



STARBOARD HOLDINGS, LTD.

STARTRACK

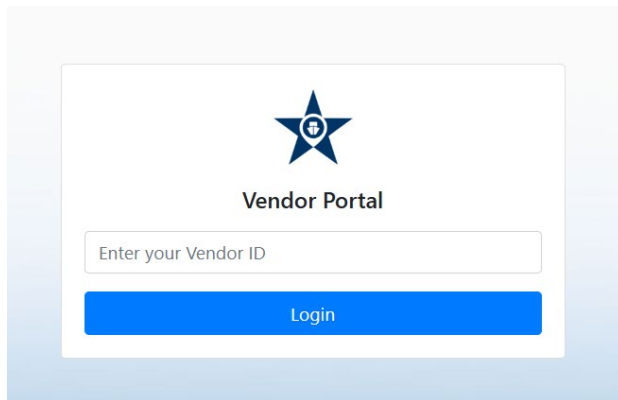
Vendor Portal User Guide

1. Accessing the Vendor Portal

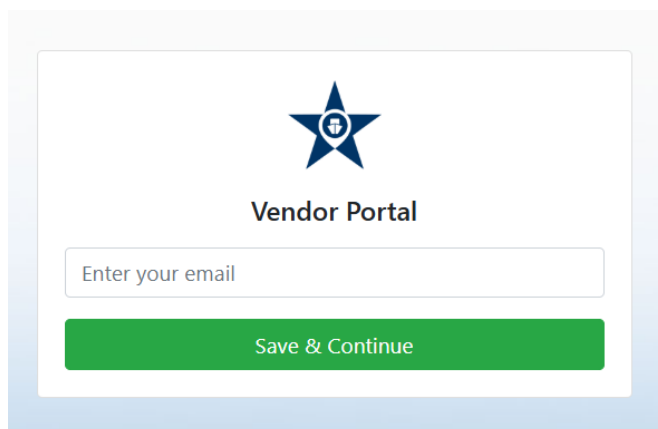
- A. Open **Google Chrome**.
- B. Copy and paste the Vendor Portal link into the browser's address bar.
- C. The login screen will appear.

2. Logging In

- A. Enter your **assigned Vendor Number**.
- B. Click on **Login**.

**3. Email Entry for Fulfillment Contact**

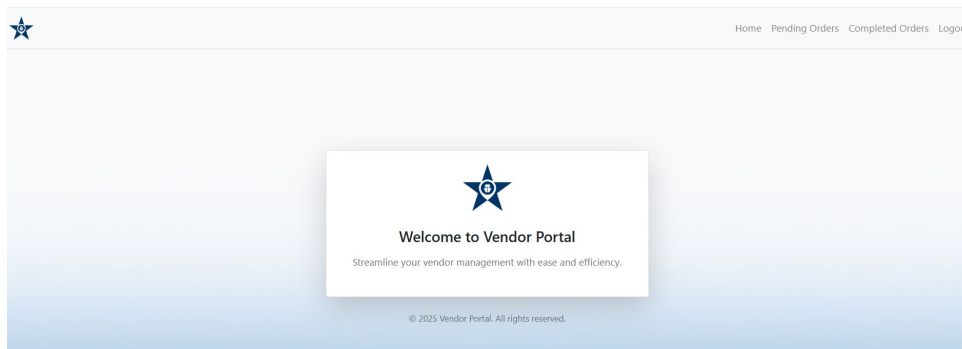
- A. You will be prompted to enter the **email address** of the department or employee responsible for handling the boxes or pallets.
 - I. This may be a distribution center or an internal team.
 - II. More than one email can be added
- B. Click on **Save & Continue**.



4. Vendor Portal Main Screen

You are now in the Vendor Portal. The top menu has four main options:

- **Home:** Returns to the main dashboard.
- **Pending Orders:** Displays grouped purchase orders (POs) that are pending routing.
- **Completed Orders:** Shows POs already routed by the vendor and reviewed by Starboard's Transportation Department.
- **Logout:** Ends your session.



5. Working with Pending Orders

- A. Click on the **Pending Orders** menu option.
- B. The portal will display all **grouped POs** that are ready to be routed.

