

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087024
Vendor Name: NEMRT
Invoice Number: 302168
Invoice Date: 5/9/2022
PO Number: P0003029
Check Number: 0299663
Check Amount: \$ 1,995.00
Check Date: 06/07/2022
Voucher Number: V0739851
Document Type: AP Invoice

Document Below



NEMRT

North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza, North Aurora, Illinois 60542
Office: (630) 896-8860 Fax: (630) 896-4422
Website Address: www.nemrt.com



College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd
Glen Ellyn IL 60137-6599

Purchase Order #: P0003029

Date: 05/09/2022

Invoice #: 302168

Customer #: 487

Description	Amount
NEMRT Annual Membership Dues July 01, 2022 To July 01, 2023 Membership Due:	\$1,995.00
TOTAL	\$1,995.00

Please tear off and return this portion with your payment



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Make Check payable to:

North East Multi-Regional Training, Inc.
355 Smoke Tree Plaza
North Aurora, IL 60542

Date: 05/09/2022

Invoice #: 302168

Customer #: 487

Lisa Seeman <lisa@nemrt.com>

[External] RE: College of DuPage PO# P0003029

Lisa Seeman <lisa@nemrt.com>

Mon, May 9, 2022 at 08:13 PM GMT

CC: Nehls, James <nehlsj156@cod.edu>

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.

Please see attached Invoice # 302168 for PO# P0003029.

If you have any questions, please let me know.

Thank you.

Lisa Seeman

Accounting Specialist

North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza, North Aurora, IL
60542

Phone 630-896-8860 ext. 105

Email Lisa@nemrt.com

From: Nehls, James <nehlsj156@cod.edu>
Sent: Monday, May 9, 2022 2:31 PM
To: Lisa Seeman <lisa@nemrt.com>
Subject: FW: College of DuPage PO# P0003029
Importance: High

Hello Lisa,

The PO for the membership was approved.

Can you do me a huge favor and send the invoice with the **PO# 003029** affixed?

The college wants the invoices being sent directly from the vendors (not me) – the sooner the better.

Thank you,

Deputy Chief James Nehls
College of DuPage Police Department
630-942-4277
nehlsj156@cod.edu

From: Kalish, Amber <kalisha@cod.edu>
Sent: Monday, May 09, 2022 2:27 PM
To: mary@nemrt.com
Cc: Nehls, James <nehlsj156@cod.edu>
Subject: College of DuPage PO# P0003029

Dear Vendor,

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

Embedded below 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 4:00pm
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

2 attachments

image001.jpg

NEMRT Invoice #302168.pdf