



STARBOARD HOLDINGS, LTD.

How to Ship

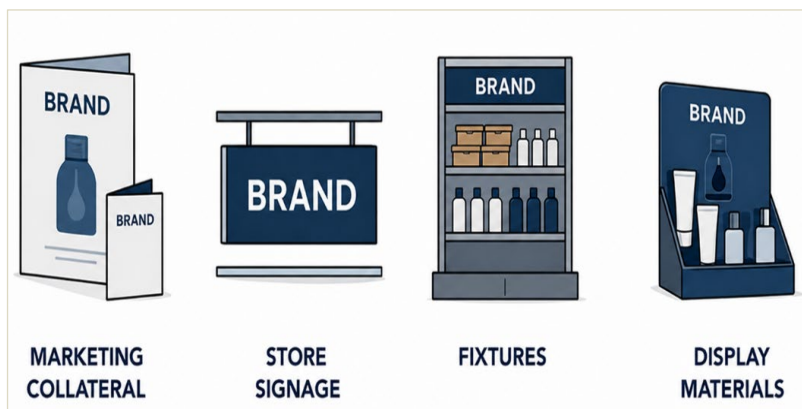
Non-Sellable Merchandise (VPO)

*This guide outlines the process for shipping a Non-Sellable Merchandise Purchase Order (VPO) directly from your facility to the Miami Distribution Center or to the designated Port Agent. Non-Sellable Merchandise Purchase Orders (VPO) are ship-specific and **must be packed and labeled for direct delivery to the ships store manager**. This guide is to be utilized for Non-Sellable Merchandise Purchase Order (VPO) **ONLY**. To ship Sellable Merchandise please refer to one of the “How to Ship” Guidelines located on our [Vendor Compliance Website](#).*

What is a Non-Sellable Merchandise PO (VPO)?

A Non-Sellable Merchandise PO (VPO) is:

- ✓ Shipping of items such as:
 - Marketing collateral
 - Store signage
 - Fixtures
 - Display materials
- ✓ **Ship-Specific:** The PO is for one specific ship
- ✓ Shipped either to:
 - Miami Distribution Center (**Duty Paid ONLY**)
 - Or directly to a **Port Agent**



✦ Important note:

Non-Sellable Merchandise Purchase Orders must be packed by ship & will need to be **Delivered Duty Paid (DDP)** if shipping to the **Miami Distribution Center**.

1. How to Confirm Your PO is a Non-Sellable Merchandise PO (VPO)?

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 Ship Name & Ship Number

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		

2. How to Confirm VPO is for Miami DC or Port Agent?

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)

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.

3. Shipping Compliance

Non-Sellable Merchandise Shipping Compliance Requirements

These shipments **must not include** any regulated products, including but not limited to:

- ✗ Hazardous materials (e.g., lithium batteries, aerosols)
- ✗ Alcohol or tobacco products, etc.
- ✗ Any merchandise classified as sellable inventory

✦ **Important note:**

Inclusion of regulated or restricted products in these shipments is a compliance violation. Shipments may be **refused** and are subject to **compliance chargebacks**.

4. How to Pack Cartons/Crates

Carton/Crate Packing:

- ✓ 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")

✗ **Do not mix POs in the same carton/crate**

5. How to Label Cartons

DOWNLOAD: [Carton Label Template](#)

- ✓ All cartons/crates **must be labeled**.

Required Label Info

Each carton label must show:

- Ship From (Supplier name & address)
- **Ship To: Final Dest. Port Agent (If applicable)**
- PO Number (PO-XXXX)
- Carton Number (X of Y)
- Carton weight
- Ship Name AND Ship Number

Carton Limits

- 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 VPO Carton Label with correct information to avoid **compliance chargebacks**.



6. Required Documentation (VPO)

✓ Documents that **MUST** be provided to Starboard

- **Proforma 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)
- Any additional documents required by Port Agent

📌 **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
- Country of Origin
- 6-Digit HS Code/6-Digit Schedule B Number



2 PACKING LIST

✓ One packing list per PO

✗ No pricing information

MUST INCLUDE:

- a. Starboard PO Number
- b. Ship From / Ship To
- c. Ship Name & Ship Number
- d. SKU or Style Number
- e. Quantities shipped
- f. Total carton count
- g. 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**.

7. How to Schedule a Delivery Appointment (Miami DC ONLY)

- **Submit Delivery Appointment Requests To:** DLLogisticsInbound@starboardcruise.com
- **Appointment Request should include:** ✓ Starboard VPO 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 a delivery appointment may result in **compliance chargebacks**.

8. 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.

9. 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)

10. 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.

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.