
Purchase Order:	7680656	Order Date:	2024-03-18
Total Amount:	360.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: jessica.morrison@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: KC
attentionTo: JESSICA MORRISON
address1: 10851 Mastin St, Ste 220
city: Overland Park
region: KS
postalCode: 66210
country: US
email: jessica.morrison@staples.com
phone: 9133194711

Contact Type: Sales
attentionTo: ALISA LYONS
address1: 23705 CALM MEADOW CT
city: GROSSE ILE
region: MI
postalCode: 48138
country: US

phone: 7346759153

Order Shipments:

ContactDetails:

attentionTo: MANDY HARRIS
companyName: MARATHON PETROLEUM
addressLines: 539 S MAIN ST RM X-06-008
city: FINDLAY
state: OH
postalCode: 458403229
country: US
email: mmharris@marathonpetroleum.com
phone: 4193481195

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: 7680656

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/Bradford Refillable Journal Combo
lineType:	Reference
Quantity:	
value:	75
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.800
lineItemTotal:	360.000
requestedShipDate:	2024-03-28 13:00:49
requestedInHandsDate:	2024-04-03 13:00:49
Program:	
name:	MRTHP
endCustomerSalesOrder:	028040605
productId:	ST4423
customerProductId:	D030-4848
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4423BLU
customerSupplied:	No
description:	Blue/Bradford Refillable Journal Combo

locationLinkId:	1
Quantity:	
value:	75
uom:	EA
Configuration:	
referenceNumber:	6997762
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	1 Side
Decorations:	
decorationId:	
decorationName:	Deboss
Artwork:	
description:	MARATHON MPLX
instructions:	repeat order# 1247736
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes

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