| | | | |
|---|---|---|---|
| Purchase Order: | 6806796 | Order Date: | 2022-04-18 |
| Total Amount: | 447.00 | Currency: | USD |
| Is Rush Order: | No | Payment Terms: | NET45 |

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 |

Order Shipments:

ContactDetails:

| | |
|---|---|
| companyName: | STAPLES PROMOTIONAL PRODUCTS |
| addressLines: | 1520 ALBANY PLACE SE<br>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: | 6806796 |
| packingListRequired: | Yes |
| blindShip: | No |
| allowConsolidation: | No |
| FreightDetails: | |
| carrier: | UPS |
| service: | GROUND |
| comments: | 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 classfied 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!! |

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| | |
|---|---|
| Order Items: | |
| lineNumber: | 1 |
| description: | Veneno Ballpoint Pen Red |
| lineType: | Repeat |
| Quantity: | |
| value: | 500 |
| uom: | EA |
| ToleranceDetails: | |

| | |
|---|---|
| tolerance: | ExactOnly |
| allowPartialShipments: | No |
| unitPrice: | .894 |
| lineItemTotal: | 447.000 |
| requestedShipDate: | 2022-04-27 09:58:45 |
| Program: | |
| name: | COKE |
| productId: | G1009 |
| customerProductId: | 2002824970001 |
| lineItemGroupingId: | 1 |
| Parts: | |
| partGroup: | 1 |
| partId: | 00G10090RED |
| customerSupplied: | No |
| description: | Veneno Ballpoint Pen |
| locationLinkId: | 1 |
| Quantity: | |
| value: | 500 |
| uom: | EA |
| Configuration: | |
| referenceNumber: | 6731595 |
| referenceNumberType: | PurchaseOrder |
| preProductionProof: | No |
| Locations: | |
| locationLinkId: | 1 |
| locationId: | |
| locationName: | 1 Side |
| Decorations: | |
| decorationId: | |
| decorationName: | Screenprint/Silkscreen |
| Artwork: | |
| instructions: | Decoration Dimensions: 11/2"x 5/8" \| |
| Layers: | |
| colorSystem: | Other |
| LayerOrStops: | |
| nameOrNumber: | WHITE |
| description: | WHITE |
| color: | WHITE |
| fileName: | Coca-Cola Script R bw.eps |
| artworkType: | ProductionReady |
| fileLocation: | Email |
| transportMechanism: | Email |

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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 |