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Purchase Order:	6709528	Order Date:	2022-02-03
Total Amount:	1,324.05	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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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:	EMILY NEWBORG
address1:	1520 Albany Place SE
city:	Orange City
region:	IA
postalCode:	51041
country:	US
email:	Emily.Newborg@Staples.com
phone:	7127370609

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Order Shipments:

ContactDetails:

companyName:	STAPLES PROMOTIONAL PRODUCTS
addressLines:	1520 ALBANY PLACE SE RECEIVING DOCK, DRIVEWAY #3
city:	ORANGE CITY
state:	IA
postalCode:	510419678
country:	US
email:	GROUP-RECEIVINGLEADS@STAPLES.COM
phone:	712-737-0528

ThirdPartyAccount:

accountNumber: 211A1R  
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: 6709528  
packingListRequired: Yes  
blindShip: No  
allowConsolidation: No  
FreightDetails:  
carrier: UPS  
service: GROUND  
Under 501 lbs: Ship via: UPS GROUND-COMM-COLLECT Account#: 211A1R \*\*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 'SPP LTL ROUTING MATRIX.xlsx' ---FREIGHT TERMS ARE 3RD PARTY BILL: Please see 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 the Bill of Lading!!  
comments:

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Order Items:  
lineNumber: 1  
description: Magna Centre Sewn Notebook Smooth/plain - 3  
lineType: Repeat  
Quantity:  
value: 150  
uom: PK  
ToleranceDetails:

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	7.722
lineItemTotal:	1324.050
requestedShipDate:	2022-02-14 10:53:14
Program:	
name:	IBMMN
productId:	SC306
customerProductId:	2004138090001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00SC3060SPLN
customerSupplied:	No
description:	Magna Centre Sewn Notebook
locationLinkId:	s
Quantity:	
value:	150
uom:	PK
Configuration:	
referenceNumber:	6665615
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	12
locationName:	Front and back covers
Decorations:	
decorationId:	1
decorationName:	4-Color Process
Artwork:	
instructions:	Decoration Dimensions: Max
fileName:	509307 IBM Pen Notebook Line M
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email
locationLinkId:	2
locationId:	12
locationName:	Front and back covers
Decorations:	
decorationId:	1
decorationName:	4-Color Process
Artwork:	
instructions:	Decoration Dimensions: Max

fileName: 509308 IBM Pen Noebook flat M  
artworkType: ProductionReady  
fileLocation: Email  
transportMechanism: Email  
locationLinkId: 3  
locationId: 12  
locationName: Front and back covers  
Decorations:  
decorationId: 1  
decorationName: 4-Color Process  
Artwork:

Decoration Dimensions: Max782 | Please shrink wrap 3 notebooks together, 1 of each background, dot notebook must be on top. Inner fill should match notebook background.. Please remove Spector on the back of each notebook. Please send proof to kasia.vanegd om@staples.com

instructions:

fileName: 509309 IBM Pen Notebook dots M  
artworkType: ProductionReady  
fileLocation: Email  
transportMechanism: Email

Charges:

chargeId: 130  
chargeName: Assembly or Kitting Charge  
description:  
chargeType: Run  
unitPrice: 1.005  
extendedPrice:  
Quantity:  
value: 150  
uom: EA  
chargeId: 1000  
chargeName: Shrink Wrap Charge  
description:  
chargeType: Order  
unitPrice: .100  
extendedPrice:  
Quantity:  
value: 150  
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 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:

PROGRAM