
Purchase Order:	7267290	Order Date:	2023-03-31
Total Amount:	1,080.00	Currency:	USD
Is Rush Order:	No	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:	SL
attentionTo:	NICOLE GRUBB
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	nicole.grubb@staples.com
phone:	3148125807

Contact Type:	Sales
attentionTo:	WIL CORMIER
address1:	4530 HAVILAND FALLS DRIVE
city:	HUMBLE
region:	TX
postalCode:	77396
country:	US
phone:	8322570493

Order Shipments:

ContactDetails:	
attentionTo:	ROSA ROJAS

companyName:	SUNNOVA
addressLines:	20 GREENWAY PLZ STE 350
city:	HOUSTON
state:	TX
postalCode:	770462016
country:	US
email:	rosa.rojas@sunnova.com
phone:	8324235585
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:	7267290
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:	Black/Aqua Ballpoint Pen
lineType:	Reference
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	.600
lineItemTotal:	150.000
requestedShipDate:	2023-04-11 13:27:39
requestedInHandsDate:	2023-04-14 13:27:39
Program:	
name:	SNOVA
endCustomerSalesOrder:	026073653
productId:	EC112
customerProductId:	W030-11805
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00EC1120BLK
customerSupplied:	No
description:	Black/Aqua Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	250
uom:	EA
Configuration:	
referenceNumber:	7196962
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	2
locationName:	IN LINE WITH CLIP
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	Sunnova noTM R bw.eps
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	WHITE
description:	SUNNOVA
color:	WHITE
fileName:	5cbce7a7-6bde-45e1-ae23-902fcc115bf2.eps
artworkType:	NonProductionReady
fileLocation:	
transportMechanism:	ArtworkToFollow
lineNumber:	3
description:	Orange/Neoskin Soft Cover Journal
lineType:	Repeat
Quantity:	
value:	200
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	930.000
requestedShipDate:	2023-04-11 13:27:39
requestedInHandsDate:	2023-04-14 13:27:39
Program:	

name:	SNOVA
endCustomerSalesOrder:	026073653
productId:	ST4158
customerProductId:	D020-11805
lineItemGroupId:	3
Parts:	
partGroup:	1
partId:	00ST4158ORG
customerSupplied:	No
description:	Orange/Neoskin Soft Cover Journal
locationLinkId:	1
Quantity:	
value:	200
uom:	EA
Configuration:	
referenceNumber:	7196962
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	Sunnova bw.eps
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	DEBOSS
description:	SUNNOVA
color:	DEBOSS
fileName:	750194c1-c8de-40b1-aaaf-6a552eefe150.eps
artworkType:	NonProductionReady
fileLocation:	
transportMechanism:	ArtworkToFollow

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