
Purchase Order:	7675701	Order Date:	2024-03-13
Total Amount:	270.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: lovie.roberts@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: SL
attentionTo: LOVIE ROBERTS
address1: 8610 Page Ave, Suite A
city: St. Louis
region: MO
postalCode: 63114
country: US
email: lovie.roberts@staples.com
phone: 3146923020

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: ERIN BLUMENTRITT / JENNIFER SC
companyName: MAYO CLINIC
addressLines: 200 1ST ST SW
OZMUN BLDG EAST 1ST FL
city: ROCHESTER
state: MN
postalCode: 559050002
country: US
email: blumentritt.erin@mayo.edu
phone: 5072931005

ThirdPartyAccount:

accountNumber: 473376300
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: 7675701

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: FEDEX
service: GROUND

comments:

Under 501 lbs: Ship via: FEDEX GROUND-
COMM-3rd Party Bill SPP Account#: 473376300
**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:	Blue/Luigi Ballpoint Pen
lineType:	New
Quantity:	
value:	250
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	1.080
lineItemTotal:	270.000
requestedShipDate:	2024-03-26 10:14:47
requestedInHandsDate:	2024-03-29 10:14:47
Program:	
name:	MAYOC
endCustomerSalesOrder:	028021228
productId:	G4051
customerProductId:	W020-15653
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G40510BLU
customerSupplied:	No
description:	Blue/Luigi Ballpoint Pen

locationLinkId:	1
Quantity:	
value:	250
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Side of Barrel
Decorations:	
decorationId:	1
decorationName:	Laser Engraving
Artwork:	
description:	MAYO CLINIC (NEW LOGO)
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	LASER
description:	ENTIRE LOGO
color:	LASER

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