
Purchase Order:	7535854	Order Date:	2023-11-07
Total Amount:	7.20	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Order Contacts:

Contact Type:	Bill
Account Name:	STAPLES PROMOTIONAL PRODUCTS
attentionTo:	STAPLES PROMOTIONAL PRODUCTS
address1:	10851 Mastin St, Ste 220
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:	DONNA HUNT
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	Donna.Hunt@Staples.com
phone:	3146923147

Contact Type:	Sales
attentionTo:	CHELSEA HORAN
address1:	49 PULIDO COURT
city:	DANVILLE
region:	CA
postalCode:	94526
country:	US
phone:	2064659051

Order Shipments:

ContactDetails:	
companyName:	STACEY LOVEGREN

addressLines: 6201 AMERICA CENTER DR
city: SAN JOSE
state: CA
postalCode: 95002
country: US
phone: 4083063474

ThirdPartyAccount:
accountNumber: 79V822
accountName: STAPLES PROMOTIONAL PRODUCTS

ContactDetails:
attentionTo: STAPLES PROMOTIONAL PRODUCTS
addressLines: 10851 Mastin St, Ste 220
city: Overland Park
state: KS
postalCode: 66210
country: US
email: InvoicesSPP@Staples.com
phone: 913-319-3100

shipReferences: 7535854
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:	Natural/Single Meeting Notebook Item: SINGLE MEETING NOTEBOOK Item Color: NATURAL
lineType:	New
Quantity:	
value:	1
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	2.400
lineItemTotal:	2.400
requestedShipDate:	2023-11-09 09:24:16
requestedInHandsDate:	2023-11-10 09:24:16
Program:	
name:	APPLE
endCustomerSalesOrder:	027383400
productId:	EC302
customerProductId:	D020-3632
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00EC3020NAT
customerSupplied:	No
description:	Natural/Single Meeting Notebook Item: SINGLE MEETING NOTEBOOK Item Color: NATURAL
Quantity:	
value:	1
uom:	EA
Configuration:	
preProductionProof:	No
lineNumber:	2
description:	Grey/Single Meeting Notebook Item: SINGLE MEETING NOTEBOOK Item Color: GREY
lineType:	New
Quantity:	
value:	1
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	2.400
lineItemTotal:	2.400
requestedShipDate:	2023-11-09 09:24:16

requestedInHandsDate: 2023-11-10 09:24:16
Program:
 name: APPLE
endCustomerSalesOrder: 027383400
productId: EC302
customerProductId: D020-3632
lineItemGroupId: 2
Parts:
 partGroup: 1
 partId: 00EC3020GRY
 customerSupplied: No
 description: Grey/Single Meeting Notebook Item: SINGLE MEETING NOTEBOOK Item Color: GREY
 Quantity:
 value: 1
 uom: EA
Configuration:
 preProductionProof: No
lineNumber: 3
description: White/Single Meeting Notebook Item: SINGLE MEETING NOTEBOOK Item Color: WHITE
lineType: New
Quantity:
 value: 1
 uom: EA
ToleranceDetails:
 tolerance: ExactOnly
allowPartialShipments: No
unitPrice: 2.400
lineItemTotal: 2.400
requestedShipDate: 2023-11-09 09:24:16
requestedInHandsDate: 2023-11-10 09:24:16
Program:
 name: APPLE
endCustomerSalesOrder: 027383400
productId: EC302
customerProductId: D020-3632
lineItemGroupId: 3
Parts:
 partGroup: 1
 partId: 00EC3020WHT
 customerSupplied: No
 description: White/Single Meeting Notebook Item: SINGLE MEETING NOTEBOOK Item Color: WHITE
 Quantity:

value:	1
uom:	EA
Configuration:	
preProductionProof:	No

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:	SAMPLE