

STAPLES PROMOTIONAL PRODUCTS, CANADA

Purchase Order:	8014878	Order Date:	2025-01-29
Total Amount:	1,437.00	Currency:	USD
Is Rush Order:	No	Payment Terms:	NET45

Digital Proof Request:
required: Yes
type: Email
email: Michelle.Tack@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: KC
attentionTo: MICHELLE TACK
address1: 10851 Mastin St, Ste 220
city: Overland Park
region: KS
postalCode: 66210
country: US
email: Michelle.Tack@Staples.com
phone: 4198612084

Contact Type: Sales
attentionTo: LIZZIE MASKE
address1: 665 WEST NORTH AVE, SUITE 200
city: LOMBARD
region: IL
postalCode: 60148

country: US
phone: 3194313900

Order Shipments:

ContactDetails:

attentionTo: KRISTIN EDSON
companyName: UNITEDHEALTH GROUP
addressLines: 1 HEALTH DR
MN103-0300
city: EDEN PRAIRIE
state: MN
postalCode: 553442955
country: US
email: Michelle.Tack@Staples.com
phone: 7148255054

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: 8014878

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:	White/Neoskin hard cover journal
lineType:	Reference
Quantity:	
value:	150
uom:	EA
ToleranceDetails:	
tolerance:	ExactOnly
allowPartialShipments:	No
unitPrice:	6.900
lineItemTotal:	1035.000
requestedShipDate:	2025-02-13 10:05:40
requestedInHandsDate:	2025-02-18 10:05:40
Program:	
name:	UNUHG
endCustomerSalesOrder:	029710399
productId:	ST4143
customerProductId:	D020-0699
lineItemGroupingId:	1
Parts:	
partGroup:	1
partId:	00ST4143WHT
customerSupplied:	No
description:	White/Neoskin hard cover journal

locationLinkId:	1
Quantity:	
value:	150
uom:	EA
Configuration:	
referenceNumber:	7865680
referenceNumberType:	PurchaseOrder
preProductionProof:	No
Locations:	
locationLinkId:	1
locationId:	
locationName:	Front
Decorations:	
decorationId:	
decorationName:	Screenprint/Silkscreen
Artwork:	
description:	CARING CONNECTING GROWING TOGETHER
Dimensions:	
geometry:	Other
useMaxLocationDimensions:	Yes
Layers:	
colorSystem:	Pms
LayerOrStops:	
nameOrNumber:	2174
description:	CARING
color:	BLUE
nameOrNumber:	158
description:	CONNECTING
color:	ORANGE
nameOrNumber:	2147
description:	GROWING TOGETHER
color:	BLUE
fileName:	Art
artworkType:	ProductionReady
fileLocation:	REPEAT OF PO 7865680
transportMechanism:	Url
Charges:	
chargeId:	670
chargeName:	Less Than Min, PerOrder, P/P=No
description:	
chargeType:	Order
unitPrice:	.000
extendedPrice:	
Quantity:	

value:	1
uom:	EA
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.680
extendedPrice:	
Quantity:	
value:	150
uom:	EA
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.680
extendedPrice:	
Quantity:	
value:	150
uom:	EA
chargeId:	923
chargeName:	Run Charge
description:	
chargeType:	Run
unitPrice:	.680
extendedPrice:	
Quantity:	
value:	150
uom:	EA
chargeId:	980
chargeName:	Set Up Charge
description:	
chargeType:	Setup
unitPrice:	32.000
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:

SPECIAL ORDER