
Purchase Order:	7011832	Order Date:	2022-09-15
Total Amount:	3,210.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: teresa.brooks@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: TERESA BROOKS
address1: 7500 West 110th Street
city: Overland Park
region: KS
postalCode: 66210
country: US
email: teresa.brooks@staples.com
phone: 9133194433

Contact Type: Sales
attentionTo: TAMI SPENCE
address1: 9401 CRAWFORD
city: COLUMBUS
region: MI
postalCode: 48063
country: US

phone: 3139096715

Order Shipments:

ContactDetails:

attentionTo: BOOTH 1146 C/O FREEMAN
companyName: GARTNER IT SYMPOSIUM/HP INC
addressLines: 10088 GENERAL DR
city: ORLANDO
state: FL
postalCode: 328248570
country: US
email: jo.marie.lang@hp.com
phone: 5555555555

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: 7011832

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:	Blue/Neoskin Soft Cover Journal
lineType:	New
Quantity:	
value:	600
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	3210.000
requestedShipDate:	2022-09-29 17:10:40
requestedInHandsDate:	2022-10-04 17:10:40
Program:	
name:	HPI
endCustomerSalesOrder:	024823390
productId:	ST4158
customerProductId:	D020-8557
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4158DBL
customerSupplied:	No
description:	Blue/Neoskin Soft Cover Journal

locationLinkId:	1
Quantity:	
value:	600
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	1 Side
Decorations:	
decorationId:	
decorationName:	Deboss
Artwork:	
description:	HP
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
fileName:	Art
artworkType:	ProductionReady
fileLocation:	https://binated.com/bi/VJQR9
transportMechanism:	Url
Charges:	
chargeId:	310
chargeName:	Debossing / Embossing Set-Up Charge
description:	
chargeType:	Setup
unitPrice:	60.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
chargeId:	330
chargeName:	Debossing / Embossing Run Charge
description:	
chargeType:	Run
unitPrice:	.600
extendedPrice:	
Quantity:	
value:	600
uom:	EA

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