

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1180510  
Vendor Name: Midwest Trading Horticulture Supplies I  
Invoice Number: I497829BAL  
Invoice Date: 3/25/2022  
PO Number: P0003096  
Check Number: 0299762  
Check Amount: \$ 275.40  
Check Date: 06/07/2022  
Voucher Number: V0740736  
Document Type: AP Invoice

Document Below

**Purchase Order****Purchase Order #: P0003096**MIDWEST TRADING HORTICULTURE  
SUPPLIES INC.**Order Total: 275.40 USD****Date:** 05/13/2022  
**Transaction #:** 2865965  
**Authorized By:** Amber Kalish**Requested By:** Remic Ensweiler  
**Requester Email:** ensweilerr@cod.edu  
**Phone:** 630-942-3919

## CONFIRMING REQUEST

**Supplier Address:**MIDWEST TRADING HORTICULTURE  
SUPPLIES INC.  
48W805 State Rt 64  
Maple Park, IL 60151  
United States  
Attn: April Roos  
Phone: 999-999-9999**Ship To:**College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Remic Ensweiler  
Phone: 630-942-2238**Bill To:**College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: invoicing@cod.edu  
Phone: 630-942-2228**Order Comments:** Invoice # I497829 Order 329389

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Freight	Each	1	204.00 USD	204.00 USD
		Ship To Attn: Remic Ensweiler				MFG/Provider: Midwest Trading
2		Miscellaneous	Each	1	71.40 USD	71.40 USD
		Ship To Attn: Remic Ensweiler				

**Subtotal:** 275.40 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 275.40 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.

3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.

4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.

5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.

6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.

7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.

8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

© 2000-2022 ESM Solutions Corporation, All rights reserved.

# MIDWEST TRADING

HORTICULTURAL SUPPLIES, INC.

P.O. BOX 398 • MAPLE PARK, IL 60151 U.S.A. • (630) 365-1990 • FAX (630) 365-3818

E-MAIL: mtsales@midwest-trading.com www.midwest-trading.com

IMPORTERS & EXPORTERS

PICK-UP YARDS LOCATED ON ROUTE 25 NORTH OF ST. CHARLES  
AND ON ROUTE 64 EAST OF SYCAMORE



PAGE: 1

Purchase Order # P0003096

INVOICE

C51560  
COLLEGE OF DUPAGE  
COMM COLL DIST #502  
GLEN ELLYN, IL 60137

INVOICE	ORDER	PURCHASE ORDER
1497829	329389	REMIC/AB

INVOICE DATE	ORDER DATE	DUE DATE	SHIP VIA	TERMS
03/25/22	03/14/22 03/25/22	04/24/22		NET 30

QUANTITY	UNIT	DESCRIPTION	PRICE	EXTENSION
45	BAG	2447 CM66 MIDWEST GROWER'S MIX, 1.5 CF W/PERLITE (PURPLE) 45/PLT	7.86 Disc 6.29	282.96
45	BAG	2448 BLENDED COMPOST BAG, 1.5 CF 45/PALLET	3.40 Disc 2.72	122.40
		Misc: FUEL SURCHARGE	71.40	
		THANK YOU FOR YOUR BUSINESS!!!		
		PLEASE LOGIN TO YOUR CUSTOMER PORTAL AT MIDWEST-TRADING.COM TO VIEW YOUR ACCOUNT INFORMATION, PENDING ORDERS AND TO PLACE BULK PRODUCT ORDERS!		
		MIDWEST TRADING BLENDS AND INVOICES YOUR BULK NURSERY AND GREENHOUSE MIXES BASED UPON THE VOLUME OF RAW MATERIALS USED.		
		DUE TO INCREASED FUEL COSTS, A SURCHARGE MAY HAVE BEEN ADDED TO YOUR ORDER/INVOICE AND IS REFLECTED IN THE MISCELLANEOUS LINE.		

COLLEGE OF DUPAGE  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137  
(630) 942-3806

Total	\$405.36
Freight	\$204.00
Miscellaneous	\$71.40
Net Due	\$680.76

EMAIL INVOICE

# MIDWEST TRADING

HORTICULTURAL SUPPLIES, INC.

