
| | | | |
|-----------------|---------|----------------|------------|
| Purchase Order: | 7267291 | Order Date: | 2023-03-31 |
| Total Amount: | 465.00 | 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: | 7267291 |
| 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: | Orange/Neoskin Soft Cover Journal |
| lineType: | Repeat |
| Quantity: | |
| value: | 100 |
| uom: | EA |
| ToleranceDetails: | |
| tolerance: | ExactOnly |
| allowPartialShipments: | No |
| unitPrice: | 4.650 |
| lineItemTotal: | 465.000 |
| requestedShipDate: | 2023-04-10 13:27:47 |
| requestedInHandsDate: | 2023-04-14 13:27:47 |
| Program: | |
| name: | SNOVA |
| endCustomerSalesOrder: | 026073655 |
| productId: | ST4158 |
| customerProductId: | D020-11805 |
| lineItemGroupingId: | 1 |
| Parts: | |
| partGroup: | 1 |
| partId: | 00ST4158ORG |
| customerSupplied: | No |
| description: | Orange/Neoskin Soft Cover Journal |

| | |
|---------------------------|--|
| locationLinkId: | 1 |
| Quantity: | |
| value: | 100 |
| 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