
Purchase Order:	7274886	Order Date:	2023-04-06
Total Amount:	5,832.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: kelly.duncan@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: 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: STEPHANIE CALLAHAN
companyName: EXPRESS SCRIPTS
addressLines: 1 EXPRESS WAY
city: SAINT LOUIS
state: MO
postalCode: 631211824
country: US
email: Stephanie.Callahan@evernorth.com
phone: 3143974126

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: 7274886

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:	White/Lindsay ballpoint pen /stylus
lineType:	New
Quantity:	
value:	800
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.560
lineItemTotal:	1248.000
requestedShipDate:	2023-04-19 15:53:04
requestedInHandsDate:	2023-04-21 15:53:04
Program:	
name:	CIGNA
endCustomerSalesOrder:	026108601
productId:	I153
customerProductId:	W030-14184
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00I15300WHT
customerSupplied:	No
description:	White/Lindsay ballpoint pen /stylus

locationLinkId:	1
Quantity:	
value:	800
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	2
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	EVERNORTH HEALTH SERVICES
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	5473
description:	ALL
color:	5473
fileName:	Art
artworkType:	ProductionReady
fileLocation:	https://mb.staplespromoproducts.com:443/p/index.php/webshare/4e9f68bd0d9548b899baa26ce6d25c6b/false/webshare/4e9f68bd0d9548b899baa26ce6d25c6b/Evernorth+HS+5473+sc.eps
transportMechanism:	Url
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.270
extendedPrice:	
Quantity:	
value:	800
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup

unitPrice:	48.000
extendedPrice:	
Quantity:	
value:	1
uom:	EA
lineNumber:	5
description:	White/Neoskin Soft Cover Journal
lineType:	New
Quantity:	
value:	800
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	3720.000
requestedShipDate:	2023-04-19 15:53:04
requestedInHandsDate:	2023-04-21 15:53:04
Program:	
name:	CIGNA
endCustomerSalesOrder:	026108601
productId:	ST4158
customerProductId:	D020-14184
lineItemGroupId:	5
Parts:	
partGroup:	1
partId:	00ST4158WHT
customerSupplied:	No
description:	White/Neoskin Soft Cover Journal
locationLinkId:	1
Quantity:	
value:	800
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	6
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	1
decorationName:	Four Color Process
Artwork:	
description:	EVERNORTH HEALTH SERVICES

Dimensions:
geometry: Other
useMaxLocationDimensions: Yes
Layers:
colorSystem: Other
LayerOrStops:
nameOrNumber: 5473
description: ALL
color: 5473
fileName: Art
artworkType: ProductionReady
fileLocation: <https://mb.staplespromoproducts.com:443/p/index.php/webshare/4e9f68bd0d9548b899baa26ce6d25c6b/false/webshare/4e9f68bd0d9548b899baa26ce6d25c6b/Evernorth+HS+5473+sc.eps>
transportMechanism: Url
Charges:
chargeId: 923
chargeName: Run Charge
description:
chargeType: Run
unitPrice: .690
extendedPrice:
Quantity:
value: 800
uom: EA
chargeId: 980
chargeName: Set Up Charge
description:
chargeType: Setup
unitPrice: 48.000
extendedPrice:
Quantity:
value: 1
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