Once you log in to the portal

- Location
- PO Status
- Duty Free flag
- Start Date, Stop Date, and Expected Receipt Date
- Shipment Method
- Prepaid/Collect designation

C. Click on **Work with this group** next to the group you are ready to route.

Group 1: 1eb587b2ff261db0931e6a738efea58a6315acfe038fbad52a2706d7e5b29f9e

Location: DC
PO Status: Open

Start Ship Date: 2025-07-05
Stop Ship Date: 2025-07-08
Expected Receipt Date: 2025-07-16

Duty Free: Yes
Hazmat: Yes

Work with this group

PO Number	Vendor Name	Budget Category	Vendor Number	Contact	Address	Email	Locked/Unlocked	Actions
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6. PO Group Locking Confirmation

A. A confirmation message will appear.

B. Click **Yes** to proceed. The PO group will be locked at this point.

Confirm Action

×

Are you sure you want to work with this group and lock it for editing?

Yes

No

- **Avoid simultaneous access to the same PO group:** Once a group of POs is locked and the routing process has started, it becomes unavailable to other users. To prevent conflicting changes, vendors should establish an internal process to coordinate access. If another team member needs to continue the routing, the current user can save the entered information and unlock the group, allowing others to proceed.

⚠ Note: Once POs are locked for routing, your Starboard Planning Coordinator will no longer be able to make changes. However, the vendor can unlock the group while routing is still in progress if the Planning Coordinator requests it. Once the routing is completed and submitted, the group will disappear from the **Pending Orders screen**.

You may select **Save and continue later** at any point to pause and resume the process later.

7. Shipping Origin Details

Vendor Section

Group 40c77eca887912a892a7794763090c58c5c7328fe83930850f22476460e0dce3

Shipping Origin?
Select one option

Select

✓

Carton or pallet?
Select one option

Select

✓

Show Order DC627893

ITALIA S.R.

Show Order DC627598

ITALIA S.R.L.

Send to Transportation Team

Save

Note: After selecting the shipping origin, additional fields will appear.

8. Complete all required fields.

A. Please enter N/A in any mandatory field that does not apply to your routing.

Shipping Origin?

Select one option

US

✓

Collect Shipping Information

Vendor Ref. for Pick Up (Optional)

✓

Shipper

✓

Pick Up Address

✓

Pick Up City

✓

Pick Up Country

✓

Pick Up State

✓

Pick Up Postal Code

✓

Pick Up Contact Name

✓

Pick Up Phone 1

✓

Pick Up Phone 2 (Optional)

✓

Pick Up Email

✓

Pick Up Ready Date

mm/dd/yyyy

📅

✓

Pick Up Ready Time

--:--

⌚

✓

Pick Up Close Time

--:--

⌚

✓

Vendor Comments

✓

Carton or pallet?

Select one option

Select

✓

✚ These fields apply to **all POs within the group**, based on the grouping criteria listed on page 2.

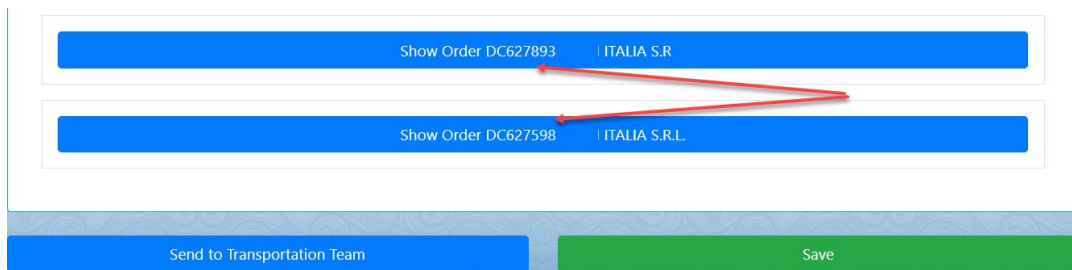
📦 For Prepaid shipments, carrier details must be provided. If the purchase order is marked as DAP or DAT, additional fields for the port agent and port of origin will also appear and must be completed.

