



STARBOARD HOLDINGS, LTD.

How to Ship

Central Stock Duty Free Purchase Order

Central Stock Duty Free Purchase Orders (POs) are used for merchandise intended to support broader fleet inventory replenishment rather than a specific ship. Product is delivered to Starboard's Miami Distribution Center under Bonded (Duty Free) Status, where it is received and processed at the SKU level, placed into inventory storage, and later distributed across ships based on replenishment needs. This process is most effective for core assortments and higher-volume inventory that require centralized storage and controlled allocation across the fleet.

What is a Central Stock Duty Free PO?

A Central Stock Duty Free Purchase Order (PO) is:

- ✓ **Duty Free/Bonded:** Duties/Taxes on merchandise is **NOT paid** and moved to Starboard's DC under U.S. Customs Supervision.
- ✓ Delivered to the **Miami Distribution Center (Bonded Warehouse)**
- ✓ Stored in bond for export only (**not for U.S. commerce**)
- ✓ Received and processed at the **item level (SKU level)**
- ✓ Packed for DC storage and replenishment, **not for a specific ship**



🚩 **Important Difference:**

Unlike X-Dock and DSD POs, Central Stock cartons **must contain only ONE SKU per carton** (no mixing styles).

1. How to Confirm Your PO is Central Stock – Duty Free

Check the PO Header: **“PURCHASE ORDER – CENTRAL STOCK DUTY FREE”**

If your PO has a different name, please refer to the “How to Ship Guide” for your specific Purchase Order Type.

	 PURCHASE ORDER – CENTRAL STOCK DUTY FREE		First Ship Date: 01/03/30	Last Ship Date: 01/10/30
	Purchase Order Number: DC650000	Vendor ID: 607000	Expected Receipt Date: 01/16/30	
	Purchase Order Date: 01/01/30	Vendor Name: GOOD VENDOR LLC	PURF Doc. Due Date: 01/01/30	
			Original Expected Receipt Date:	

Check PO for Important Info – Required Actions

- ✓ **Step 1: Confirm the Shipping Window on Purchase Order**
 - Ship no earlier than the First Ship Date
 - Ship no later than the Last Ship Date
 - Documents due on: PURF Doc. Due Date
 - Early or late shipments/documents will result in chargebacks

Note: A Shipping Window is composed of 5 business days

- ✓ **Step 2: Confirm Purchase Order can be fulfilled**
 - Ensure all open order quantities can be fulfilled
 - No backorders accepted

✦ Important note:

If the shipping window, document due date, or order quantities cannot be met, **please contact our Planning Department.**

First Ship Date: **Last Ship Date:**

01/03/30 to **01/10/30**

Expected Receipt Date: 01/16/30

PURF Doc. Due Date: **01/01/30**

2. How to Ticket Merchandise

Merchandise Ticketing:

- ✓ Each SKU **MUST** be labelled with the following:
 - Scannable UPC Barcode
 - UPC Number
 - Style No. or Starboard Item No.
 - Description
 - Color & Size (If applicable)
 - MSRP or Agreed Retail Price

Barcode Formats:

UPC Barcode **MUST** be printed using one of the following formats:

- EAN-13
- UPC-A (12 digits)



✦ Important note:

Ensure the UPC barcode number printed on tickets matches the barcode number listed in the Purchase Order to avoid **compliance chargebacks**. Please contact your Merchandising Team if any UPC numbers need to be updated.

3. How to Pack Merchandise

Carton Packing:

- ✓ Only **ONE SKU** per carton (no mixing styles)
 - All items packed must be ticketed
 - Polybag or Inner pack items for protection
 - Pack in accordance with agreed packing configurations
- ✗ **Do NOT mix SKUs in the same carton**
- ✗ **Do NOT mix POs in the same carton**

Packing Configuration Requirements for Central Stock:

- ✓ Suppliers must align packing configuration details with the **Merchandising & Planning Depts.** during item setup for each SKU.

PACK ONE STYLE PER CARTON



1 CASE PACK QUANTITY (MASTER CARTON QTY)



Total number of units packed in each carton.

EXAMPLE

Case Pack Quantity (Master Carton Qty):

24 UNITS

2 HOW THE PRODUCT IS PACKED INSIDE THE CARTON

Confirm how the merchandise is packed.

