
Purchase Order:	7594701	Order Date:	2023-12-21
Total Amount:	7,308.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: Janice.Hogan@Staples.com
lineItemGroupingId: 1

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: OC
attentionTo: JANICE HOGAN
address1: 1520 Albany Place SE
city: Orange City
region: IA
postalCode: 51041
country: US
email: Janice.Hogan@Staples.com
phone: 9133914463

Contact Type: Sales
attentionTo: LIZZIE MASKE
address1: 665 WEST NORTH AVE, SUITE 200
city: LOMBARD
region: IL
postalCode: 60148
country: US

phone: 3194313900

Order Shipments:

ContactDetails:

attentionTo: JAY DEVEREUX
companyName: RICOH
addressLines: 6300 DIAGONAL HWY
city: BOULDER
state: CO
postalCode: 803019270
country: US
phone: 9133194471

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: 7594701

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:	Smooth/dotted/Magna Centre Sewn Notebook
lineType:	New
Quantity:	
value:	2000
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	3.654
lineItemTotal:	7308.000
requestedShipDate:	2024-01-08 09:10:33
requestedInHandsDate:	2024-01-15 09:10:33
Program:	
name:	IBMMN
endCustomerSalesOrder:	027664548
productId:	SC306
customerProductId:	D020-1508
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00SC3060SDOT
customerSupplied:	No
description:	Smooth/dotted/Magna Centre Sewn Notebook

locationLinkId:	1
Quantity:	
value:	2000
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	17
locationName:	Front and Back Covers
Decorations:	
decorationId:	1
decorationName:	Digital Laminate Panel
Artwork:	
description:	IBM
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	FULL COLOR
description:	WHOLE LOGO
color:	FULL COLOR

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