
Purchase Order:	7681211	Order Date:	2024-03-19
Total Amount:	618.40	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:	STAPLES PROMOTIONAL PRODUCTS
addressLines:	1520 ALBANY PLACE SE RECEIVING DOCK, DRIVEWAY #3
city:	ORANGE CITY
state:	IA
postalCode:	510419678
country:	US
email:	GROUP-RECEIVINGLEADS@STAPLES.COM
phone:	712-737-0528

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: 7681211
packingListRequired: Yes
blindShip: No
allowConsolidation: No
FreightDetails:
carrier: FEDEX
service: GROUND
Under 501 lbs: Ship via: FEDEX GROUND-
COMM-COLLECT 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 '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!!

Order Items:
lineNumber: 1
description: Donald 2-piece gift set Black
lineType: Repeat
Quantity:
value: 40
uom: EA
ToleranceDetails:

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	14.100
lineItemTotal:	618.400
requestedShipDate:	2024-03-28 06:04:51
Program:	
name:	HPI-HP INC-BRHP
productId:	GF4148
customerProductId:	2004305320001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00GF4148BLK
customerSupplied:	No
description:	Donald 2-piece gift set Black
locationLinkId:	s
Quantity:	
value:	40
uom:	EA
Configuration:	
referenceNumber:	7646395
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	1
locationName:	Beside Clip
Decorations:	
decorationId:	1
decorationName:	Laser Engraved
Artwork:	
instructions:	On silver part of Pen. refer to PO 7054485
Dimensions:	
geometry:	Rectangle
useMaxLocationDimensions:	No
height:	.2000
width:	1.5000
fileName:	HP circle logo bw.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email
locationLinkId:	2
locationId:	22
locationName:	Silk Screened(ST4177) - Centered on Front Top

Decorations:

decorationId: 1
decorationName: Silk Screened

Artwork:

instructions: Decoration Dimensions: 2"W | Centered on top of the box. please refer to PO 7054485

Layers:

colorSystem: Other
LayerOrStops:
nameOrNumber: black
description: black
color: black
fileName: HP circle logo be.wps
artworkType: ProductionReady
fileLocation: Email
transportMechanism: Email
locationLinkId: 3
locationId: 14
locationName: Centered on Front

Decorations:

decorationId: 1
decorationName: Debossed

Artwork:

instructions: Decoration Dimensions: 2"W | Front of journal.refer to PO 7054485

fileName: HP circle logo bw.eps
artworkType: ProductionReady
fileLocation: Email
transportMechanism: Email

Charges:

chargeId: 330
chargeName: Debossing / Embossing Run Charge
description:
chargeType: Run
unitPrice: .680
extendedPrice:

Quantity:

value: 40
uom: EA

chargeId: 640
chargeName: Laser Engrave Run Chrg-Dec Loc x Qty
description:
chargeType: Run
unitPrice: .680

extendedPrice:

Quantity:

value:

40

uom:

EA

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