Purchase Order:	7752219	Order Date:	2024-05-13
Total Amount:	3,760.00	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:	KC
attentionTo:	EXPEDITING TEAM
address1:	10851 Mastin St, Ste 220
city:	Overland Park
region:	KS
postalCode:	66210
country:	US
email:	POEXPEDT@STAPLES.COM
phone:	9133193100

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:	POEXPEDT@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:	7752219
packingListRequired:	Yes
blindShip:	No
allowConsolidation:	No
FreightDetails:	
carrier:	FEDEX
service:	GROUND
comments:	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 classfied 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:	Alix ballpoint pen Orange - 10
lineType:	Repeat
Quantity:	
value:	400
uom:	PK
ToleranceDetails:	

tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	4.700
lineItemTotal:	3760.000
requestedShipDate:	2024-05-22 09:24:09
Program:	
name:	UNOPT OPTUM
productId:	G1282
customerProductId:	2004204210001
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00G12820ORG
customerSupplied:	No
description:	Alix ballpoint pen Orange - 10
locationLinkId:	1
Quantity:	
value:	10
uom:	EA
Configuration:	
referenceNumber:	7639945
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	3
locationName:	Enlarged Area Side Of Barrel
Decorations:	
decorationId:	1
decorationName:	Silk Screened
Artwork:	
instructions:	Decoration Dimensions: .75" Wide | Place 10 pens into Poly Bag prior to shipping.
Layers:	
colorSystem:	Other
LayerOrStops:	
nameOrNumber:	White
description:	White
color:	White
fileName:	Optum Wordmark R bw.eps
artworkType:	ProductionReady
fileLocation:	Email
transportMechanism:	Email
Charges:	

chargeId:	890
chargeName:	Polybag Charge
description:	
chargeType:	Run
unitPrice:	4.700
extendedPrice:	
Quantity:	
value:	400
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