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Purchase Order:	6994537	Order Date:	2022-09-02
Total Amount:	477.90	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:  
required: Yes  
type: Email  
email: jessica.morrison@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: KC  
attentionTo: JESSICA MORRISON  
address1: 7500 West 110th Street  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: jessica.morrison@staples.com  
phone: 9133194711

Contact Type: Sales  
attentionTo: SHANNAN BEASON  
address1: 6013 DRAKE COURT  
city: KATY  
region: TX  
postalCode: 77493  
country: US

phone: 8324966972

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Order Shipments:

ContactDetails:

attentionTo: BARBARA JACKSON  
companyName: PHILLIPS 66  
addressLines: 1520 E SEPULVEDA BLVD  
city: CARSON  
state: CA  
postalCode: 907456140  
country: US  
phone: 3105227823

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: 6994537

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!!

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Order Items:

lineNumber:	1
description:	Gray/Ashbury Flip-Top Backpack
lineType:	New
Quantity:	
value:	18
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	26.550
lineItemTotal:	477.900
requestedShipDate:	2022-09-16 10:02:27
requestedInHandsDate:	2022-09-22 10:02:27
Program:	
name:	PHP66
endCustomerSalesOrder:	024744393
productId:	BG104
customerProductId:	B010-3330
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00BG1040GRY
customerSupplied:	No
description:	Gray/Ashbury Flip-Top Backpack

locationLinkId:	1
Quantity:	
value:	18
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	1 Side
Decorations:	
decorationId:	
decorationName:	Printing/Pad Print
Artwork:	
description:	PHILLIPS 66 2022 SERVICE AWARDS
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	BLACK
description:	IMPRINT
color:	BLACK

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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.
salesChannel:	SPECIAL ORDER