A. LOOSE PACK

Packed loosely inside the carton.



B. INNER PACKS / MULTIPLES

Packed in inner packs or multiples.
Example: 6 units per inner pack



4 inner packs x 6 units = 24 units per carton

3 USE CONSISTENT PACKING



All future shipments for the same SKU must follow the approved packing method.

SAME SKU



Shipment 1 Shipment 2 Shipment 3

✦ Important note:

Packing more than one **SKU** or mixing multiple **POs** in the same carton may result in **compliance chargebacks**.

4. How to Label Cartons

- ✓ All cartons **must be labeled**.

Required Label Info

Each carton label must show:

- Ship From (Supplier name & address)
- **Ship To (Starboard DC)**
- PO Number (DC-XXXXXX)
- Carton Number (X of Y)
- Color/Size (If Applicable)
- Case Pack QTY
- Inner Pack QTY
- Carton Weight (LBS/KG)
- UPC Barcode & Number
- Style or STB Item Number

DOWNLOAD: [Carton Label Template](#)

FROM: Supplier Name Supplier Address Supplier Address		TO: Starboard Distribution Center 9290 NW 112th Ave, Suite 8 Miami, FL 33178									
PO NUMBER DC650000		CARTON WEIGHT 25 LBS									
CARTON 1 OF 2		 0 36000 29145 2 STYLE/STB ITEM NO. 123456									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">COLOR</td> <td style="width: 50%; padding: 2px;">SIZE</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">BLUE - SMALL</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> </table>				COLOR	SIZE	BLUE - SMALL		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">CASE PACK QTY</td> <td style="width: 50%; padding: 2px;">INNERPACK QTY</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">24</td> <td style="border: 1px solid black; padding: 2px;">6</td> </tr> </table>		CASE PACK QTY	INNERPACK QTY
COLOR	SIZE										
BLUE - SMALL											
CASE PACK QTY	INNERPACK QTY										
24	6										

Carton Limits

- Max weight: 55 lbs. (approximately 24.95 kg)
- Cartons must not be damaged
- Cartons **must not exceed** standard pallet dimensions (48" x 40") and **must be at least 1 cubic foot** (0.0825 m³) in size.

Carton Label Location (Recommended)

- Place carton labels on the narrow side of the carton



5. Partnering Government Agency Requirements (VERY IMPORTANT)

Shipping Duty Free (CBP Bonded) / Tax Free (TTB Regulated) Product to Starboard's Private Bonded Warehouse – PGA & FTZ/Bonded Requirements.

Note: "Duty Free" refers to shipments received into a U.S. Customs bonded warehouse. "Tax Free" refers specifically to alcohol and tobacco shipments regulated by the Alcohol and Tobacco Tax and Trade Bureau (TTB), which must be received into a TTB Export Warehouse.

In addition to U.S. Customs requirements, merchandise may also be subject to regulations enforced by other U.S. and international government agencies. The agencies listed below are among the most common. **It is the supplier's responsibility to notify Starboard prior to shipment** if any item on the Purchase Order is subject to regulatory requirements or restrictions. **Suppliers must provide all required documentation and ensure full compliance with applicable regulations.** Failure to comply may result in shipment delays, detention, penalties, fines, or civil/criminal sanctions imposed by government agencies and/or Starboard.



Shipping Duty Free (CBP Bonded) Product from FTZ to Starboard's Private Bonded Warehouse

Suppliers shipping Duty Free merchandise from a U.S. Foreign Trade Zone (FTZ) to Starboard's bonded warehouse must ensure merchandise is transferred under Zone-Restricted (ZR) status or Non-Privileged Foreign (NPF) status admitted before April 9, 2025.

Required CBP Documentation:

- **CBP Form 214** (FTZ Admission) requested by CBP to verify FTZ admission status when Starboard submits the bonded warehouse entry
- **CBP Form 7512** (Bonded Transportation) 7512 must be "arrived" in Miami prior to delivery

The five-year storage period is based on the original import date.

🔴 Important note:

Any shipment that does not comply with applicable government agency requirements may be subject to **compliance chargebacks** and any resulting fines, penalties, storage charges, or additional costs.



