

---

Purchase Order:	7191309	Order Date:	2023-01-31
Total Amount:	1,080.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

---

Digital Proof Request:  
required: Yes  
type: Email  
email: corinne.lakey@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: CORINNE LAKEY  
address1: 7500 West 110th Street  
city: Overland Park  
region: KS  
postalCode: 66210  
country: US  
email: corinne.lakey@staples.com  
phone: 9133194417

Contact Type: Sales  
attentionTo: NIKKI PROMADES  
address1: 4171 MAIN ST  
city: JUPITER  
region: FL  
postalCode: 33458  
country: US

phone: 5617586813

---

Order Shipments:

ContactDetails:

attentionTo: DEBORA NIELSON  
companyName: UNIVERSITY OF ALABAMA IN HUNTS  
addressLines: 301 SPARKMAN DR SKH 323  
city: HUNTSVILLE  
state: AL  
postalCode: 358990100  
country: US  
phone: 2568242971

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: 7191309

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 highlighter 3-in-1 ballpoint
lineType:	Reference
Quantity:	
value:	500
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.080
lineItemTotal:	540.000
requestedShipDate:	2023-02-14 10:01:03
requestedInHandsDate:	2023-02-17 10:01:03
Program:	
name:	UNVAH
endCustomerSalesOrder:	025731001
productId:	I149
customerProductId:	W030-11684
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00I14900BLU
customerSupplied:	No
description:	Blue/Cynthia highlighter 3-in-1 ballpoint

locationLinkId:	1
Quantity:	
value:	500
uom:	EA
Configuration:	
referenceNumber:	6699767
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	ASGC
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	662
description:	LOGO
color:	BLUE
lineNumber:	3
description:	Red/Cynthia highlighter 3-in-1 ballpoint
lineType:	Reference
Quantity:	
value:	500
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.080
lineItemTotal:	540.000
requestedShipDate:	2023-02-14 10:01:03
requestedInHandsDate:	2023-02-17 10:01:03
Program:	
name:	UNVAH
endCustomerSalesOrder:	025731001
productId:	I149
customerProductId:	W030-11684

lineItemGroupingId:	3
Parts:	
partGroup:	1
partId:	00I14900RED
customerSupplied:	No
description:	Red/Cynthia highlighter 3-in-1 ballpoint
locationLinkId:	1
Quantity:	
value:	500
uom:	EA
Configuration:	
referenceNumber:	6699767
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	ASGC
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	200
description:	LOGO
color:	RED

---

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