



STARBOARD HOLDINGS, LTD.

How to Ship

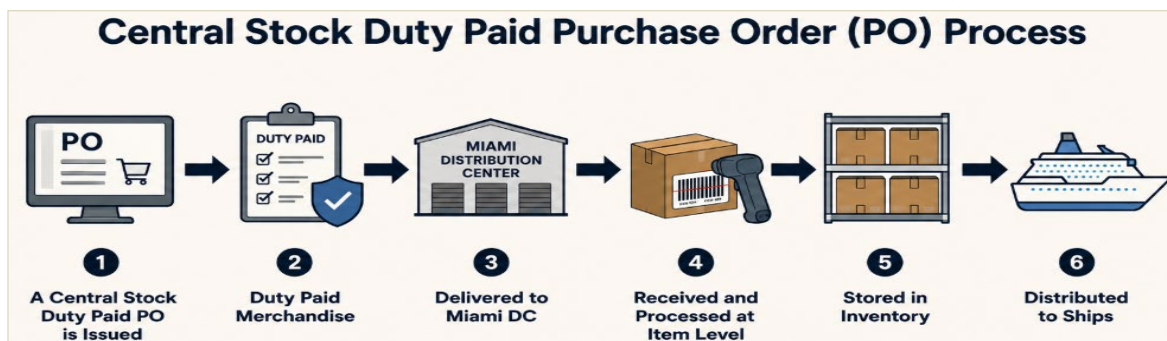
Central Stock Duty Paid Purchase Order

Central Stock Duty Paid 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 after customs clearance, 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 Paid PO?

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

- ✓ **Duty Paid:** Merchandise has cleared customs and is authorized for U.S. distribution
- ✓ Delivered to the **Miami Distribution Center (DC)**
- ✓ 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 Paid

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

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 PAID		First Ship Date:	Last Ship Date:
	Purchase Order Number: DC650000	Vendor ID: 607000	01/03/30	to 01/10/30
	Purchase Order Date: 01/01/30	Vendor Name: GOOD VENDOR LLC	Expected Receipt Date: 01/16/30	
			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
 - Neatly organized for transport
 - 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**

PACK ONE STYLE PER CARTON



Packing Configuration Requirements for Central Stock:

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

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

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%; font-size: small;"> <tr> <td style="width: 20%;">COLOR</td> <td style="width: 20%;">SIZE</td> <td style="width: 20%;">CASE PACK QTY</td> <td style="width: 20%;">INNERPACK QTY</td> </tr> <tr> <td> BLUE - SMALL </td> <td></td> <td> 24 </td> <td> 6 </td> </tr> </table>				COLOR	SIZE	CASE PACK QTY	INNERPACK QTY	BLUE - SMALL	
COLOR	SIZE	CASE PACK QTY	INNERPACK QTY						
BLUE - SMALL		24	6						

Carton Labeling UPC Barcode Formats:

- ☒ EAN-13
 ☒ UPC-A
 ☒ Code-128
 ☒ GS1-128

- Carton Weight (LBS/KG)
- UPC Barcode & Number
- Style or STB Item Number

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
- Label must remain visible when cartons are palletized
- Do not allow the label to cover any other important information



✦ Important note:

All cartons must include the correct **Central Stock Carton Label** with correct information to avoid **compliance chargebacks**.

5. Required Documentation (Duty Paid)

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** ✓
(Pre-Paid Terms Only)
- Dangerous Goods Declaration – **If applicable**
- Hazmat Related Docs (See Section 11) – **If Applicable**

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





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



2 PACKING LIST

✓ One packing list per PO

✗ No pricing information

MUST INCLUDE:

- Starboard PO Number
- Ship From / Ship To
- SKU or Style Number
- Quantities shipped
- Total carton count
- Contents by carton (preferred)



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**.

6. 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 (125.4 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**.

7. 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 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.

How to Access Starboard's Routing Portal

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](#).

Submission Timeline

Collect Freight (FCA) → 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)

✦ **Important note:**

All required information and documentation must be submitted at **least 2 business days prior to shipment departure from origin**. 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**.

8. 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
- **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**.

9. Common Duty Paid Central Stock Mistakes (Avoid These)

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

10. Quick Vendor Checklist

Before you ship, confirm:

- ✓ Correct PO type (Duty Paid 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

11. 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.