
Purchase Order:	6825181	Order Date:	2022-04-29
Total Amount:	287.77	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: kelly.duncan@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: KC
attentionTo: KELLY DUNCAN
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: kelly.duncan@staples.com
phone: 7127370689

Contact Type: Sales
attentionTo: GINA RINEY
address1: 645 SIMMONS AVE
city: ST LOUIS
region: MO
postalCode: 63122
country: US

phone: 3145181969

Order Shipments:

ContactDetails:

attentionTo: BETHANY CHASE
companyName: CIGNA
addressLines: 1936 MCCAUSLAND AVE
city: SAINT LOUIS
state: MO
postalCode: 631171906
country: US
email: Bethany.Chase@Cigna.com
phone: 3147172586

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: 6825181

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: Blue/Neoskin Soft Cover Journal
lineType: Reference
Quantity:
 value: 38
 uom: EA
ToleranceDetails:
 tolerance: ExactOnly
allowPartialShipments: No
unitPrice: 4.500
lineItemTotal: 287.770
requestedShipDate: 2022-05-11 15:09:26
requestedInHandsDate: 2022-05-13 15:09:26
Program:
 name: CIGNA
endCustomerSalesOrder: 023906651
productId: ST4158
customerProductId: D020-13025
lineItemGroupId: 1
Parts:
 partGroup: 1
 partId: 00ST4158DBL
 customerSupplied: No
 description: Blue/Neoskin Soft Cover Journal
 locationLinkId: 1

Quantity:	
value:	38
uom:	EA
Configuration:	
referenceNumber:	5951567
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	12
locationName:	Centered front between edge and elastic
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	CIGNA NETWORK ACADEMY 2022
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	ALL
color:	WHITE
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	1.494
extendedPrice:	
Quantity:	
value:	38
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	60.000
extendedPrice:	
Quantity:	
value:	1
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