

---

Purchase Order:	7072437	Order Date:	2022-10-28
Total Amount:	660.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

Digital Proof Request:  
required: Yes  
type: Email  
email: nicole.ayers@staples.com  
lineItemGroupId: 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: 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

---

Order Shipments:

ContactDetails:

companyName: CAITLYN CONROY  
addressLines: 4803 BEAVER CREEK DR  
city: AUSTIN  
state: TX  
postalCode: 787594133  
country: US  
phone: 5555555555

ThirdPartyAccount:

accountNumber: 3Y8A79  
accountName: IBM ARIBA ORDERS - EDI

ContactDetails:

addressLines:  
country: US  
email: caitlynconroy@us.ibm.com  
phone: 5555555555

shipReferences: 7072437

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Ship via: UPS GROUND-RES-3rd party CLIENT  
ACCT BILL Account#: 3Y8A79 \*\*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\*\*

---

Order Items:

lineNumber: 1  
description: Black/Fabrizio Refillable Portfolio  
lineType: New  
Quantity:  
    value: 40  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 16.500  
lineItemTotal: 660.000  
requestedShipDate: 2022-11-23 12:16:19  
requestedInHandsDate: 2022-11-29 12:16:19  
Program:  
    name: IBMMN  
endCustomerSalesOrder: 025138316  
productId: ST4295  
customerProductId: D020-1508  
lineItemGroupId: 1  
Parts:  
    partGroup: 1  
    partId: 00ST4295BLK  
    customerSupplied: No  
    description: Black/Fabrizio Refillable Portfolio  
    locationLinkId: 1  
    Quantity:  
        value: 40  
        uom: EA  
Configuration:  
    preProductionProof: No  
Locations:  
    locationLinkId: 1  
    locationId:  
    locationName: Non Standard  
Decorations:  
    decorationId:  
    decorationName: Deboss  
    Artwork:  
    description: IBM  
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