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Purchase Order:	6952036	Order Date:	2022-08-03
Total Amount:	1,096.20	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: JAY DEVEREUX / IBM Z INFLUENCE  
companyName: RICOH BOULDER PRODUCTION PRINT  
addressLines: 6300 DIAGONAL HWY BLDG 5  
city: BOULDER  
state: CO  
postalCode: 803019270  
country: US  
phone: 7206633615

ThirdPartyAccount:

accountNumber: 5A76R9  
accountName: IBM PREPAID

ContactDetails:

addressLines: 1 NEW ORCHARD RD STE 1  
city: ARMONK  
state: NY  
postalCode: 105041783  
country: US  
email: Sudharsana.Srinivasan@ibm.com  
phone: 5555555555

shipReferences: 6952036

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Ship via: UPS GROUND-COMM-3rd party  
CLIENT ACCT BILL Account#: 5A76R9  
\*\*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 Centre Sewn Notebook  
lineType: New  
Quantity:  
    value: 300  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 3.654  
lineItemTotal: 1096.200  
requestedShipDate: 2022-08-17 14:43:03  
requestedInHandsDate: 2022-08-23 14:43:03  
Program:  
    name: IBMMN  
endCustomerSalesOrder: 024559291  
productId: SC306  
customerProductId: D020-1508  
lineItemGroupId: 1  
Parts:  
    partGroup: 1  
    partId: 00SC3060SLIN  
    customerSupplied: No  
    description: Smooth/lined/Magna Centre Sewn Notebook  
    locationLinkId: 1  
Quantity:  
    value: 300

uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	12
locationName:	Front and Back Covers
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	IBM
instructions:	IBM 8-bar in bottom left corner (horizontal layout)
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	2132
description:	BACKGROUND
color:	BLUE
nameOrNumber:	WHITE
description:	IBM LOGO
color:	WHITE

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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: