

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1551735  
Vendor Name: Sona Systems, LTD  
Invoice Number: 15675  
Invoice Date: 06/01/21  
PO Number: p0374161  
Check Number: 0282353  
Check Amount: \$ 1,600.00  
Check Date: 06/22/2021  
Department ID: 00431  
Reviewer Name: Anabel Cruz  
Voucher Number: V0685483  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Leo Sangalang <leo@sona-systems.com>  
Sent: Mon Jun 07 15:16:51 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: [External] Sona Systems Invoice for College of DuPage PO#374161 (fwd)  
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CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Please see attached. Thanks.

----- Forwarded message -----

Date: Sat, 5 Jun 2021 21:15:36 +0000

From: "Dando, Anne Marie"

To: "annika@sona-systems.com"

Cc: "Schwab, Patricia"

Subject: College of DuPage PO#374161

Dear Vendor,

**INVOICE REVIEWED  
OKAY TO PAY  
ANABEL CRUZ 06/08/21**

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

Attached is a College of DuPage (COD) Purchase Order for processing.

To avoid any confusion, COD requests all packages include the COD Declaration form.

Warehouse Hours Monday through Friday 7:30am to 3:30pm  
Shipping questions? Contact the COD Warehouse at 630-212-2570.

Invoicing

Procurement Services does not process payments.

**APPROVED  
06/08/21 - MARIANNE HUNNICUTT  
APPROVED  
06/09/21 - MARIANNE HUNNICUTT**

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in PDF format to invoicing@cod.edu to ensure proper approval routing and expedited payments.

## Submission of Invoices Instructions

- \* Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- \* Electronic Invoices must be submitted in PDF format only
- \* One invoice per e-mail is required
- \* Non-PO invoices must contain department number for proper routing of approvals

## Safer, Efficient, and Expedited Payments

### ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to [purchasing@cod.edu](mailto:purchasing@cod.edu)

Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228

Thank you!

Procurement Services

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)

[attachment: 15675\_dupage\_invoice.pdf]



## INVOICE

Date : 1-Jun-2021

Invoice no : 15675

Payment terms: Net 30  
Due date : 1-Jul-2021  
PO Number: 374161

Customer: College of DuPage  
Psychology Program  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
USA

Item Number	Description	Quantity	Unit Price	Total
1	Experiment Management System, Hosted	1	\$1,600.00	\$1,600.00
	1 July 2021 - 30 June 2022			
	High Use (10,000 session limit)			
	Bank Transfer Information			
	Bank: Swedbank, SWIFT: HABA EE2X			
	IBAN: EE102200221019933468			
Sub-Total:				\$1,600.00
Value-Added Tax 0%				\$0.00
Total USD				<b>\$1,600.00</b>

Signature: \_\_\_\_\_

Please email [info@sona-systems.com](mailto:info@sona-systems.com) with questions.  
See <https://www.sona-systems.com/payments.aspx> for Payment Instructions and Access Agreement.  
We accept payment by wire transfer, check, and credit card. See above website for information.  
Access to software services provided in accordance with Sona Systems Access Agreement.

Payment Remittance Address:

**Sona Systems Ltd.**

6106 Wilson Lane  
Bethesda, MD 20817-3111  
USA

Business Reg. No. 10886453  
VAT reg. No. 100778575  
IRS EIN: 98-0404735

Sona Systems is registered in the EU.