

---

Purchase Order:	7036032	Order Date:	2022-10-04
Total Amount:	300.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

Digital Proof Request:  
required: Yes  
type: Email  
email: shane.taylor@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: SHANE TAYLOR  
address1: 7500 West 110th Street  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: shane.taylor@staples.com  
phone: 9133193100

Contact Type: Sales  
attentionTo: EILEEN MARTIN  
address1: 3 LOVERS LANE  
city: MEDFORD  
region: NY  
postalCode: 11763  
country: US

phone: 5168529108

---

Order Shipments:

ContactDetails:

attentionTo: KERI SUDWEEKS  
companyName: NORTHWELL HEALTH AT HOME  
addressLines: 1101 STEWART AVE STE 215  
RECEIVING, PO# 7022047568  
city: GARDEN CITY  
state: NY  
postalCode: 115304808  
country: US  
email: ksudweeks@northwell.edu  
phone: 5163047503

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: 7036032

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/Cynthia Ballpoint Pen  
lineType: Reference  
Quantity:  
    value: 250  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: .600  
lineItemTotal: 150.000  
requestedShipDate: 2022-10-14 10:17:29  
requestedInHandsDate: 2022-10-17 10:17:29  
Program:  
    name: NSLIJ  
endCustomerSalesOrder: 024951993  
productId: G1249  
customerProductId: W030-9202  
lineItemGroupingId: 1  
Parts:  
    partGroup: 1  
    partId: 00G12490BLU  
    customerSupplied: No  
    description: Blue/Cynthia Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	250
uom:	EA
Configuration:	
referenceNumber:	5626643
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Next to Clip
Decorations:	
decorationId:	
decorationName:	Four Color Process
Artwork:	
description:	NORTHWELL HEALTH AT HOME
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
lineNumber:	3
description:	Green/Cynthia Ballpoint Pen
lineType:	Reference
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.600
lineItemTotal:	150.000
requestedShipDate:	2022-10-14 10:17:29
requestedInHandsDate:	2022-10-17 10:17:29
Program:	
name:	NSLIJ
endCustomerSalesOrder:	024951993
productId:	G1249
customerProductId:	W030-9202
lineItemGroupingId:	3
Parts:	
partGroup:	1
partId:	00G12490GRN
customerSupplied:	No
description:	Green/Cynthia Ballpoint Pen

locationLinkId: 1  
Quantity:  
value: 250  
uom: EA  
Configuration:  
referenceNumber: 5626643  
referenceNumberType: PurchaseOrder  
preProductionProof: No  
Locations:  
locationLinkId: 1  
locationId:  
locationName: Next to Clip  
Decorations:  
decorationId:  
decorationName: Four Color Process  
Artwork:  
description: NORTHWELL HEALTH AT HOME  
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