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Purchase Order:	7226418	Order Date:	2023-02-28
Total Amount:	534.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

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Digital Proof Request:

required:	Yes
type:	Email
email:	kelly.duncan@staples.com
lineItemGroupingId:	1

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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

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Order Shipments:

ContactDetails:

attentionTo: JANE BRADY  
companyName: CIGNA HEALTHCARE  
addressLines: 730 COOL SPRINGS BLVD STE 500  
city: FRANKLIN  
state: TN  
postalCode: 370677331  
country: US  
email: jane.brady@cigna.com  
phone: 6155953377

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: 7226418

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!!

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Order Items:

lineNumber:	1
description:	Silver/Neoskin® Soft Cover Journal
lineType:	Reference
Quantity:	
value:	100
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	465.000
requestedShipDate:	2023-03-15 11:10:00
requestedInHandsDate:	2023-03-17 11:10:00
Program:	
name:	CIGNA
endCustomerSalesOrder:	025892758
productId:	ST4158
customerProductId:	D020-16429
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4158SLV
customerSupplied:	No
description:	Silver/Neoskin® Soft Cover Journal

locationLinkId:	1
Quantity:	
value:	100
uom:	EA
Configuration:	
referenceNumber:	7170823
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	6
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	Cigna Healthcare
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	1.0860
width:	2.0000
fileName:	635e5716-1e41-4b5d-8cc7-096465970dc1.eps
artworkType:	
fileLocation:	Email
transportMechanism:	Email
Charges:	
chargeId:	85
chargeName:	Four Color Process Run Charge
description:	
chargeType:	Run
unitPrice:	.690
extendedPrice:	
Quantity:	
value:	100
uom:	EA

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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