
Purchase Order:	6785573	Order Date:	2022-04-01
Total Amount:	187.50	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: april.gotto@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: APRIL GOTTO
address1: 1520 Albany Place SE
city: Orange City
region: IA
postalCode: 51041
country: US
email: april.gotto@staples.com
phone: 7127370695

Contact Type: Sales
attentionTo: LIBBY RIPPEN
address1: 7500 W. 110TH STREET
city: OVERLAND PARK
region: KS
postalCode: 66210
country: US

phone: 9133193100

Order Shipments:

ContactDetails:

attentionTo: JONATHAN ROWE
companyName: MIT
addressLines: 400 MAIN ST
E19-201
city: CAMBRIDGE
state: MA
postalCode: 021421017
country: US
phone: 6175775857

ThirdPartyAccount:

accountNumber: 79V822
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: 6785573

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS
service: GROUND

comments:

Under 501 lbs: Ship via: UPS GROUND-
COMM-3rd Party Bill SPP Account#: 79V822
**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:	Blue/Ace Ballpoint Pen
lineType:	Repeat
Quantity:	
value:	125
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.260
lineItemTotal:	187.500
requestedShipDate:	2022-04-14 14:00:01
requestedInHandsDate:	2022-04-15 14:00:01
Program:	
name:	MIT
endCustomerSalesOrder:	023651690
productId:	G4026
customerProductId:	W020-9908
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G40260BLU
customerSupplied:	No
description:	Blue/Ace Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	125
uom:	EA
Configuration:	
referenceNumber:	5400480
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	5
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	JPAL
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Charges:	
chargeId:	940
chargeName:	Screenprint Run Charge
description:	
chargeType:	Run
unitPrice:	.240
extendedPrice:	
Quantity:	
value:	125
uom:	EA

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