



STANDARD VENDOR CLAIM FORM

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

INSTRUCTIONS:

1. All claims must be submitted no later than 60 days from original invoice date.
2. Submit one Claim Form per invoice.
3. Attach all supporting documentation as instructed below.

COMPLETED BY VENDOR		COMPLETED BY PCL/CAU	
Vendor Name		Date Received	
Contact Person		Date Closed	
Vendor Phone#/Email		Department	
P.O. Number		Denied (Reason)	
Invoice Number		Approved Amount to Pay	
Claim Amount		Supply Chain Management Approval Name & Signature	
Vendor Comments			

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 APPOInquiries@princesscruises.com Include: Copy of Invoice

Additional Comments

All documents submitted must reference a PURCHASE ORDER for processing
 Please allow a **minimum** of 60 days from date received for a response.