
| | | | |
|-----------------|---------|----------------|------------|
| Purchase Order: | 5767080 | Order Date: | 2019-11-25 |
| Total Amount: | 772.50 | Currency: | USD |
| Is Rush Order: | No | Payment Terms: | N45 |

Digital Proof Request:
required: Yes
type: Email
email: kelly.duncan@staples.com
lineItemGroupingId: 1

Order Contacts:
Contact Type: Bill
Account Name: STAPLES PROMOTIONAL PRODUCTS, A/P D
attentionTo: STAPLES PROMOTIONAL PRODUCTS, A/P D
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: InvoicesSPP@Staples.com
phone: 913-319-3100
comments: All invoices must reflect our PO# TAX EXEMPT
04-3390816 A/P Phone: 913-319-3100

Contact Type: Expeditor
Account Number: KC
attentionTo: KELLY DUNCAN
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: kelly.duncan@staples.com
phone: 7127370689

Contact Type: Sales
attentionTo: GINA RINEY
address1: 645 SIMMONS AVE
city: ST LOUIS
region: MO
postalCode: 63122
country: US

phone: 9133194668

Order Shipments:

ContactDetails:

attentionTo: JANET WAFFORD
companyName: CIGNA HEALTHCARE
addressLines: 2701 N ROCKY POINT DR STE 800
city: TAMPA
state: FL
postalCode: 336075954
country: US
email: janet.wafford@cigna.com
phone: 8136371203

ThirdPartyAccount:

accountNumber: 473376300
accountName: STAPLES PROMOTIONAL PRODUCTS, A/P D

ContactDetails:

attentionTo: STAPLES PROMOTIONAL PRODUCTS, A/P D
addressLines: 7500 West 110th Street
city: Overland Park
state: KS
postalCode: 66210
country: US
email: InvoicesSPP@Staples.com
phone: 913-319-3100

shipReferences: 5767080

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: FEDEX
service: GROUND

comments:

Under 501 lbs: Ship via: FEDEX GROUND-
COMM-3rd PARTY BILL Account#: 473376300
Transporting hazardous materials or dangerous
goods are to be shipped on the vendor's freight
acct and conform to IATA and/or PHMSA Regs.
Power banks are classified as standalone
batteries a HazMat item The safe transport of
hazardous material and dangerous goods
contents is the legal responsibility of the Shipper.
Vendor shall bill SPP their discounted freight-
published rates will not be accepted. Haz Mat
shipping directions supersede any other
directions if shipping Haz Mat/Dangerous Goods
IF 501 TO 8,000 LBS: Route per 'STAPLES
PROMO PRODUCTS LTL ROUTING
MATRIX.XLSX' -- FREIGHT TERMS ARE 3RD
PARTY BILL: Please see billing address below --
Over 8,000 LBS: Email
freightrouting@staples.com 48 hours prior to
shpg for Routing Instructions !!STAPLES PROMO
PRODUCT'S PO# must be entered in 1st
Reference Field or on Bill of Lading!!

Order Items:

| | |
|------------------------|--|
| lineNumber: | 1 |
| description: | White/Bali Portable Humidifier/Scented Oil Dif |
| lineType: | New |
| Quantity: | |
| value: | 50 |
| uom: | EA |
| ToleranceDetails: | |
| tolerance: | ExactOnly |
| allowPartialShipments: | No |
| unitPrice: | 15.450 |
| lineItemTotal: | 772.500 |
| requestedShipDate: | 2019-12-09 08:42:58 |
| requestedInHandsDate: | 2019-12-11 08:42:58 |
| Program: | |
| name: | CIGNA |
| endCustomerSalesOrder: | 018794037 |
| productId: | HW102 |
| customerProductId: | P025-13025 |
| lineItemGroupingId: | 1 |
| Parts: | |
| partGroup: | 1 |
| partId: | 00HW1020WHT |
| customerSupplied: | No |
| locationLinkId: | 1 |

| | |
|---------------------------|---|
| Quantity: | |
| value: | 50 |
| uom: | EA |
| Configuration: | |
| preProductionProof: | No |
| Locations: | |
| locationLinkId: | 1 |
| locationId: | 1 |
| locationName: | Centered on Top |
| Decorations: | |
| decorationId: | 1 |
| decorationName: | Full Coverage 4CP |
| Artwork: | |
| description: | Full Coverage 4CP |
| Dimensions: | |
| geometry: | Other |
| useMaxLocationDimensions: | Yes |
| fileName: | Art |
| artworkType: | ProductionReady |
| fileLocation: | https://mb.staplespromoproducts.com/p/index.php/webshare/00c7fd21ae2b48cdb32072da924746d8/false/webshare/00c7fd21ae2b48cdb32072da924746d8/SPO-CIGNA-STACKED-FULL+COLOR |
| transportMechanism: | Url |

| | |
|-----------------------|---|
| Terms And Conditions: | Please include a copy of the Packing List with order. Please follow all instructions on order. No deviations are acceptable unless expressly approved. Do not show your company name on any information going to the recipient. Do not include any manufacturer's literature in shipment unless expressly requested. Partial deliveries are not authorized without prior approval. We reserve the right to cancel all or in partial shipments not shipped within time specified for delivery. Acknowledge and advise immediately if unable to make shipment as requested. |
| salesChannel: | SPECIAL ORDER |