
Purchase Order:	6908273	Order Date:	2022-07-01
Total Amount:	1,800.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: tiffany.davis1@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: OC
attentionTo: TIFFANY DAVIS
address1: 1520 Albany Place SE
city: Orange City
region: IA
postalCode: 51041
country: US
email: tiffany.davis1@staples.com
phone: 7127370871

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

phone: 3145181969

Order Shipments:

ContactDetails:

companyName: ALEX MCCRAY
addressLines: 1400 MCCORMICK DR STE 351
PRINCE GEORGES COUNTY GOVT
city: UPPER MARLBORO
state: MD
postalCode: 207745313
country: US
email: nicole.venker@cigna.com
phone: 2407491237

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: 6908273

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:	White/Donald Hard Cover Journal Combo
lineType:	New
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	7.200
lineItemTotal:	1800.000
requestedShipDate:	2022-07-15 10:59:39
requestedInHandsDate:	2022-07-20 10:59:39
Program:	
name:	CIGNA
endCustomerSalesOrder:	024361512
productId:	ST4361
customerProductId:	D030-13025
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4361WHT
customerSupplied:	No
description:	White/Donald Hard Cover Journal Combo

locationLinkId:	s
Quantity:	
value:	250
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	16
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	GET READY HR
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
locationLinkId:	2
locationId:	1
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	OHRM
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes

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