order Number (with prefix)
- Delivery Terms and Payment Terms (as agreed with Starboard)
- Mode of transportation
- Item descriptions in English, quantities, cost per unit, total cost, currency
- Number of cartons shipped
- Total amount invoiced per page, and final total for multi-page invoices

Do not include non-payable merchandise charges on invoices for payable merchandise.