FOOD AND DRUG ADMINISTRATION (FDA)

Regulates:



REQUIRED INFORMATION ON INVOICE / DOCUMENTATION

- ✓ FDA Registration Number
- ✓ Manufacturer Name and Address (actual manufacturer)
- ✓ Shipper Name and Address
- ✓ Product Name and FDA Product Code
- ✓ Quantity and Unit of Measure
- ✓ Country of Origin
- ✓ English description of Each Item

ADDITIONAL REQUIREMENTS

- **Drugs:** National Drug Code (NDC)
 - **SPF**
- **Eyewear:** Device Listing No., DFE No., DEV No., Impact Resistance and Drop Ball Test results or Supplier List, and all manufacturers' names/addresses listed on one document
- Foreign manufacturers must list **Starboard** as a **Known Importer**



FAILURE TO COMPLY WITH FDA PRIOR NOTICE REQUIREMENTS MAY RESULT IN PENALTIES IN ADDITION TO DETENTION, SEIZURE, STORAGE, AND HANDLING CHARGES.



ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)



Regulates alcohol and tobacco imports and trade.



Shipments must be received at the **TTB Export Warehouse** rather than a bonded warehouse.

REQUIRED DOCUMENTATION

- ✓ Applicable TTB Forms (5100.11, 5200.14, 5200.11)
- ✓ Identification of tobacco type (small cigars, large cigars, pipe tobacco, etc.)
- ✓ Units of measure (sticks, packs, cartons, cases, liters, etc.)



CONSUMER PRODUCT SAFETY COMMISSION (CPSC)



Regulates consumer products containing button or coin cell batteries, including watches and toys.

BASED ON REESE'S LAW

(Signed August 16, 2022; Effective February 2023)

REQUIRED DOCUMENTATION

- ✓ General Certificate of Conformity (GCC) – watches
- ✓ Children's Product Certificate (CPC/CPS) – toys
- ✓ Certificate of Compliance – other battery-operated products
- ✓ Warning labels on packaging and products (where practicable)
- ✓ Warning language included in manuals/instructions



U.S. FISH & WILDLIFE SERVICE (F&W)

Regulates wildlife, animal products, and natural material imports.



INVOICE REQUIREMENTS

- ✓ Common name & Scientific name
- ✓ Country of origin
- ✓ Farm-raised or wild-caught designation
- ✓ F&W Products must be invoiced separately from Non-F&W Products



WARNING:

F&W & Non-F&W products must be shipped separately.



UNITED STATES DEPARTMENT OF AGRICULTURE – LACEY ACT

Regulates wood and wood-containing finished goods imported into the United States.



REQUIREMENT

Lacey Act Declaration (PPQ Form 505)



ENDANGERED SPECIES REGULATIONS (CITES)



- ✓ Original CITES permit obtained prior to export
- ✓ CITES permit number noted on the Bill of Lading or Air Waybill
- ✓ Original permit must be sent via trackable shipping method to:

Starboard Customs Department
9290 NW 112 Avenue, Suite 1
Miami, FL 33178

- ✓ Permit information must match the shipper, consignee, quantities, and items shipped/invoiced
- ✓ CITES and non-CITES merchandise must be shipped separately



ENVIRONMENTAL PROTECTION AGENCY

Regulates chemicals, cleaners, and composite wood products imported into the United States.

Suppliers must provide written certification stating whether the product is TSCA positive or TSCA negative.

COMPOSITE WOOD PRODUCTS (TSCA TITLE VI)

Covers hardwood plywood, MDF (including thin MDF), and particleboard.

REQUIREMENTS

- ✓ Products must be certified by an EPA-recognized Third-Party Certifier (TPC)
- ✓ Finished goods must include a label showing:
 - Fabricator's name
 - Production date (MM/YYYY)
 - TSCA Title VI compliance statement
- ✓ Suppliers must maintain compliance records and provide them to the EPA within 30 days if requested

EXAMPLE LABEL

Fabricator: ABC Cabinets
Production Date: 05/2024
TSCA Title VI Compliant



Certain products may qualify for exemption under EPA TSCA Title VI requirements. If an exemption applies, suppliers must clearly communicate this in writing with each shipment.



