
Purchase Order:	7631803	Order Date:	2024-01-31
Total Amount:	2,637.00	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:	DENISE KING
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	Denise.King@Staples.com
phone:	3146923116

Order Shipments:

ContactDetails:

companyName:	DIVERSITY PRESS
addressLines:	4050 W 10TH ST
city:	INDIANAPOLIS
state:	IN
postalCode:	46222
country:	US
email:	FC.SHIPPING@PRIORITYGROUP.COM
phone:	317-957-0936
ThirdPartyAccount:	
accountNumber:	211A1R

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:	7631803
packingListRequired:	Yes
blindShip:	No
allowConsolidation:	No
FreightDetails:	
carrier:	UPS
service:	GROUND
	Under 501 lbs: Ship via: UPS GROUND- COMM-3rd Party Bill SPP Account#: 211A1R **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 'SPP LTL ROUTING MATRIX.xlsx' ---FREIGHT TERMS ARE 3RD PARTY BILL: Please see 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 the Bill of Lading!!
comments:	

Order Items:	
lineNumber:	1
description:	Magna Perfect Bound w/Smooth Cardbo Smooth/lined
lineType:	Repeat
Quantity:	
value:	500
uom:	EA
ToleranceDetails:	

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	5.274
lineItemTotal:	2637.000
requestedShipDate:	2024-02-09 11:21:37
Program:	
name:	CIGNA-CIGNA HEALTHCARE
productId:	SC106
customerProductId:	2004401380001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00SC1060SLIN
customerSupplied:	No
description:	Magna Perfect Bound w/Smooth Cardbo Smooth/lined
locationLinkId:	1
Quantity:	
value:	500
uom:	EA
Configuration:	
referenceNumber:	7493539
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	17
locationName:	Front and back covers
Decorations:	
decorationId:	1
decorationName:	4-Color Process
Artwork:	
instructions:	Decoration Dimensions: 11" W refer to previous PO 7400538
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	300
description:	Blue
color:	Blue
nameOrNumber:	280
description:	Navy
color:	Navy
nameOrNumber:	361

description:	Green
color:	Green
nameOrNumber:	WHITE
description:	WHITE
color:	WHITE
fileName:	526844 Cigna Healthcare Leaves
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email

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:	PROGRAM