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|                 |         |                |            |
|-----------------|---------|----------------|------------|
| Purchase Order: | 6951671 | Order Date:    | 2022-08-03 |
| Total Amount:   | 913.50  | Currency:      | USD        |
| Is Rush Order:  | No      | Payment Terms: | NET45      |

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Digital Proof Request:  
required: Yes  
type: Email  
email: nicole.ayers@staples.com  
lineItemGroupingId: 1

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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: NICOLE AYERS  
address1: 1520 Albany Place SE  
city: Orange City  
region: IA  
postalCode: 51041  
country: US  
email: nicole.ayers@staples.com  
phone: 7127370996

Contact Type: Sales  
attentionTo: LIZZIE MASKE  
address1: 665 WEST NORTH AVE, SUITE 200  
city: LOMBARD  
region: IL  
postalCode: 60148  
country: US

phone: 3194313900

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Order Shipments:

ContactDetails:

attentionTo: JENNIFER HOON (IBM CAMPUS)  
companyName: INTELLIPRINT SOLUTIONS/CDL  
addressLines: 901 MARKET ST  
city: NEW CUMBERLAND  
state: PA  
postalCode: 170701643  
country: US  
phone: 7176976900

ThirdPartyAccount:

accountNumber: A6843V  
accountName: IBM ARIBA ORDERS - EDI

ContactDetails:

addressLines:  
country: US  
email: gecenia@us.ibm.com  
phone: 9147656264

shipReferences: 6951671

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Ship via: UPS GROUND-COMM-3rd party  
CLIENT ACCT BILL Account#: A6843V  
\*\*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\*\*\* !! CUST PO # must be entered in FIRST Reference Field or on Bill of Lading !! \*\*IF ORDER IS LARGE ENOUGH TO PALLETIZE, CONTACT FREIGHTROUTING@STAPLES.COM FOR INSTRUCTIONS\*\*

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|                        |  |
|------------------------|--|
| Order Items:           |  |
| lineNumber:            | 1  |
| description:           | Smooth/lined/Magna Perfect Bound w/Smooth Cardbo |
| lineType:              | Reference  |
| Quantity:              |  |
| value:                 | 250  |
| uom:                   | EA   |
| ToleranceDetails:      |  |
| tolerance:             | ExactOnly  |
| allowPartialShipments: | No   |
| unitPrice:             | 3.654  |
| lineItemTotal:         | 913.500  |
| requestedShipDate:     | 2022-08-17 12:52:52                              |
| requestedInHandsDate:  | 2022-08-24 12:52:52                              |
| Program:               |  |
| name:                  | IBMMN  |
| endCustomerSalesOrder: | 024557999  |
| productId:             | sc106  |
| customerProductId:     | D020-12209                                       |
| lineItemGroupId:       | 1  |
| Parts:                 |  |
| partGroup:             | 1  |
| partId:                | 00SC1060SLIN                                     |
| customerSupplied:      | No   |
| description:           | Smooth/lined/Magna Perfect Bound w/Smooth Cardbo |
| locationLinkId:        | 1  |
| Quantity:              |  |
| value:                 | 250  |
| uom:                   | EA   |
| Configuration:         |  |
| referenceNumber:       | 6607412  |
| referenceNumberType:   | PurchaseOrder                                    |
| preProductionProof:    | No   |
| Locations:             |  |
| locationLinkId:        | 1  |
| locationId:            | 12   |
| locationName:          | Front and Back Covers                            |
| Decorations:           |  |
| decorationId:          | 1  |
| decorationName:        | Four Color Process                               |
| Artwork:               |  |
| description:           | IBM PAN AFRICAN                                  |

Dimensions:

geometry:

useMaxLocationDimensions:

Other

Yes

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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. ALL SHIPMENTS OVER 150 LBS MUST BE ARRANGED BY IBM'S SHIPPING PARTNER. PLEASE PROVIDE THE FOLLOWING DETAILS FOR PICK-UP ARRANGEMENTS TO BE MADE: PICKUP DATE AVAILABLE PICKUP ADDRESS PICKUP CONTACT NAME/PHONE/EMAIL IS THERE A DOCK? WHAT ARE THE DOCK HOURS? WEIGHT AND DIMENSIONS OF THE BOX AND/OR PALLETS TO BE SHIPPED WE MUST SHIP FULL PO QUANTITIES TO RICOH FOR FULFILLMENT. CANNOT SHORT SHIP. SPECIAL ORDER

salesChannel: