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Purchase Order:	5825762	Order Date:	2020-01-10
Total Amount:	387.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	N45

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Digital Proof Request:

required:	Yes
type:	Email
email:	kaila.herman@staples.com
lineItemGroupingId:	1

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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:	OC
attentionTo:	KAILA HERMAN
address1:	1520 Albany Place SE
city:	Orange City
region:	IA
postalCode:	51041
country:	US
email:	kaila.herman@staples.com
phone:	7127374925

Contact Type:	Sales
attentionTo:	GARY EADE
address1:	7500 WEST 110TH ST
city:	OVERLAND PARK
region:	KS
postalCode:	66210
country:	US

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Order Shipments:

ContactDetails:

attentionTo: AMY MOMSEN  
companyName: EMERSON PROCESS MGMT  
addressLines: 1100 W LOUIS HENNA BLVD  
STE 130  
city: ROUND ROCK  
state: TX  
postalCode: 786819922  
country: US  
phone: 5128323111

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: 5825762

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!!

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Order Items:

lineNumber:	1
description:	Black/Viva Highlighter Pen
lineType:	Reference
Quantity:	
value:	500
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.534
lineItemTotal:	387.000
requestedShipDate:	2020-01-22 06:19:19
requestedInHandsDate:	2020-01-27 06:19:19
Program:	
name:	EMERS
endCustomerSalesOrder:	019033120
productId:	G1215
customerProductId:	W015-10831
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G12150BLK
customerSupplied:	No
locationLinkId:	1

Quantity:	
value:	500
uom:	EA
Configuration:	
referenceNumber:	5680713
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	7
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Silk Screened
Artwork:	
description:	Silk Screened
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	SILVER
description:	EMERSON LOGO
color:	SILVER
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.180
extendedPrice:	
Quantity:	
value:	500
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	30.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA

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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