
Purchase Order:	7107642	Order Date:	2022-11-22
Total Amount:	5,400.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: lovie.roberts@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: SL
attentionTo: LOVIE ROBERTS
address1: 8610 Page Ave, Suite A
city: St. Louis
region: MO
postalCode: 63114
country: US
email: lovie.roberts@staples.com
phone: 3146923020

Contact Type: Sales
attentionTo: GENEVIEVE CASHMAN
address1: 7822 DAVIDSON CT
city: INVER GROVE HTS
region: MN
postalCode: 55076
country: US

phone: 6515032287

Order Shipments:

ContactDetails:

attentionTo: BETHANY MCCAIN - HUMAN RESOURC
companyName: MAYO CLINIC OZMUN BUILDING
addressLines: 200 2ND ST SW
city: ROCHESTER
state: MN
postalCode: 559050016
country: US
email: mccain.bethany@mayo.edu
phone: 7014128814

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: 7107642

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: Black/Luigi Ballpoint Pen
lineType: Reference
Quantity:
 value: 5000
 uom: EA
ToleranceDetails:
 tolerance: ExactOnly
allowPartialShipments: No
unitPrice: 1.080
lineItemTotal: 5400.000
requestedShipDate: 2022-12-06 13:12:59
requestedInHandsDate: 2022-12-09 13:12:59
Program:
 name: MAYOC
endCustomerSalesOrder: 025322215
productId: G4051
customerProductId: W020-15653
lineItemGroupId: 1
Parts:
 partGroup: 1
 partId: 00G40510BLK
 customerSupplied: No
 description: Black/Luigi Ballpoint Pen
 locationLinkId: 1

Quantity:	
value:	5000
uom:	EA
Configuration:	
referenceNumber:	6985114
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Laser Engraving
Artwork:	
description:	MAYO CLINIC (HORIZONTAL)
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	LASER
description:	FULL LOGO
color:	LASER

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