

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086949

Vendor Name: Kaeser & Blair, Inc.

Invoice Number: 11020218

Invoice Date: 12/2/2021

PO Number: P0001067

Check Number: E0088563

Check Amount: \$ 3,529.60

Check Date: 03/09/2022

Voucher Number: V0730156

Document Type: AP Invoice

Document Below



Promotional Advertising • Corporate Identity Wearables • Writing Implements • Calendars

4236 Grissom Drive
Batavia, Ohio 45103
(800) 607-8824
FAX (800) 322-6000
credit@kaeser-blair.com

INVOICE

INVOICE NO. **11020218**
DATE: **12/02/21**

CUSTOMER NUMBER 003037015

DEALER NUMBER 88352

BILL TO:
COLLEGE OF DUPAGE
ATTN: ACCOUNTS PAYABLE, SRC2049
425 FAWELL BLVD
GLEN ELLYN, IL 60137

SHIP TO:
COLLEGE OF DU PAGE
ATTN: SHIPPING & RCVNG PO# P0001067
425 FAWELL BLVD
GLEN ELLYN, IL 60137

YOUR PO NUMBER
P0001067

DATE SHIPPED
11/15/21

SHIP VIA
GROUND

TERMS
NET-30

QUANTITY	PRODUCT NO	DESCRIPTION	UNIT PRICE	AMOUNT
576	SRVITJ - LGIWR Black	KNIT BEANIE CAP WITH EMBROIDERED LOGO One-size: [576]	5.8500	3,369.60
1		PROOF	.0000	.00

YOUR AUTHORIZED K&B DEALER IS
NEWPORT PROMOTIONS
TO REORDER CALL 847-398-5500
OR EMAIL TO dona.blunt@newportpros.com

SUBTOTAL 3,369.60
** SALES TAX .00
LESS: PAYMENT/DEPOSIT .00
SHIPPING & HANDLING 160.00
TOTAL DUE 3,529.60

You can now pay your invoice online at
paykaeser.com

PLEASE MAKE ALL CHECKS PAYABLE TO KAESER & BLAIR, INC.

Please enclose remittance coupon with payment. See back for additional information.



003037015

88352

3771 Solutions Center
Chicago, IL 60677-3007

COLLEGE OF DUPAGE
ATTN: ACCOUNTS PAYABLE, SRC2049
425 FAWELL BLVD
GLEN ELLYN, IL 60137

REMITTANCE

INVOICE NO. **11020218**
DATE: **12/02/21**

TOTAL DUE: 3,529.60
Amount Paid

☐ IF PAYING BY CREDIT CARD,
CHECK THIS BOX AND SEE THE
BACK OF THIS FORM.

Please add the credit card CVV
if submitting with remittance

003037015 49102021800 3 00352960 0

"invoices@kaeser-blair.com" <invoices@kaeser-blair.com>

[External] Kaeser And Blair Invoices

"invoices@kaeser-blair.com" <invoices@kaeser-blair.com>

Thu, Dec 2, 2021 at 08:37 AM GMT

CC:

BCC:

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.

The invoice for your recent order from Kaeser & Blair is attached. Please note that payment can be made online at paykaeser.com. Thank you for your business.

1 attachment

11020218.PDF

From: [Joyce Seherka](#)
To: [Bethany Cruse](#)
Subject: RE: ADDITIONAL LINE ITEM TO PO IN CHROME RIVER
Date: Friday, March 4, 2022 10:46:56 AM
Attachments: [image001.png](#)

Yes, please do.

Thanks.

Joyce

Joyce Seherka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: jseherka@cod.edu



From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Friday, March 4, 2022 10:38 AM
To: Seherka, Joyce <jseherka@cod.edu>
Subject: FW: ADDITIONAL LINE ITEM TO PO IN CHROME RIVER

Joyce,

Can I do the same override with this one, like the Patterson invoice? It was a NO/YES and then I tried changing it to YES/YES I got an over budget error.

Thanks.

Bethany Cruse
AP Lead
College of DuPage
Room SRC 2132
425 Fawell Boulevard
Glen Ellyn, IL 60137
630-942-4294
cruseb199@cod.edu

From: Cruse, Bethany
Sent: Monday, February 21, 2022 12:02 PM
To: Refakes, Eugene <refakese@cod.edu>
Cc: Seherka, Joyce <jseherka@cod.edu>
Subject: ADDITIONAL LINE ITEM TO PO IN CHROME RIVER

Hello Eugene,

I have another instance where a shipping line was added in Chrome River and the voucher came over to Colleague as NO/YES. See screen shot & attachment. I will change the voucher to YES/YES. Let me know if you need more information.

The screenshot shows a Chrome River invoice from Kaiser Aluminum & Chemical Corporation, dated 02/22/22, for \$2,529.60. The invoice is addressed to the College of DuPage. The Colleague system entry on the right shows the invoice as 'NO/YES' with a status of 'COMPLETED'. The invoice details include a customer number, dealer number, and a list of items with quantities and prices. The total amount is \$2,529.60. The Colleague entry shows a line item for 'PO Item' with a status of 'COMPLETED' and a total amount of \$2,529.60.

Thanks.

Bethany Cruse
AP Lead
College of DuPage
Room SRC 2132
425 Fawell Boulevard
Glen Ellyn, IL 60137
630-942-4294
cruseb199@cod.edu

From: Barrick, Isabel <barricki2@cod.edu>
Sent: Wednesday, February 16, 2022 1:40 PM
To: Seherka, Joyce <jseherka@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>
Subject: ADDITIONAL LINE ITEM TO PO IN CHROME RIVER

Hi Joyce,

I just had another invoice in Chrome River which I had to add an additional line item outside of the PO. The PO line items were all accepted but there was an additional charge for shipping. I created the extra line item and waited to see if it would go through.

It went through integrity check and created a voucher in Colleague. However, the voucher is listed as N/Y. Because we discussed this on Monday I thought Eugene would be interested in seeing it for himself. We sat and reviewed the whole process. He is asking that from now on, whenever we process any invoices where we are adding a line item to a PO to follow it through and verify that it did create the voucher and see the status (if completed, N/Y-Outstanding or N/Y-in progress) and to let him know.

Thanks.

Isabel C. Barrios
Accounts Payable Team Lead
Cash Disbursements/Payroll Department
College of DuPage
425 Fawcett Blvd • Suite 2032 • Downers Grove, IL 60130-6109
phone 630-942-3411 | isabelc123@cod.edu

