
Purchase Order:	7044886	Order Date:	2022-10-10
Total Amount:	4,161.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:

required:	Yes
type:	Email
email:	kelly.duncan@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:	KELLY DUNCAN
address1:	7500 West 110th Street
city:	Overland Park
region:	KS
postalCode:	66210
country:	US
email:	kelly.duncan@staples.com
phone:	7127370689

Contact Type:	Sales
attentionTo:	GINA RINEY
address1:	645 SIMMONS AVE
city:	ST LOUIS
region:	MO
postalCode:	63122
country:	US

phone: 3145181969

Order Shipments:

ContactDetails:

attentionTo: ATTN: MARCI KINNIN
companyName: HILTON ORLANDO LAKE BUENA VIST
addressLines: 1751 HOTEL PLAZA BLVD
city: ORLANDO
state: FL
postalCode: 328308430
country: US
phone: 3143974126

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: 7044886

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS
service: GROUND

comments:

Under 501 lbs: Ship via: UPS GROUND-RES-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: White/Neoskin® Soft Cover Journal
lineType: New
Quantity:
 value: 600
 uom: EA
ToleranceDetails:
 tolerance: ExactOnly
allowPartialShipments: No
unitPrice: 4.650
lineItemTotal: 3252.000
requestedShipDate: 2022-10-24 14:22:40
requestedInHandsDate: 2022-10-27 14:22:40
Program:
 name: CIGNA
endCustomerSalesOrder: 024995999
productId: ST4158
customerProductId: D020-14184
lineItemGroupingId: 1
Parts:
 partGroup: 1
 partId: 00ST4158WHT
 customerSupplied: No
 description: White/Neoskin® Soft Cover Journal
 locationLinkId: 1

Quantity:	
value:	600
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	1
locationName:	CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	S2S ARTOWRK
instructions:	PLEASE USE THE BELOW FOR SHIPPING LABEL Hold for Shoulder to Shoulder Meeting Arrival Date: 11/12/2022 - Attention Marci Kinnin Hilton Orlando Lake Buena Vista 1751 Hotel Plaza Boulevard Lake Buena Vista, FL 32830
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.690
extendedPrice:	
Quantity:	
value:	600
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	48.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
lineNumber:	5
description:	White/Lindsay ballpoint pen /stylus
lineType:	New

Quantity:	
value:	600
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.200
lineItemTotal:	909.000
requestedShipDate:	2022-10-24 14:22:40
requestedInHandsDate:	2022-10-27 14:22:40
Program:	
name:	CIGNA
endCustomerSalesOrder:	024995999
productId:	I153
customerProductId:	W030-14184
lineItemGroupingId:	5
Parts:	
partGroup:	1
partId:	00I15300WHT
customerSupplied:	No
description:	White/Lindsay ballpoint pen /stylus
locationLinkId:	1
Quantity:	
value:	600
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	4
locationName:	ENLARGED AREA SIDE OF BARREL
Decorations:	
decorationId:	1
decorationName:	Laser Engraving
Artwork:	
description:	S2S ARTWORK
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run

unitPrice: .270
extendedPrice:
Quantity:
value: 600
uom: EA
chargeId: 980
chargeName: Set Up Charge
description:
chargeType: Setup
unitPrice: 27.000
extendedPrice:
Quantity:
value: 1
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