Starboard Cruise Services EDI Requirements

Version: 11.4.2026

All vendors are required to communicate electronically with Starboard Cruise Services.

Starboard Cruise Services has partnered with SPS Commerce, Inc., a leading provider of EDI solutions, to facilitate our electronic business to business communications. SPS Commerce, Inc. offers a range of hosted EDI solutions ranging from web browser based to direct integration with your back-end applications.

Vendors are not required to use SPS Commerce as their EDI provider, however all EDI transactions to and from Starboard Cruise Services must pass through the SPS Commerce system. If a vendor has in-house EDI capabilities or has already partnered with a web- based EDI company, they may use their existing capabilities for the Starboard Cruise Services program with SPS Commerce.

Please contact SPS Commerce for more information via the contacts below:

SPS Commerce Onboarding

- **SPS Commerce Website:** www.spscommerce.com
- **SPS Commerce Community Onboarding Email:** community@spscommerce.com

During the new vendor set-up process, vendors will be contacted by a representative from SPS Commerce. Vendors will be required to move quickly through the set-up process to be certified as EDI capable by SPS Commerce. If vendors have an existing service through SPS Commerce or questions regarding the Starboard Cruise Services EDI program, please contact SPS Commerce Customer Support Team as listed below:

SPS Commerce Customer Operations

- **SPS Commerce Support:** https://www.spscommerce.com/customer-support/support/
- **SPS Commerce Support Phone Number:** 888.739.3232, option 1
- **SPS Commerce Support Email:** support@spscommerce.com
- **SPS Commerce Support In Product Chat:** Login to the SPS Commerce CommercePlatform
- **SPS Commerce Global Status Page:** https://status.spscommerce.com/

Note: If a vendor installs a new EDI system or makes a major change to their current system, SPS Commerce **must** be contacted to ensure that future transmissions continue to meet Starboard Cruise Services standards.

Required Electronic Documents

SPS Commerce hosts the most current EDI documentation related to our program and you can find them all on Starboards Vendor Site

Please note that the following EDI document types are supported through SPS Commerce and are required:

- EDI 850 Purchase Order
- EDI 855 Purchase Order Acknowledgment
- EDI 860 Purchase Order Change/Request for Cancel
- EDI 856 Advanced Shipment Notice
- EDI 810 Invoice

EDI Documents Required by the Exchange			
Data Type	**Direction**	**EDI Document**	**Timing**
Purchase Order	**From** Starboard	Purchase Order (EDI 850)	24/7 Including Functional Acknowledgment (EDI 997) returned
Order Acknowledgement	**To** Starboard	Purchase Order Acknowledgement (EDI 855)	24/7

Order Change / Cancel	**From** Starboard	Purchase Order Change (EDI 860)	24/7 Including Functional Acknowledgment (EDI 997) returned
Shipment Notification	**To** Starboard	Advanced Ship Notice (EDI 856)	Daily based on Shipping Timelines
Invoice	**To** Starboard	Invoice (EDI 810)	Daily

EDI 850 Purchase Order

Starboard Cruise Services will send an EDI 850 Purchase Order for all orders being placed with a vendor. Starboard Cruise Services does not accept email, phone or verbal orders. Find the most current specifications for this EDI document here: Starboards Vendor Site

EDI 855 Purchase Order Acknowledgement

Starboard Cruise Services expects to receive the Purchase Order Acknowledgement to inform them of the vendors ability to fulfill the purchase order as placed. This document must be received within **2 business days** of the purchase order. Find the most current specifications for this EDI document here: Starboards Vendor Site

- The vendor will be required to send a Purchase Order Acknowledgement for each Purchase Order indicating the receipt of the order, changes, content acceptance and confirmation of dates and addresses on the PO.

