



STANDARD VENDOR CLAIM FORM

Claim will be discarded if required documentation is not attached with the form.

INSTRUCTIONS:

1. All claims must be submitted prior to 60 days from payment date.
2. Submit one Claim Form per invoice.
3. Attach all supporting documentation as instructed below.

COMPLETED BY VENDOR		COMPLETED BY PRINCESS	
Vendor Name		Date Received	
Contact Person		Date Closed	
Vendor Phone # /Email		Department	
P.O. Number		Approved (to be paid)	
Invoice Number		Denied (Reason)	
Amount of Claim			

CLAIM TYPE	INSTRUCTIONS/REQUIRED DOCUMENTATION
<input type="checkbox"/> Short Paid Per Qty Received <input type="checkbox"/> Short Paid Per PO Price <input type="checkbox"/> Rejected Invoice	Email Claim Form and supporting documentation to Princess Cruises Purchase Order Claims at PurchasingClaims@Princesscruises.com . Include: Signed Proof of Delivery Packing Slip Copy of Invoice
<input type="checkbox"/> Discount Dispute	Email Claim Form and supporting documentation to Princess Cruises Accounts Payable at APDiscountClaims@Princesscruises.com . Include: Copy of Invoice

ADDITIONAL VENDOR COMMENTS:

All documents submitted must reference a PURCHASE ORDER for processing.

Please allow a minimum of 60 days from the date received for a response.