
Purchase Order:	6860192	Order Date:	2022-05-25
Total Amount:	660.00	Currency:	USD
Is Rush Order:	Yes	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: nancy.barnes@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: NANCY BARNES
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: nancy.barnes@staples.com
phone: 9133194862

Contact Type: Sales
attentionTo: KRISTI KOSZYK
address1: 3740 E. HARRISON ST
city: GILBERT
region: AZ
postalCode: 85295
country: US

phone: 9099730390

Order Shipments:

ContactDetails:

attentionTo: WENDY PRESENT
companyName: YAVAPAI COLLEGE
addressLines: 1100 E SHELDON ST BLDG 7
DISTRIBUTION SERVICES
city: PRESCOTT
state: AZ
postalCode: 863013220
country: US
phone: 9287762192

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: 6860192

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:	Yellow/Dawson Ballpoint Pen
lineType:	New
Quantity:	
value:	2000
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.330
lineItemTotal:	660.000
requestedShipDate:	2022-06-08 10:12:13
requestedInHandsDate:	2022-06-15 10:12:13
Program:	
name:	YVPAI
endCustomerSalesOrder:	024116469
productId:	G1276
customerProductId:	W030-10541
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G12760YEL
customerSupplied:	No
description:	Yellow/Dawson Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	2000
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	1
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	YAVAPAI COLLEGE HORIZONTAL
instructions:	***FIRM IHD OF 06/24/22***
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	342
description:	IMPRINT
color:	GREEN
fileName:	Art
artworkType:	ProductionReady
fileLocation:	https://tinyurl.com/c2vbfps
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.
salesChannel:	SPECIAL ORDER