
Purchase Order:	7737959	Order Date:	2024-05-01
Total Amount:	503.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:

required:	Yes
type:	Email
email:	leah.welz@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:	LEAH WELZ
address1:	8610 Page Ave, Suite A
city:	St. Louis
region:	MO
postalCode:	63114
country:	US
email:	leah.welz@staples.com
phone:	3146923074

Contact Type:	Sales
attentionTo:	HOUSE ACCOUNTS-INTERNAL
address1:	7500 W 110TH ST
city:	OVERLAND PARK
region:	KS
postalCode:	66210
country:	US

Order Shipments:

ContactDetails:

attentionTo: HILDA BANUELOS
companyName: CITY OF SAN ANTONIO
addressLines: 2805 E COMMERCE ST
HOMELESS SERVICE DIVISION
city: SAN ANTONIO
state: TX
postalCode: 782032201
country: US
email: leah.welz@staples.com
phone: 2102070616

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:

7737959

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:	Black/Donald Hard Cover Journal Combo
lineType:	New
Quantity:	
value:	50
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	8.100
lineItemTotal:	405.000
requestedShipDate:	2024-05-14 08:50:30
requestedInHandsDate:	2024-05-17 08:50:30
Program:	
name:	CMRS
endCustomerSalesOrder:	028267491
productId:	ST4734
customerProductId:	D020-8422
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4734BLK
customerSupplied:	No
description:	Black/Donald Hard Cover Journal Combo

locationLinkId:	1
Quantity:	
value:	50
uom:	EA
Configuration:	
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Standard Front
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	**LOGO**
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	-
description:	IMPRINT
color:	FULL COLOR
fileName:	Art
artworkType:	ProductionReady
fileLocation:	https://binated.com/BI/DNR7D7
transportMechanism:	Url
Charges:	
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.680
extendedPrice:	
Quantity:	
value:	50
uom:	EA
chargeId:	950
chargeName:	Screenprint Set Up
description:	
chargeType:	Setup
unitPrice:	64.000
extendedPrice:	

Quantity:
value: 1
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:

COMMERCIAL