
Purchase Order:	7246307	Order Date:	2023-03-15
Total Amount:	355.50	Currency:	USD
Is Rush Order:	Yes	Payment Terms:	NET45

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:	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:	7246307
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:	Neoskin® Soft Cover Journal
lineType:	Repeat
Quantity:	
value:	50
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	232.500
requestedShipDate:	2023-03-21 13:25:36
requestedInHandsDate:	2023-03-23 13:25:36
Program:	
name:	CIGNA
endCustomerSalesOrder:	025983411
productId:	ST4158
customerProductId:	D020-16429
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4158SLV
customerSupplied:	No
description:	Neoskin® Soft Cover Journal

locationLinkId:	1
Quantity:	
value:	50
uom:	EA
Configuration:	
referenceNumber:	7226418
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:	50
uom:	EA
chargeId:	920
chargeName:	Repeat Set Up Charge
description:	
chargeType:	Setup
unitPrice:	27.000
extendedPrice:	
Quantity:	
value:	1

uom:	EA
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.690
extendedPrice:	
Quantity:	
value:	50
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