

---

Purchase Order:	7686172	Order Date:	2024-03-22
Total Amount:	4.65	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:	AIMEE NIERODA
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	aimee.nieroda@staples.com
phone:	3145067525

Contact Type:	Sales
attentionTo:	EILEEN MARTIN
address1:	3 LOVERS LANE
city:	MEDFORD
region:	NY
postalCode:	11763
country:	US
phone:	5168529108

---

Order Shipments:

ContactDetails:	
attentionTo:	AMAL FADL

companyName:	LENOX HILL
addressLines:	100 E 77TH ST RECEIVING, INTERNAL AFFAIRS
city:	NEW YORK
state:	NY
postalCode:	100751850
country:	US
phone:	3472665268
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:	7686172
packingListRequired:	Yes
blindShip:	Yes
allowConsolidation:	No
FreightDetails:	
carrier:	FEDEX
service:	GROUND
	Under 501 lbs: Ship via: FEDEX GROUND- COMM-3rd Party Bill SPP Account#: 105059965 **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!!
comments:	

---

Order Items:  
lineNumber: 1  
description: Blue/Neoskin soft cover journal Item: NEOSKIN  
SOFT COVER JOURNAL Item Color: BLUE  
lineType: New  
Quantity:  
    value: 1  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 4.650  
lineItemTotal: 4.650  
requestedShipDate: 2024-03-27 10:20:02  
requestedInHandsDate: 2024-03-29 10:20:02  
Program:  
    name: SAMPLE  
endCustomerSalesOrder: 028063072  
productId: ST4158  
customerProductId: D020-8155  
lineItemGroupId: 1  
Parts:  
    partGroup: 1  
    partId: 00ST4158DBL  
    customerSupplied: No  
    description: Blue/Neoskin soft cover journal Item: NEOSKIN  
    SOFT COVER JOURNAL Item Color: BLUE  
    Quantity:  
        value: 1  
        uom: EA  
Configuration:  
    preProductionProof: No

---

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:

SAMPLE