
Purchase Order:	6847509	Order Date:	2022-05-16
Total Amount:	2,700.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:

required:	Yes
type:	Email
email:	lovie.roberts@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:	LOVIE ROBERTS
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	lovie.roberts@staples.com
phone:	3146923020

Contact Type:	Sales
attentionTo:	GENEVIEVE CASHMAN
address1:	7822 DAVIDSON CT
city:	INVER GROVE HTS
region:	MN
postalCode:	55076
country:	US

phone: 6515032287

Order Shipments:

ContactDetails:

attentionTo: LYNETTE OSTREM
companyName: THOMSON REUTERS
addressLines: 610 OPPERMAN DR
city: SAINT PAUL
state: MN
postalCode: 551231340
country: US
email: lynette.ostrem@tr.com
phone: 6516877209

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: 6847509

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:	Black/Donald Hard Cover Journal
lineType:	New
Quantity:	
value:	375
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.600
lineItemTotal:	2700.000
requestedShipDate:	2022-06-14 14:41:35
requestedInHandsDate:	2022-06-17 14:41:35
Program:	
name:	TR
endCustomerSalesOrder:	024051225
productId:	ST4177
customerProductId:	D020-8128
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4177BLK
customerSupplied:	No
description:	Black/Donald Hard Cover Journal

locationLinkId:	1
Quantity:	
value:	375
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	6
locationName:	Centered front between edge and elastic
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	TR CONFERENCE LOGO
instructions:	PENDING ART, WILL EMAIL WEEK OF 5/23
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Charges:	
chargeId:	330
chargeName:	Debossing / Embossing Run Charge
description:	
chargeType:	Run
unitPrice:	.600
extendedPrice:	
Quantity:	
value:	375
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