EDI 860 Purchase Order Change

Starboard Cruise Services expects their vendors to support the receipt of EDI 860 Purchase Order Change data as part of the process of automating order changes for the change types that are noted below. Find the most current specifications for this EDI docu ment here: Starboards Vendor Site

- Order Cancelations
- Order Changes:
    - Dates
    - Item additions o Item price o Item quantities

EDI 856 Advanced Shipment Notice

Prepaid Shipments: Starboard Cruise Services expects vendors to provide the EDI 856 Advance Ship Notice (ASN) 1 business day before shipping the order. Find the most current specifications for this EDI document here: Starboards Vendor Site

- The Advance Ship Notice (ASN) should only include the true amount of product that was shipped in the individual shipment. Any product that was not shipped should not be found on the Advance Ship Notice.
- The Advance Ship Notice (ASN) number must represent each shipment and each shipment **must** include the carrier tracking information.
- The Advance Ship Notice (ASN) **must** include carrier tracking information if the shipment is prepaid, shipping handled by the vendor. Carrier tracking information that must be included are as follows: CarrierAlphaCode, CarrierRouting, CarrrierProNumber

Note: Any vendor facing system issue(s) that are preventing the transmission of a timely Advance Ship Notice (ASN) should be reported to the Starboard Cruise Services immediately.

Collect Shipments: Starboard Cruise Services expects vendors to provide the EDI 856 Advance Ship Notice (ASN) 1 business day before submitting a pick-up request and shipping the order. Find the most current specifications for this EDI document here: Starboards Vendor Site

- The Advance Ship Notice (ASN) should only include the true amount of product to be shipped in the individual shipment. Any product that will not be shipped should not be found on the Advance Ship Notice.
- The Advance Ship Notice (ASN) number must represent each shipment
- The Advance Ship Notice (ASN) BOL & carrier tracking information fields do **not** need to be populated
- The Advance Ship Notice (ASN) BOL & carrier tracking information fields **should not** be populated. if the shipment is collect, shipping is handled by Starboard. Carrier tracking information that **must not** be included are as follows: CarrierAlphaCode, CarrierRouting, CarrierProNumber

Note: Any vendor facing system issue(s) that are preventing the transmission of a timely Advance Ship Notice (ASN) should be reported to the Starboard Cruise Services immediately.

EDI 810 Invoice Requirements

Starboard Cruise Services requests the EDI 810 Invoice to be transmitted. Please find the most current specifications here: Starboards Vendor Site

The following rules must be followed to ensure timely payments:

- No paper invoices are allowed unless prior approval has been given by Starboard Cruise Services.
- Invoices should not include quantities for products that were not shipped.

Existing Processes to Continue

In addition to the required EDI transactions, we also expect your organization to adhere to the following existing processes:

- PDF invoices should continue to be sent via email to dlaccountspayable@starboardcruise.com until further notice
- When transmitting 855, any PO changes other than qty & cost should continue to be sent via email
- All existing Logistics/Routing requirements continue without change as summarized on page 3 of the Logistics Supplier Compliance & Routing Manual from the Supplier Support Website:

1. **General Shipment Guidelines…….. p. 6 - 7**
   a. Ship Windows b. Merchandise Quality c. Fill Rate d. PO Quantities e. Require Documentation f. Substitutions g. Multiple Shipments / Backorders h. Shipping Information i. Non-Sellable Goods j. Item Marking / Ticketing

2. **Starboard Shipment Notification, Required Information, Timelines……. p. 8**
   a. Starboard StarTrack Portal for Prepaid & Collect vendors b. Accessing the StarTrack Portal c. StarTrack Portal Functions & Guide d. Timeline Guidelines e. Contact Information

3. **Prepaid Freight Terms, Supplier Responsibilities…… p. 9**
   a. Domestic Shipments b. In-Bond Shipment c. International Shipments d. Courier and Small Package Shipments (International or Domestic)

4. **Documentation Guidelines…… p. 10 - 16**
   a. General Documentation Guidelines b. How and when to send Documentation i. Accompanying ALL shipments ii. For Duty Free/Bonded and/or TTB shipment c. Transport Document (Freight Bill, Bill of Lading/BOL & Air Way Bill/ AWB) d. Hazardous Materials (Ocean & Air Transport) e. Packing List f. Commercial Invoice

5. **General Loading and Packaging Guidelines..... p. 16 - 20**

a. Carton Packing Guidelines i. General Guidelines ii. Central Stock orders iii. Cross Dock and DSD orders b. Carton Marking Guidelines, Non-EDI (Not engaged in Electronic Data Interchange) i. General Guidelines ii. Central Stock Orders, must also include below information iii. For X-dock and DSD orders, must also include below information c. Carton Label Location (for all shipment types) d. General Pallet Guidelines e. Pallet Packing/Configuration i. General Guidelines ii. For Central Stock & Cross Dock PO's to Miami Distribution Center iii. For Direct Ship Deliveries