

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1578655
Vendor Name: USImprints LLC
Invoice Number: 108138
Invoice Date: 03/29/21
PO Number: P0373042
Check Number: E0085058
Check Amount: \$ 322.48
Check Date: 06/08/2021
Department ID: 00109
Reviewer Name: Anna Gay
Voucher Number: V0667814
Redaction Type: None
Document Type: AP Invoice

Document Below



QUALITY SWAG.
NO STRESS.

Invoice

USimprints.com
3343 Aspen Grove Drive
Suite 240
Franklin, TN 37067
Phone: 866-604-6774
Fax: 866-946-3724
support@usimprints.com

Date	Invoice #
3/29/2021	108138

Bill To
Accounts Payable College Dupage 425 Fawell Blvd. Glen Ellyn IL 60137

Ship To
College of Dupage Shipping & Receiving 425 Fawell Blvd Deliver to Anna Gay Glen Ellyn IL 60137

In-Hands Date	Sales Rep	Sales Order Reference #
4/14/2021	Zach Schultz	Sales Order #101545
Terms	Payment Due Date	Online Order #
Net 30	4/28/2021	PO#373042

Item	Description	Quantity	Rate	Amount	Date Billed
Drinkware	5.5 oz perfection stemless wine Made in USA. Decorated in USA. Hand wash recommended Microwave safe with non-metallic imprint	72	4.34	312.48	
Customize	Item Color: Clear Logo/Text: Artwork (as will be emailed) Print In Print Color: Silver Etch Imprint Area: 1 x 1-3/4 x 5-1/2 Location: One Side/Location Production Time: 9 working days Shipping Time: 2 working days Stock: Available as of 3/16/21	1	0.00	0.00	
Set Up Chgs	Set Up Charge	1	0.00	0.00	
Secondary Charge	Protective Packaging Fee	2	5.00	10.00	
Shipping:	FREE SHIPPING	1	0.00	0.00	
Our Fedex	FOB: NC 28027 72 /box @ 21 lbs.				

INVOICE REVIEWED

OKAY TO PAY

ANNA GAY 06/03/21

APPROVED

06/04/21 - ANTHONY RAMOS



Date
3/29/2021

Invoice #
108138

<p>It's our pleasure to provide this estimate for you! We look forward to earning your business in the future! Thank you for considering USimprints.com!!</p>	<p>Total Amount Due</p>	<p>322.48 \$322.48</p>
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Payment due upon receipt or promptly on approved terms. 1.5% interest per month charge after 30 days.

From: Zach Schultz <zach.s@usimprints.com>
Sent: Mon Mar 29 11:17:31 CDT 2021
To: invoicing@cod.edu
CC: gayanna@cod.edu
Subject: [External] Re: College of DuPage PO#373042

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.

Invoice 108138 for PO#373042 attached. Please let me know if you have any questions!

Zach Schultz

Sr. Account Manager

P: 866.604.6774 ext 102

zach.s@usimprints.com

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On Mar 29, 2021, at 10:10 AM, Dando, Anne Marie <dandoa@cod.edu> wrote:

Dear Vendor,

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 PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 3:30pm

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

Invoicing

Procurement Services does not process payments.

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

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

Thank you!

Procurement Services

Purchasing@cod.edu

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