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Purchase Order:	6741268	Order Date:	2022-03-01
Total Amount:	8,130.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: nicole.ayers@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: 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

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Order Shipments:

ContactDetails:

attentionTo: JAY DEVEREUX/ ACCELERATE SWAG  
companyName: RICOH  
addressLines: 6300 DIAGONAL HWY BLDG 5  
city: BOULDER  
state: CO  
postalCode: 803019270  
country: US  
phone: 0000000009

ThirdPartyAccount:

accountNumber: A6843V  
accountName: IBM ARIBA ORDERS - EDI

ContactDetails:

addressLines:  
country: US  
email: gecenia@us.ibm.com  
phone: 9147656264

shipReferences: 6741268

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Ship via: UPS GROUND-COMM-3rd party  
CLIENT ACCT BILL Account#: A6843V  
\*\*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\*\*

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Order Items:  
lineNumber: 1  
description: Dark Blue/Neoskin Hard Cover Journal  
lineType: New  
Quantity:  
    value: 1030  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 6.600  
lineItemTotal: 8130.000  
requestedShipDate: 2022-03-18 15:35:55  
requestedInHandsDate: 2022-03-18 15:35:55  
Program:  
    name: IBMMN  
endCustomerSalesOrder: 023457178  
productId: ST4143  
customerProductId: D030-1514  
lineItemGroupId: 1  
Parts:  
    partGroup: 1  
    partId: 00ST4143DBL  
    customerSupplied: No  
    description: Dark Blue/Neoskin Hard Cover Journal  
    locationLinkId: s  
    Quantity:  
        value: 1030  
        uom: EA  
Configuration:  
    preProductionProof: No  
Locations:  
    locationLinkId: 1  
    locationId: 29  
    locationName: Centered front between edge and elastic  
Decorations:  
    decorationId: 1  
    decorationName: Screenprint/Silkscreen  
    Artwork:  
    description: REBUS  
Layers:  
    colorSystem: Pms  
    LayerOrStops:  
    nameOrNumber: WHITE

description:	REBUS
color:	
locationLinkId:	2
locationId:	
locationName:	CENTER BACK
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	IBM 8-BAR
instructions:	Please place the IBM logo on the bottom center of the back of the journal with clear space to the bottom of the journal
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	WHITE
description:	IBM
color:	
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.600
extendedPrice:	
Quantity:	
value:	1030
uom:	EA
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.600
extendedPrice:	
Quantity:	
value:	1030
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	48.000
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 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. ALL SHIPMENTS OVER 150 LBS MUST BE ARRANGED BY IBM'S SHIPPING PARTNER. PLEASE PROVIDE THE FOLLOWING DETAILS FOR PICK-UP ARRANGEMENTS TO BE MADE: PICKUP DATE AVAILABLE PICKUP ADDRESS PICKUP CONTACT NAME/PHONE/EMAIL IS THERE A DOCK? WHAT ARE THE DOCK HOURS? WEIGHT AND DIMENSIONS OF THE BOX AND/OR PALLETS TO BE SHIPPED WE MUST SHIP FULL PO QUANTITIES TO RICOH FOR FULFILLMENT. CANNOT SHORT SHIP.

salesChannel: SPECIAL ORDER