

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1089287

Vendor Name: VSA Inc

Invoice Number: 47533.1

Invoice Date: 02/19/21

PO Number: P0372009

Check Number: E0083839

Check Amount: \$ 63,056.00

Check Date: 03/22/2021

Department ID: 16815

Reviewer Name:

Voucher Number: V0662597

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

3 WAY MATCH



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

VSA Inc.
6929 Seward Ave
Lincoln, NE, 68507
847-947-8926
leed@vsa1.com

Ship to: College of DuPage Shipping and Receiving
425 Fawell Blvd
Attn PO 372009
Glen Ellyn, IL, 60137

Invoice 47533.1

Date: 2/19/2021

Terms: Net 30 days FOB: Destination freight included

Production Equipment

<u>Item</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Product</u>	<u>Unit Sell</u>	<u>Extended</u>
1	1	Sony	PXW-X400/HJ17Ex (2) Camera Package Sony PXW-X400 and Canon HJ17Ex6.2B IRSE	\$63,056.00	\$ 63,056.00

TOTAL:

TAX: exempt

SHIPPING & HANDLING: included

Invoice Total \$63,056.00

Delivery and serial information sent previously
Thank you for choosing VSA!

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Thu Feb 25 10:46:19 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: VSA - PO#372009

From: Hiar, Jennifer <hiarj@cod.edu>
Sent: Thursday, February 25, 2021 10:41 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: Re: VSA - PO#372009

Hi Isabel,
I was able to get the 3 invoices merged into 1 invoice.

Do we now go into Mercury and attach it?

I have it attached for your reference.

Thank you

From: Barrios, Isabel
Sent: Friday, February 19, 2021 3:00 PM
To: Hiar, Jennifer
Subject: RE: VSA - PO#372009

Hi Jennifer,
Were you able to contact the vendor and see if they would re-bill under a new invoice?

Thanks.

From: Hiar, Jennifer <hiarj@cod.edu>
Sent: Thursday, February 18, 2021 9:15 AM
To: Barrios, Isabel <barriosi142@cod.edu>; Nocera, James <nocera@cod.edu>
Subject: Re: VSA - PO#372009

Hi Isabel,
If our vendor agrees, would it be possible to have the 3 invoices merged into 1 invoice for the total amount of - \$63,056?
Would this be easier?

Thanks.
Jen Hiar
Administrative Assistant

College of DuPage

Multimedia Services – CHC2023
425 Fawell Blvd.
Glen Ellyn, IL 60137

hiarj@cod.edu
630-942-3299 Office
331-481-1266 Cell

From: Barrios, Isabel
Sent: Wednesday, February 17, 2021 2:23 PM
To: Hiar, Jennifer; Nocera, James
Subject: VSA - PO#372009

Good afternoon,

I received the 3 attached invoices in the mail today. I checked the PO and it seems that everything has been received. Unfortunately I cannot process these with this PO. The 3 invoices come in as three separate amounts. When processing invoices to a purchase order I must match the invoice to the line item. In this case the PO has only one line item (the full amount of all three invoices). As soon as I go in and change the amount to match the invoice, I will no longer be able to process the remaining two invoices. There is a solution to this. You would need to contact Purchasing and have them cancel the PO with one line item and request that a Blanket purchase order be created for the same amount. A blanket PO allows for numerous invoices to be processed against it.

I will hold on to these invoices until the BO is created. Let me know if you need anything else or if you require my assistance with this.

Thanks.

Isabel Barrios
Accounts Payable Team Lead
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-3412 | barriosi142@cod.edu



[attachment: 47533-1.pdf]