Warehouse Email <input type="text"/>	Forwarder Name <input type="text"/>
Carrier Name <input type="text"/>	Booking <input type="text"/>
PRO/Waybill/BOL# <input type="text"/>	

9. Entering PO-Level Details

A. Click on the **blue banner** for each PO to enter details at the PO level.

B. This must be done for **each PO** in the group.



Send to Transportation Team Save

⚠ **Note:** The **Total Quantity** and **Total Purchase Amount (USD)** must match the original order. If discrepancies exist, the system will display an error message and advise you to contact your Planning Coordinator.

Total Quantity <input type="text" value="98"/> <small>Total Quantity must match Navision value (756). Please contact your Planning Coordinator</small>	Total Purchase Amount (USD) <input type="text"/> <small>Total must be >= 0.01</small>
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10. Uploading Required Documents

- A. Upload all **required documents** associated with each purchase order.
- B. The portal will not allow you to proceed until all necessary documents are uploaded.

PO: DC627893

Commercial_Invoice

Choose Files

Packing_List

Choose Files

Mds

Choose Files

Other

Choose Files

11. Final Submission

- A. Once all fields and documents have been entered for the entire PO group, click on **Send to Transportation Team**.

Send to Transportation Team

Submit when you have completed all group information.

Save

Save your progress temporarily to continue later.

- ✓ This completes the routing process at your end.
- 📧 An automatic notification will be sent to Starboard's Transportation Team for review.

12. Routing Rejections and Revisions

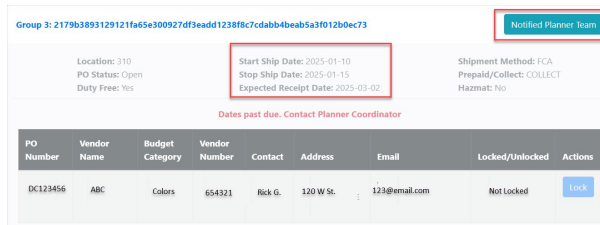
For Collect purchase orders. If the Transportation Team identifies an issue:

- The routing will be **rejected**.
- You will receive an **email notification**.
- To revise and resubmit:
 - I. Log in to the portal.
 - II. Go to **Pending Orders**.
 - III. Locate the PO group to make necessary corrections and resubmit.

Frequent Questions and Answers

1. **Q: The group I am routing has past due dates.**

A: Click the **"Notified Planning Team"** button. This will generate an automated email to the Planning department associated with the relevant Budget Category, with you copied on the message. Once the dates are updated, refresh the page or log back into the portal to continue.



Group 3: 2179b3893129121fa65e300927df3eadd1238f8c7cdabb4beab5a3f012b0ec73

Location: 310
PO Status: Open
Duty Free: Yes

Start Ship Date: 2025-01-10
Stop Ship Date: 2025-01-15
Expected Receipt Date: 2025-03-02

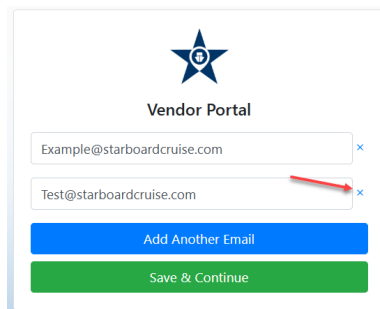
Shipment Method: FCA
Prepaid/Collect: COLLECT
Hazard: No

Dates past due. Contact Planner Coordinator

PO Number	Vendor Name	Budget Category	Vendor Number	Contact	Address	Email	Locked/Unlocked	Actions
DC123456	ABC	Colors	654321	Rick G.	120 W St.	123@email.com	Not Locked	Lock

2. **Q: I added an extra email by mistake.**

A: Click the **"X"** next to the email you want to remove. Then click **Save** to apply the change and continue.



Vendor Portal

Example@starboardcruise.com ✕

Test@starboardcruise.com ✕

Add Another Email

Save & Continue

3. **Q: I uploaded a document, but I didn't see it. The field is still blank.**

A: First, click on the **Remove** button. Then click **Save**. After that, log out of the portal and log back in. Once you're logged in again, try uploading the document one more time.

4. **Q: How do I enter the Pickup Country and Pickup State?**

A: These fields accept only two-letter codes. Please enter the standard two-letter abbreviation for the country (e.g., *US* for United States) and the state (e.g., *FL* for Florida).



Pick Up Country: US ✓

Pick Up State: FL ✓