EPA-regulated merchandise stored in Starboard's bonded warehouse may only be repacked or unpacked when incidental to exportation.


TSCA COMPLIANCE STATEMENT

"I certify that all chemical substances in this shipment comply with all applicable rules under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any applicable rule or order under TSCA."



6. Required Documentation (DUTY FREE)

Documents that **MUST** be provided to Starboard

- **Invoice – Required** ✓
(Check info to include)
- **Packing List – Required** ✓
(Check info to include)
- **Transport Docs** - (AWB, Ocean B/L, Truck Bill) – **Required** ✓
(Check info to include)
- **Customs Docs** - (CF214, 7512, etc.) – **Required** ✓
- **Partnering Government Agency Docs** – *If applicable*
(Review Section 2)
- **Dangerous Goods Declaration** – *If applicable*
- **Hazmat Related Docs** – *If Applicable*
(Review Section 12)

📌 **Packing List:** Place a copy inside **Carton 1 of X**



DOCUMENT REQUIREMENTS

Please ensure the following documents are provided and include all required information.



1 INVOICE

MUST INCLUDE:

- PO Number (DC-xxxxxx)
- Supplier name & address
- Ship To: Starboard DC
- Item No. & description
- Quantity shipped
- Item cost & total invoice value
- Country of Origin
- 6-Digit HS Code/Harmonized Code
- Manufacturer Name & Address or MID



2 PACKING LIST

- ✓ One packing list per PO
- ✗ No pricing information

MUST INCLUDE:

- a. Starboard PO Number
- b. Ship From / Ship To
- c. SKU or Style Number
- d. Quantities shipped
- e. Total carton count
- f. Contents by carton (preferred)
- g. Country of origin



3 TRANSPORT DOCUMENT (BOL, AWB OR SHIPPING LABEL)

MUST INCLUDE:

- Consignee Information
- Carton Count
- Accurate weight & dimension

📌 Important note:

All required documents **must include** the correct information requested to avoid **compliance chargebacks**.

7. When & How to Palletize a Shipment

✓ **When Pallets Are Required**

- 10 or more cartons **per shipment** → Palletize
- Less than 10 cartons **per shipment** → Loose cartons accepted (UPS/Fed-Ex/DHL allowed if not palletized)

✓ **How to Palletize**

- Use Standard 48" x 40" pallets
- Pallets must be USDA / ISPM-15 compliant
- Shrink-wrap top to bottom



Standard pallets should be of the following size based on mode of transport:

- **Via Air:** 48 in (121.92cm) x 40in (101.6cm) x 50in (152.4 cm) *Varies by Airline*
- **Via Ocean:** 48 in (121.92cm) x 40in (101.6cm) x 85in (215.90cm)
- **Via Truck:** 48 in (121.92cm) x 40in (101.6cm) x 80in (203.2cm)

✦ **Important note:**

Palletization requirements apply to both FCA and Prepaid freight terms and must be followed by the supplier, regardless of freight responsibility. Unless otherwise authorized, **floor-loaded shipments** may result in **compliance chargebacks**.

Multiple POs may be placed on the same pallet only if each PO is complete and cartons are organized in sequence. Shipments containing **more than 10 loose cartons** to Starboard's Miami DC may result in **compliance chargebacks**.

8. How to Route Shipments



All **Central Stock** shipments must be routed via the **StarTrack Portal**. Based on your freight terms with Starboard, the portal will generate either a Pickup Request (PURF) for Collect (FCA) shipments or a Shipping Notification (SN) for Prepaid shipments:

Freight Terms	StarTrack Submission	Routing Process
Collect (FCA)	Pickup Request (PURF)	Sent to Starboard's Transportation Team to coordinate pickup from your facility.
Prepaid (DAP, DAT, DDP)	Shipping Notification (SN)	Shipment information is transmitted directly to the Miami Distribution Center.

Routing Submission Timeline

Collect Freight → Submit at least 2 business days before **shipment is ready for pickup** (respecting ship window)

Prepaid Freight → Submit at least 2 business days before **shipment departs origin** (respecting ship window)

Duty Free/Bonded and/or TTB Documentation:

Upload required documentation under the "Pending Customs" tab in the StarTrack Portal a minimum of **1 to 2 business days** prior to shipment departure from origin. This requirement applies to all Duty-Free shipments to Starboard, regardless of freight terms.

