
Purchase Order:	7412698	Order Date:	2023-07-28
Total Amount:	9,513.90	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:	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:	CIGNA-BACK TO WORK KITS

companyName:	DIVERSITY PRESS
addressLines:	4026 W 10TH ST
city:	INDIANAPOLIS
state:	IN
postalCode:	462223203
country:	US
phone:	3172414234
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:	7412698
packingListRequired:	Yes
blindShip:	Yes
allowConsolidation:	No
FreightDetails:	
carrier:	UPS
service:	GROUND
	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!!
comments:	

Order Items:
lineNumber: 1
description: Silver/Neoskin Soft Cover Journal
lineType: Reference
Quantity:
 value: 818
 uom: EA
ToleranceDetails:
 tolerance: ExactOnly
allowPartialShipments: No
unitPrice: 4.650
lineItemTotal: 3803.700
requestedShipDate: 2023-08-10 15:20:18
requestedInHandsDate: 2023-08-15 15:20:18
Program:
 name: CIGNA
endCustomerSalesOrder: 026809755
productId: ST4158
customerProductId: D020-16430
lineItemGroupId: 1
Parts:
 partGroup: 1
 partId: 00ST4158SLV
 customerSupplied: No
 description: Silver/Neoskin Soft Cover Journal
 locationLinkId: 1
 Quantity:
 value: 818
 uom: EA
Configuration:
 referenceNumber: 7272352
 referenceNumberType: PurchaseOrder
 preProductionProof: No
Locations:
 locationLinkId: 1
 locationId: 12
 locationName: CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:
 decorationId: 1
 decorationName: Screenprint/Silkscreen
 Artwork:
 description: CIGNA HEALTHCARE

Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	300
description:	TEXT
color:	BLUE
nameOrNumber:	361
description:	LEAVES
color:	GREEN
lineNumber:	3
description:	Black/Neoskin Soft Cover Journal
lineType:	Reference
Quantity:	
value:	410
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	1906.500
requestedShipDate:	2023-08-10 15:20:18
requestedInHandsDate:	2023-08-15 15:20:18
Program:	
name:	CIGNA
endCustomerSalesOrder:	026809755
productId:	ST4158
customerProductId:	D020-16429
lineItemGroupingId:	3
Parts:	
partGroup:	1
partId:	00ST4158BLK
customerSupplied:	No
description:	Black/Neoskin Soft Cover Journal
locationLinkId:	1
Quantity:	
value:	410
uom:	EA
Configuration:	
referenceNumber:	7327829
referenceNumberType:	PurchaseOrder
preProductionProof:	No

Locations:	
locationLinkId:	1
locationId:	12
locationName:	CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	CIGNA GROUP
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	WHITE
description:	TEXT
color:	WHITE
nameOrNumber:	361
description:	LEAVES
color:	GREEN
lineNumber:	5
description:	White/Neoskin Soft Cover Journal
lineType:	Reference
Quantity:	
value:	818
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.650
lineItemTotal:	3803.700
requestedShipDate:	2023-08-10 15:20:18
requestedInHandsDate:	2023-08-15 15:20:18
Program:	
name:	CIGNA
endCustomerSalesOrder:	026809755
productId:	ST4158
customerProductId:	D020-14184
lineItemGroupingId:	5
Parts:	
partGroup:	1
partId:	00ST4158WHT

customerSupplied:	No
description:	White/Neoskin Soft Cover Journal
locationLinkId:	1
Quantity:	
value:	818
uom:	EA
Configuration:	
referenceNumber:	7237250
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	12
locationName:	CENTERED FRONT BETWEEN EDGE AND ELASTIC
Decorations:	
decorationId:	1
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	EVERNORTH HEALTH SERVICES
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	5473
description:	ALL
color:	TEMPERMINT

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