
Purchase Order:	6315715	Order Date:	2021-03-29
Total Amount:	359.10	Currency:	USD
Is Rush Order:	Yes	Payment Terms:	N45

Digital Proof Request:
required: Yes
type: Email
email: nicole.ayers@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: OC
attentionTo: NICOLE AYERS
address1: 1520 Albany Place SE
city: Orange City
region: IA
postalCode: 51041
country: US
email: nicole.ayers@staples.com
phone: 7127370996

Contact Type: Sales
attentionTo: LIZZIE MASKE
address1: 665 WEST NORTH AVE, SUITE 200
city: LOMBARD
region: IL
postalCode: 60148
country: US

phone: 3194313900

Order Shipments:

ContactDetails:

attentionTo: JAY DEVEREUX
companyName: RICOH MANAGED SERVICES
addressLines: 6300 DIAGONAL HWY BLDG 5
THINK KITS - S. SMITTE
city: BOULDER
state: CO
postalCode: 803019270
country: US
phone: 7206633615

ThirdPartyAccount:

accountNumber: 5A74R2
accountName: IBM PREPAID

ContactDetails:

addressLines: 6300 DIAGONAL HWY BLDG 5
THINK KITS - S. SMITTE
city: BOULDER
state: CO
postalCode: 803019270
country: US
email: slsmitte@us.ibm.com
phone: 7206633615

shipReferences: 6315715

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS
service: GROUND

comments:

Ship via: UPS GROUND-COMM-3rd party
CLIENT ACCT BILL Account#: 5A74R2
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 !! CUST PO # must be entered in FIRST Reference Field or on Bill of Lading !! **IF ORDER IS LARGE ENOUGH TO PALLETIZE, CONTACT FREIGHTROUTING@STAPLES.COM FOR INSTRUCTIONS**

Order Items:

lineNumber: 1
description: Smooth/dotted/Magna Centre Sewn Notebook
lineType: New
Quantity:
 value: 150
 uom: EA
ToleranceDetails:
 tolerance: ExactOnly
allowPartialShipments: No
unitPrice: 2.394
lineItemTotal: 359.100
requestedShipDate: 2021-04-12 10:15:02
requestedInHandsDate: 2021-04-15 10:15:02
Program:
 name: IBMMN
endCustomerSalesOrder: 021299390
productId: SC306
customerProductId: D020-2738
lineItemGroupId: 1
Parts:
 partGroup: 1
 partId: 00SC3060SDOT
 customerSupplied: No
 locationLinkId: s
Quantity:
 value: 150
 uom: EA

Configuration:

preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	12
locationName:	Front
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	THINK
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	.3846
width:	1.5000
locationLinkId:	2
locationId:	
locationName:	Back
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	IBM
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes

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 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