Access StarTrack & User Guide

You can access the routing portal by clicking the "StarTrack" link located in the upper-right corner of this section. For detailed instructions, you may also download the step-by-step user guide by clicking [HERE](#).

✦ **Important note:**

Documents **must be complete and accurate upon initial submission**. Missing, incomplete, or incorrect information, including resubmissions made **after routing has been completed**, may result in Vendor **Compliance chargebacks**.

9. How to Schedule a Delivery Appointment (Miami DC)

- **Submit Delivery Appointment Requests To:** DLLogisticsInbound@starboardcruise.com
- **Appointment Request should include:** ☒ Starboard PO Number ☒ Pallet/Carton Count ☒ Preferred Date & Time
- ☒ **Duty Free:** Include Transport/Customs Document (AWB, Ocean B/L, Truck Bill or CF214, 7512, etc.)
- **Vendor Direct or Appointed Freight Carriers:** Must schedule a delivery appointment **at least 24 hours** before arrival.
- **Courier Shipments:** UPS, FedEx, and DHL do not require appointments.

✦ **Important note:**

Failure to schedule or adhere to a delivery appointment may result in **compliance chargebacks**.

10. Common Duty Free Central Stock Mistakes (Avoid These)

- | | | |
|--|---|--------------------------|
| ✗ Shipping before or after the ship window | ✗ Mixed Duty Paid and Duty-Free freight | ✗ Missing packing list |
| ✗ Missing StarTrack submission | ✗ Missing Central Stock Carton Label | ✗ Mixing SKUs in Cartons |
| ✗ Missing UPC ticketing | ✗ Missed Delivery Appointment | ✗ Incorrect/Missing Docs |

11. Quick Vendor Checklist

Before you ship, confirm:

- ✓ Correct PO type (Duty Free Central Stock)
- ✓ Obtained all required documents
- ✓ Correct Central Stock labels on every carton
- ✓ StarTrack shipment details/docs submitted on time
- ✓ Notify Planning Dept if any quantity adjustments
- ✓ No mixed POs or SKUs in one carton
- ✓ Notify Planning Dept if you cannot meet PO Start/End Ship Dates

12. Shipping Hazardous Materials (HAZMAT)

This section applies **ONLY** if your shipment contains **Hazardous Materials (HAZMAT)**.

Specific HAZMAT Rules:

- ✓ Separate **Purchase Order MUST** be issued for Hazmat **ONLY** product
- ✓ Hazmat product **cannot be mixed** with non-hazmat products
- ✓ Must **ONLY** ship Starboard approved UN Numbers
- ✓ Upload **applicable Hazardous Materials documentation** to StarTrack Portal

✦ **Important note:**

Failure to comply with Hazmat Regulations will result in **compliance chargebacks**.

Packaging & Labeling Requirements (Mandatory)

- ✓ **Carton Packaging**
 - Packaged per applicable regulations
 - All cartons must be **securely sealed**
- ✓ **Carton Labeling**
 - Cartons **MUST** contain appropriate hazmat **labelling**
- ✓ **Required HAZMAT Documentation**
 - Material Safety Data Sheet (MSDS)
 - Lithium Battery Safety Document (Lithium Batteries Only)
 - Certificate of Conformity (Quartz Watches Only)



✦ **Important note:**

All applicable documentation must be uploaded to the StarTrack portal at the time each purchase order is routed.

Hazardous Materials UN Numbers currently accepted by Starboard DC:

UN Number	Approved Department	Hazmat Class Type
UN1170	Beauty	3 - Flammable Liquids
UN1950	Beauty	2.2 - Aerosols
UN1993	Beauty	3 - Flammable Liquids N.O.S Marine pollutant
UN1219	Beauty	3 - Flammable Liquids
UN1266	Beauty	3 - Flammable Liquids
UN3091	Beauty, Watches, Sundries	9 - Miscellaneous Lithium-metal Batteries
UN3481	Beauty, Watches, Sundries	9 - Miscellaneous Lithium-ion Batteries

✦ **Vendor Compliance Chargebacks**

Click [HERE](#) for a full **Summary of Fees** of our compliance chargebacks.