

## STAPLES AVANTAGE CANADA

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|                 |          |                |            |
|-----------------|----------|----------------|------------|
| Purchase Order: | 7853972  | Order Date:    | 2024-08-22 |
| Total Amount:   | 3,375.00 | Currency:      | USD        |
| Is Rush Order:  | No       | Payment Terms: | NET45      |

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Digital Proof Request:  
required: Yes  
type: Email  
email: nancy.barnes@staples.com  
lineItemGroupId: 1

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### 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<br>04-3390816 A/P Phone: 913-319-3100 |

|                 |                          |
|-----------------|--------------------------|
| Contact Type:   | Expeditor                |
| Account Number: | KC                       |
| attentionTo:    | NANCY BARNES             |
| address1:       | 10851 Mastin St, Ste 220 |
| city:           | Overland Park            |
| region:         | KS                       |
| postalCode:     | 66210                    |
| country:        | US                       |
| email:          | nancy.barnes@staples.com |
| phone:          | 9133194862               |

|               |                      |
|---------------|----------------------|
| Contact Type: | Sales                |
| attentionTo:  | CRAIG OMINSKI        |
| address1:     | 1406 TEXAS AVE SOUTH |
| city:         | ST LOUIS PARK        |
| region:       | MN                   |
| postalCode:   | 55426                |

country: US

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Order Shipments:

ContactDetails:

attentionTo: TAMMIE SAND-BENSON  
companyName: SOURCEWELL  
addressLines: 202 12TH ST NE  
city: STAPLES  
state: MN  
postalCode: 564792438  
country: US  
email: nancy.barnes@staples.com  
phone: 2188954187

ThirdPartyAccount:

accountNumber: 39A7A5  
accountName: SOURCEWELL

ContactDetails:

addressLines: 202 12TH ST NE  
city: STAPLES  
state: MN  
postalCode: 56479  
country: US  
email: Tammie.Sand-Benson@sourcewell-mn.gov  
phone: 2185415107

shipReferences: 7853972

packingListRequired: Yes

blindShip: Yes

allowConsolidation: No

FreightDetails:

carrier: UPS  
service: GROUND

comments:

Ship via: UPS GROUND-COMM-3rd party  
CLIENT ACCT BILL Account#: 39A7A5  
\*\*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\*\* !! CUST PO # must be entered in FIRST Reference Field or on Bill of Lading !! \*\*IF ORDER IS LARGE ENOUGH TO PALLETIZE, CONTACT FREIGHTROUTING@STAPLES.COM FOR INSTRUCTIONS\*\*

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Order Items:

lineNumber: 1  
description: Black/Neoskin® refillable medium por  
lineType: New  
Quantity:  
    value: 250  
    uom: EA  
ToleranceDetails:  
    tolerance: ExactOnly  
allowPartialShipments: No  
unitPrice: 13.500  
lineItemTotal: 3375.000  
requestedShipDate: 2024-09-09 14:00:16  
requestedInHandsDate: 2024-09-13 14:00:16  
Program:  
    name: NJPA  
endCustomerSalesOrder: 028795708  
productId: ST4248  
customerProductId: D020-9932  
lineItemGroupingId: 1  
Parts:  
    partGroup: 1  
    partId: 00ST4248BLK  
    customerSupplied: No  
    description: Black/Neoskin® refillable medium por  
    locationLinkId: 1  
Quantity:  
    value: 250

|                           |   |
|---------------------------|---|
| uom:                      | EA  |
| Configuration:            |   |
| preProductionProof:       | No  |
| Locations:                |   |
| locationLinkId:           | 1   |
| locationId:               |   |
| locationName:             | Lower Right Corner  |
| Decorations:              |   |
| decorationId:             |   |
| decorationName:           | Deboss  |
| Artwork:                  |   |
| description:              | SOURCEWELL  |
| Dimensions:               |   |
| geometry:                 | Rectangle   |
| useMaxLocationDimensions: | No  |
| height:                   | .5550   |
| width:                    | 3.2500  |
| fileName:                 | 9d32f52c-f5ac-4f13-ba05-a36f3db4887f.eps  |
| artworkType:              | ProductionReady   |
| fileLocation:             | <a href="https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/9d32f52c-f5ac-4f13-ba05-a36f3db4887f.eps">https://images.artifi.net/UserImages/a4acc0fc-bc09-4928-892d-ed55e399d5c4/533a7dbc-b48d-4892-b02d-5bdf651d331a/Cliparts/Vector/9d32f52c-f5ac-4f13-ba05-a36f3db4887f.eps</a> |
| transportMechanism:       | Url   |

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|-----------------------|---|
| 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:         | SPECIAL ORDER   |