P.O. BOX 398 • MAPLE PARK, IL 60151 U.S.A. • (630) 365-1990 • FAX (630) 365-3818

E-MAIL: mtsales@midwest-trading.com www.midwest-trading.com

PICK-UP YARDS LOCATED ON ROUTE 25 NORTH OF ST. CHARLES  
AND ON ROUTE 64 EAST OF SYCAMORE

IMPORTERS & EXPORTERS

B  
I  
L  
L  
T  
O

C51560  
COLLEGE OF DUPAGE  
COMM COLL DIST #502  
GLEN ELLYN, IL 60137

DESPATCH

Lupe

(2)

PAGE: 1 <sup>th</sup> 3/24  
ORDER DATE: 03/14/22  
REQUIRED DATE: 03/21/22 WEEK  
ORDER NUMBER: 329389 VI SHI  
PURCHASE ORDER: REMIC/AB  
ORDER TYPE: SHIPMT  
TERMS: NET 30  
PHONE: (630) 858-2800



COLLEGE OF DUPAGE  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137

ATTN: AMY HULL  
(630) 942-3806

S  
H  
I  
P  
T  
O

SPYDER

ORDERED	SHIPPED	BACK ORD	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
45			BAG	001S - 2447 VI CM66 MIDWEST GROWER'S MIX, 1.5 CF W/PERLITE (PURPLE) 45/PLT 201034-6 CM66, 1.5CF, 2022		
45			BAG	002S - 2448 VI BLENDED COMPOST BAG, 1.5 CF 45/PALLET 200150-6 BLENDED COMPOST, 1.5CF, 2022		
				Misc: FUEL SURCHARGE		
				CALL REMIC WITH FIRM SHIP DATE 630-301-0240		
				THANK YOU FOR YOUR ORDER, WE APPRECIATE YOUR BUSINESS!		
				MIDWEST TRADING BLENDS AND INVOICES YOUR BULK NURSERY AND GREENHOUSE MIXES BASED UPON THE VOLUME OF RAW MATERIALS USED.		
				LOGIN TO YOUR CUSTOMER PORTAL AT MIDWEST-TRADING.COM TO VIEW YOUR ACCOUNT INFORMATION, PENDING ORDERS, AND TO PLACE BULK PRODUCT ORDERS.		

MAR 25 2022



The customer, by signature,  
agrees to the terms and condi-  
tions of this sale and to pay for  
the same. Any cost of collecting  
shall be borne by the customer,  
including any and all court cost  
and reasonable legal fees.

Schedule time: \_\_\_\_\_

Arrive time: \_\_\_\_\_

Depart time: \_\_\_\_\_

Loaded by \_\_\_\_\_

Date \_\_\_\_\_

OFFICE COPY

Received By \_\_\_\_\_

Date \_\_\_\_\_

Claims about shortages, incorrect or damaged products  
must be submitted, no later than 7 days from receipt

*[Handwritten signature]*

68076  
LV

"Kalish, Amber" <kalisha@cod.edu>

---

**Midwest Trading P0003096 - Invoice I497829**

---

"Kalish, Amber" <kalisha@cod.edu>

Fri, May 13, 2022 at 02:52 PM GMT

CC: Ensweiler, Remic <ensweilerr@cod.edu>

BCC:

FYI

05/13/2022 09:40 CT Amber Kalish - I have updated this with individual line items for freight and miscellaneous charges. The \$405.36 was previously paid directly though A/P on voucher# V0736123 because it was under \$500.

05/03/2022 14:37 CT Remic Ensweiler - \$275.40 is still owed to Midwest Trading for an invoice from 3/25/2022. The invoice was numbered I497829 and the order number is 329389. \$405.36 out of \$680.76 was already paid for this invoice on 4/11/2022. The Document is numbered in COD's system as v0736123. \$275.40 is still owed, so that is was this ESM purchase is for.

Thank you,

Amber Kalish

*Procurement Services Assistant*

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: ( 630) 942.2813 | [kalisha@cod.edu](mailto:kalisha@cod.edu)

**[Click Here for current bids/Rfps!](#)**

***COD: Check out our Team Site!***

---

**2 attachments**

Midwest Trading P0003096 - Invoice I497829.pdf

image001.jpg