



STARBOARD HOLDINGS, LTD.

How to Ship

X-Dock Duty Paid Purchase Order

X-Dock Duty Paid Purchase Orders (POs) are ship-specific orders used when assortments are intended for a limited number of ships and order volumes are not large enough to justify packing single-SKU cartons. This process allows product to move quickly through Starboard's Miami Distribution Center without being placed into storage. X-Dock is most effective when shipments require rapid distribution to a specific ship, enabling the DC to efficiently sort and route merchandise at a carton level.

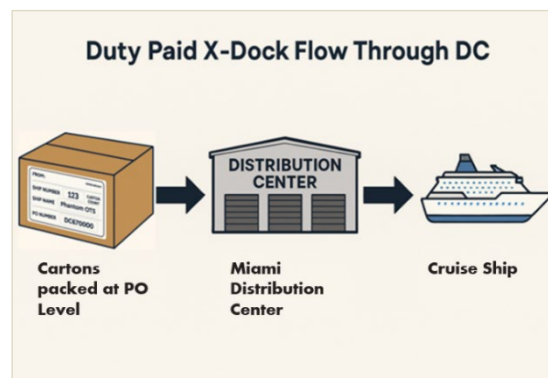
What is a X-Dock Duty Paid PO?

A X-Dock Duty Paid PO is:

- ✓ **Duty Paid:** Merchandise that is authorized for domestic U.S. distribution. Imported goods have already completed customs clearance and all applicable duties and taxes have been paid prior to delivery.
- ✓ **Ship-Specific:** The PO is for one specific ship
- ✓ **X-Docked at Miami DC:**
 - The DC does not receive or count items
 - The DC only moves sealed cartons, as packed by you
- ✓ **Packed by ship, not for storage**

✦ **Important note:**

Unlike Central Stock POs, X-Dock purchase orders may have more than 1 SKU/Style packed inside cartons.



1. How to Confirm Your PO is a Duty Paid X-Dock

Check the PO Header: **“PURCHASE ORDER – X DOCK 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 – X DOCK DUTY PAID		First Ship Date:	Last Ship Date:
	Purchase Order Number:	DC650000	Vendor ID:	607000
	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 & Pack Cartons

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

✦ Important note:

Acceptable formats for UPC Barcode:

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

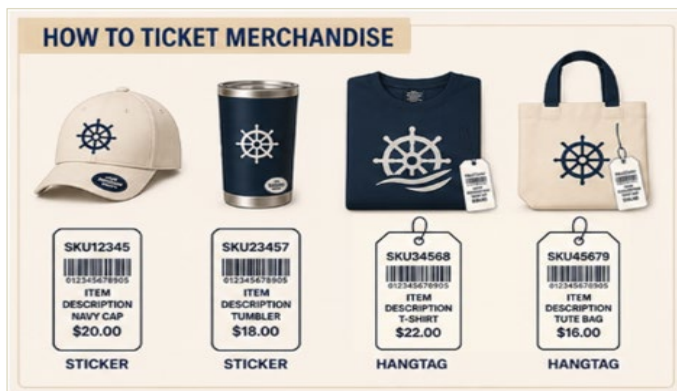
Carton Packing:

- ✓ 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

- ✓ 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)
- 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 X-Dock Carton Label with correct information to avoid **compliance chargebacks**.

DOWNLOAD: [Carton Label Template](#)



4. Required Documentation (X-Dock 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** ✓
(Check info to include)
- Dangerous Goods Declaration – *If applicable*
- Hazmat Related Docs (See Section 10) – *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:

- 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**.

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
- 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**.

6. How to Route Shipments



All **X-Dock** 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**.

7. 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**.

8. Common Duty Paid X-Dock Mistakes (Avoid These)

- ✗ Shipping before or after the ship window
- ✗ Missing StarTrack submission
- ✗ Mixed Duty Paid and Duty-Free freight
- ✗ Missing X-Dock Carton Label
- ✗ Missing packing list

9. Quick Vendor Checklist

Before you ship, confirm:

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

10. 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 penalties.

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)



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.