
Purchase Order:	7692737	Order Date:	2024-03-28
Total Amount:	600.00	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:	TRENT KOKAY
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	Trent.Kokay@staples.com
phone:	7127370561

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:	Trent.Kokay@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: 7692737
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: Fabrizio Soft Cover Journal Navy blue
lineType: Repeat
Quantity:
value: 100
uom: EA
ToleranceDetails:

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	5.400
lineItemTotal:	600.000
requestedShipDate:	2024-04-08 09:51:48
Program:	
name:	MAYOC-MAYO CLINIC
productId:	ST4171
customerProductId:	2004137100001
lineItemGroupId:	1
Parts:	
partGroup:	1
partId:	00ST4171NVY
customerSupplied:	No
description:	Fabrizio Soft Cover Journal Navy blue
locationLinkId:	1
Quantity:	
value:	100
uom:	EA
Configuration:	
referenceNumber:	7620384
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	20
locationName:	Centered on Front
Decorations:	
decorationId:	1
decorationName:	Debossed
Artwork:	
instructions:	Decoration Dimensions: 2"H
fileName:	Mayo Clinic S bw.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email
Charges:	
chargeId:	330
chargeName:	Debossing / Embossing Run Charge
description:	
chargeType:	Run
unitPrice:	.600
extendedPrice:	
Quantity:	

value: 100
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