STARBOARD HOLDINGS, LTD.

How to Ship

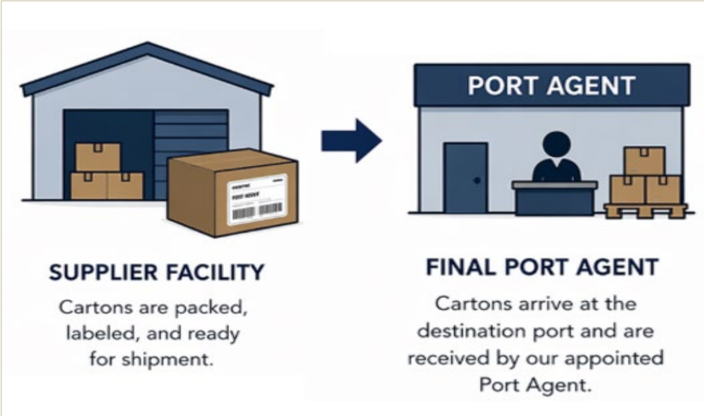
Direct Ship Delivery (DSD) Purchase Order

This guide outlines the process for shipping a Direct Ship Delivery (DSD) Purchase Order directly from your facility to the designated Port Agent, bypassing the Miami Distribution Center. DSD Purchase Orders are ship-specific and must be packed and labeled for direct delivery to the ship's gift shop manager. This fulfillment method is intended for lower-volume orders where it is more operationally efficient to ship directly from the supplier to the ship's port.

What is Direct Ship Delivery (DSD) PO?

A Direct Ship Delivery (DSD) PO is:

- ✅ Shipped directly from the Supplier to the destination port
- ✅ **Ship-Specific:** The PO is for one specific ship
- ✅ **Does NOT go through the Miami Distribution Center**
- ✅ Time-critical and port-specific

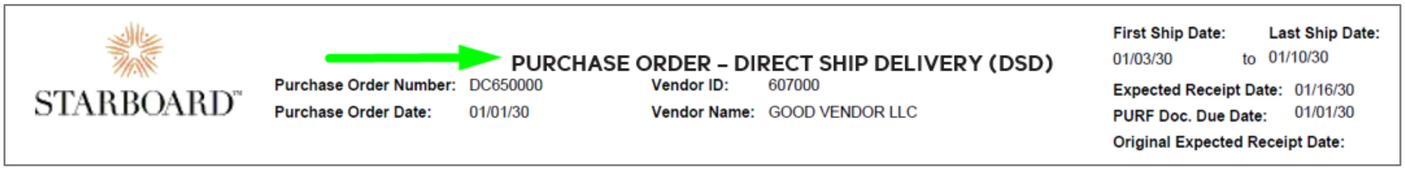


📌 **Important note:**

Unlike Central Stock POs, Direct Ship Delivery (DSD) Purchase Orders may contain multiple SKUs/styles packed within the same carton. In addition, DSD Purchase Orders must be shipped to the "Ship To" address listed on the upper left-hand side of the PO header.

1. How to Confirm Your PO is a Direct Ship Delivery (DSD)

Check the PO Header: **"PURCHASE ORDER – DIRECT SHIP DELIVERY (DSD)"**
If your PO has a different name, please refer to the "How to Ship Guide" for your specific Purchase Order Type.

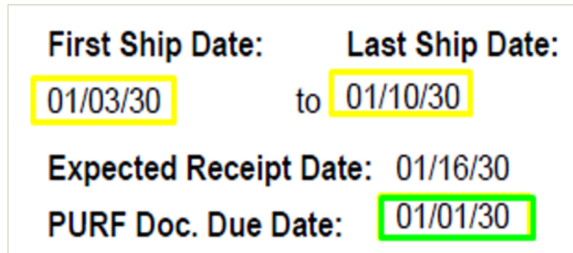

STARBOARD
PURCHASE ORDER – DIRECT SHIP DELIVERY (DSD)
Purchase Order Number: DC650000 Vendor ID: 607000
Purchase Order Date: 01/01/30 Vendor Name: GOOD VENDOR LLC
First Ship Date: 01/03/30 to Last Ship Date: 01/10/30
Expected Receipt Date: 01/16/30
PURF Doc. Due Date: 01/01/30
Original Expected Receipt Date:

<u>**Check PO for Important Info – Required Actions**</u>

✅ **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 <u>5 business days</u>


First Ship Date: 01/03/30 to Last Ship Date: 01/10/30
Expected Receipt Date: 01/16/30
PURF Doc. Due Date: 01/01/30

✅ **Step 2: Confirm Purchase Order can be fulfilled**

- Ensure all open order quantities can be fulfilled
- No backorders accepted

📌 **Important note:**

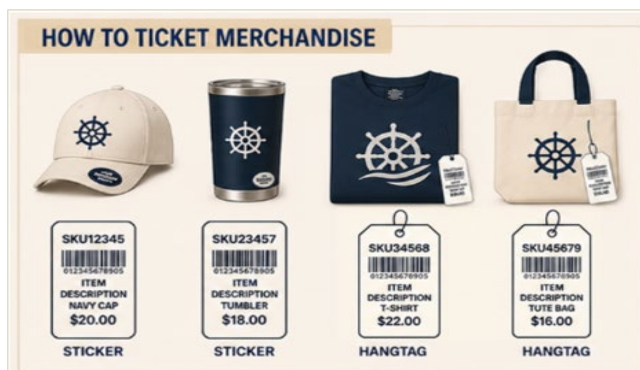
If the shipping window, document due date, or order quantities cannot be met, **please contact our Planning Department.**

2. How to Ticket Merchandise & Pack Cartons

<u>**Merchandise Ticketing:**</u>

✅ Each SKU **MUST** 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



📌 **Important note:**

Acceptable formats for UPC Barcode:

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

<u>**Carton Packing:**</u>

✅ Multiple SKUs are allowed in the same carton.

- All items packed must be ticketed
- Neatly organized for transport

❌ **Do not mix POs in the same carton**

📌 **Important note:**

All merchandise must be properly ticketed with accurate information to avoid **compliance chargebacks.**

3. How to Label Cartons

DOWNLOAD: [Carton Label Template]

✅ All cartons **must be labeled**.

Required Label Info
Each carton label must show:

- Ship From (Supplier name & address)
- **Ship To: Final Dest. Port Agent**
- PO Number (DC-XXXXXX)
- Carton Number (X of Y)
- Carton weight
- Ship Name AND Ship Number
- Total QTY packed in carton

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.

📌 **Important note:**
All cartons must include the correct DSD Carton Label with correct information to avoid **compliance chargebacks.**

4. Required Documentation (DSD)

✅ **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***
- Bonded paperwork or TTB form – ***If applicable***
- Any additional documents required for customs clearance

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

📌 **Important note:**
All required documents **must include** the correct information requested to avoid **compliance chargebacks.**

5. 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
- ISPM-15 compliant (varies by country of delivery)
- 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)

✅ **DSD Pallet Rules**

Cartons for the same ship, port, and delivery date may be placed on the same pallet
All PO numbers must be clearly visible on the pallet

📌 **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 Port Agent may result in **compliance chargebacks**.

6. How to Route Shipments

StarTrack

All **Direct Ship Delivery (DSD)** shipments must be routed via **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 designated Port Agent.

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)

✅ **Arrival Requirement**

DSD shipments must arrive at the final destination port:
No later than 5 calendar days before the Expected Delivery Date (Date on PO Header)

📌 **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.**

📌 Vendor Compliance Chargebacks

Click **HERE** for a full **Summary of Fees** of our compliance chargebacks.