

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1470889
Vendor Name: Express Companies, Inc.
Invoice Number: PO369959
Invoice Date: 06/15/20
PO Number: P0369959
Check Number: E0080512
Check Amount: \$ 179.91
Check Date: 06/23/2020
Department ID: 00233
Reviewer Name: Anabel Cruz
Voucher Number: V0630243
Redaction Type: None
Document Type: AP Invoice

Document Below

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1470889
Express Companies, Inc.
565 Westlake St
Bldg 100
Encinitas, CA 92024
Attn: Socorro

Phone: 800-933-8495
Fax: 760-944-2959



Check
Enclosed

Vendor demands check prior to shipping product.
Estimate and vendor correspondence attached. Please
process with 6/25/20 check run. Thank you.
amd 6/15/20

PURCHASE ORDER

369959

Page: 1

Release Method: Hard Copy

Release Date: 06/15/2020

Created Date: 06/15/2020

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2447

Deliver To: Jane Vatchev

APPROVED**06/16/20 - MARIANNE HUNNICUTT**

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Estimate #EST503707

Requisition Number(s): 680578

Requisitioner Name(s): Anabel Cruz

#	Vendor Item	Qty	Unit	Description	Unit Price	Total Price
1	FA-CPR-02	100	Each	American CPR-CPR Keychain with Gloves	\$1.66	\$166.00
Deliver To: Jane Vatchev						
2		1	Each	Shipping Handling	\$13.91	\$13.91
Deliver To: Jane Vatchev						

Sub Total: \$ 179.91

Total: \$ 179.91

Account Code Summary

Account Code	Account Description	Amount
01-10-00233-5401002		\$179.91

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment

From: dandoa@cod.edu
Sent: Tue Jun 16 09:54:50 CDT 2020
To: zerrudom@cod.edu, invoicing@cod.edu
CC: cruza251@cod.edu
Subject: Re: Check Enclosed Request - Prepayment Required College of DuPage PO#369959

I'm so sorry.
Anne Marie

From: Zerrudo, Maria
Sent: Tuesday, June 16, 2020 9:23 AM
To: Dando, Anne Marie; Invoicing
Cc: Cruz, Anabel
Subject: RE: Check Enclosed Request - Prepayment Required College of DuPage PO#369959

Hi Ann Marie,

Can you note "**Check Enclosed**" on the purchase confirmation and forward that to invoicing@cod.edu please

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2601 | zerrudom@cod.edu

From: Dando, Anne Marie
Sent: Tuesday, June 16, 2020 9:21 AM
To: Invoicing <invoicing@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>
Cc: Cruz, Anabel <cruza251@cod.edu>
Subject: Check Enclosed Request - Prepayment Required College of DuPage PO#369959

Hello,

This vendor will not ship the product until they receive payment. We are requesting a **Check Enclosed** and have attached both the PO, the estimate and the email thread below from the vendor.

Kindly be sure this is processed in the 6/25/20 check run. If there are any issues or concerns, please advise.

Kindly confirm receipt of this transmission. Thank you.

Best,

Anne Marie Dando
Purchasing Assistant



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

Click Here for current bids/Rfps!

From: Dando, Anne Marie
Sent: Monday, June 15, 2020 2:52 PM
To: socorro@expresscompaniesinc.com
Cc: Cruz, Anabel
Subject: College of DuPage PO#369959

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (Reply ALL) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2550

The warehouse is open Monday through Thursday: 9am to 2pm

Kindly monitor website for ongoing updates.

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Best,

Anne Marie Dando
Purchasing Assistant



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College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078
Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

369959

Page: 2**Release Method:** Hard Copy**Release Date:** 06/15/2020**Created Date:** 06/15/2020



Estimate

www.First-Aid-Product.com™

565 Westlake Street
Building 100
Encinitas CA 92024

(800) 933-8495

Date	Estimate #
6/10/2020	EST503707

Bill To	Ship To
College of DuPage College of DuPage Accounts Payable 425 Farell Blvd Glen Ellyn IL 60137 United States	Jane Vatchev College of DuPage Shipping & Receiving 425 Fawell Blvd Glen Ellyn IL 60137 United States

		Expires	Exp. Close	Project	Shipping Met...			
		7/10/2020	6/10/2020		UPS® Ground			
Item #	Quantity	Inventory Detail	Units	Description	Options	Rate	Amount	Tax ...
FA-CPR-02	100 1			American CPR - CPR Keychain with Gloves UPS® Ground		1.66 13.91	166.00 13.91	
					Total	\$179.91		



EST503707

RE: College of DuPage PO#369959



Amanda, Customer Service <Amanda@expresscompaniesinc.com>

Reply |

Yesterday, 4:04 PM

Dando, Anne Marie; Cruz, Anabel; Socorro Medina, Customer Service <CSR2@Expr>

Inbox

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Flag for follow up. Start by Monday, June 15, 2020. Due by Monday, June 15, 2020.

You replied on 6/15/2020 4:36 PM.

Label: Inbox Retention - 1 year (1 year) Expires: 6/15/2021 4:04 PM

503707.pdf

22 KB



1 attachments (22 KB) Download



Report Suspicious Mail

Hello Anne,

Thank you for your email.

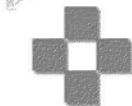
As per the email sent to Jane Vatchev on the 10th, we are a prepaid company and require payment prior to shipment. We can take a credit card by phone or you can mail in a check for the attached (which I've added your PO# to as reference).

Should you have any questions or need anything further from us, please let me know.

Thank you! Have a Safe Day!™

SPRING is here – but with that comes the BUGS!

Get stocked up on your [insect repellent](#) and [sting relief](#) supplies today!



FirstAidMart.com



AmericanCPR.com



HealthSafety.com



AEDGrant.com



FirstAidProduct.com

Corporate Offices: 565 Westlake Street, Building 100, Encinitas, CA 92024 (888)228.6694

Go Green! Print this email only when necessary. Thank you for helping Express Companies, Inc. be environmentally responsible.

From: Dando, Anne Marie [mailto:dandoa@cod.edu]

Sent: Monday, June 15, 2020 12:52 PM

To: Socorro Medina, Customer Service

Cc: Cruz, Anabel

Subject: College of DuPage PO#369959

Dear Vendor,

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Best,

Anne Marie Dando

Purchasing Assistant

cid:image001.jpg@01D1B1B7.B523F860

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