

---

Purchase Order:	6803320	Order Date:	2022-04-14
Total Amount:	312.90	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

Digital Proof Request:  
required: Yes  
type: Email  
email: kira.cowan@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: SL  
attentionTo: KIRA COWAN  
address1: 8610 Page Ave, Suite A  
city: St. Louis  
region: MO  
postalCode: 63114  
country: US  
email: kira.cowan@staples.com  
phone: 3146923140

Contact Type: Sales  
attentionTo: NATASHA FONTANA  
address1: 211 HARMONY LANE  
city: MASSAPEQUA PARK  
region: NY  
postalCode: 11762  
country: US

---

Order Shipments:

ContactDetails:

attentionTo: ATTN: NICHOLAS CHEN HOLD FOR M  
companyName: CONVENE AT ONE LIBERTY PLAZA  
addressLines: 1 LIBERTY PLZ  
HOLD FOR EY BLOCKCHAIN SUMMIT  
city: NEW YORK  
state: NY  
postalCode: 100061404  
country: US  
phone: 7037470771

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: 6803320

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Under 501 lbs: Ship via: UPS GROUND-RES-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: White/Nori Pen/Highlighter/StylusW095  
lineType: Repeat  
Quantity:  
    value: 350  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: .894  
lineItemTotal: 312.900  
requestedShipDate: 2022-05-11 12:01:21  
requestedInHandsDate: 2022-05-12 12:01:21  
Program:  
    name: EY  
endCustomerSalesOrder: 023799430  
productId: I131  
customerProductId: W030-11649  
lineItemGroupId: 1  
Parts:  
    partGroup: 1  
    partId: 00I13100WHT  
    customerSupplied: No  
    description: White/Nori Pen/Highlighter/StylusW095  
    locationLinkId: 1

Quantity:  
value: 350  
uom: EA

Configuration:  
referenceNumber: 6561709  
referenceNumberType: PurchaseOrder  
preProductionProof: No

Locations:  
locationLinkId: 1  
locationId: 4  
locationName: Side of Barrel

Decorations:  
decorationId: 1  
decorationName: Screenprint/Silkscreen

Artwork:  
description: EY no-tag 2sc

Dimensions:  
geometry: Rectangle  
useMaxLocationDimensions: No  
height: .5000  
width: .4900

Layers:  
colorSystem: Pms

LayerOrStops:  
nameOrNumber: 116C  
description: LOGO  
color: Yellow  
nameOrNumber: 433  
description: LOGO  
color: Dark Charcoal  
fileName: EY no-tag 2sc  
artworkType: ProductionReady

fileLocation: <https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/ab88e7da-38e9-4d4b-9ebf-4e62c35fe82e.eps>

transportMechanism: Url

---

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. **\*\*FIRM DELIVERY WINDOW TO HOTEL\*\*** ITEMS MUST ARRIVE BETWEEN 5.12 AND 5.13. CANNOT ARRIVE EARLY OR LATE.

salesChannel:

SPECIAL ORDER