
Purchase Order:	7361840	Order Date:	2023-06-14
Total Amount:	216.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:

required:	Yes
type:	Email
email:	april.ruden@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:	OC
attentionTo:	APRIL RUDEN
address1:	1520 Albany Place SE
city:	Orange City
region:	IA
postalCode:	51041
country:	US
email:	april.ruden@staples.com
phone:	7127371818

Contact Type:	Sales
attentionTo:	GENEVIEVE CASHMAN
address1:	7822 DAVIDSON CT
city:	INVER GROVE HTS
region:	MN
postalCode:	55076
country:	US

phone: 6515032287

Order Shipments:

ContactDetails:

attentionTo: DENISE HAYWOOD
companyName: MAYO CLINIC, STRATEGY DEPARTME
addressLines: 200 1ST ST SW
OZMUN EAST 5-10
city: ROCHESTER
state: MN
postalCode: 559050001
country: US
email: denisemhaywood@mayo.edu
phone: 5072931008

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: 7361840

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:	Navy blue/Fabrizio Soft Cover Journal
lineType:	New
Quantity:	
value:	40
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	5.400
lineItemTotal:	216.000
requestedShipDate:	2023-06-29 09:46:54
requestedInHandsDate:	2023-07-05 09:46:54
Program:	
name:	MAYOC
endCustomerSalesOrder:	026552661
productId:	ST4171
customerProductId:	D020-15653
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4171NVY
customerSupplied:	No
description:	Navy blue/Fabrizio Soft Cover Journal

locationLinkId:	1
Quantity:	
value:	40
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	5
locationName:	CENTERED ON FRONT
Decorations:	
decorationId:	1
decorationName:	Deboss
Artwork:	
description:	MAYO CLINIC STRATEGY DEPARTMENT
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes

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