

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1313674
Vendor Name: Advanced Parts & Services
Invoice Number: 225898
Invoice Date: 2/4/2022
PO Number: P0002017
Check Number: E0090139
Check Amount: \$ 732.78
Check Date: 06/21/2022
Voucher Number: V0741713
Document Type: AP Invoice

Document Below



1800 Parkes Drive, Broadview, IL 60155
Phone: 800-339-7402 Fax: 708-354-7424

Invoice # : 225898

Invoice Date : 2/4/2022

Customer PO : P0002017

Work Order # : 2025158

Bill To : 2908

Location : 2908

College of DuPage/Cafeteria
425 Fawell Blvd
Glen Ellyn, IL 60137

College of DuPage/Cafeteria
425 Fawell Blvd
Glen Ellyn, IL 60137

Request By

Call Type

Terms

Technician

*T&M w/ Travel

NET 60

Service Performed:

Invoice for Dishwasher 66DRPW dish room s/n:RE14127559 110643 approved repair. 2/9 Asset tag -110643 Replaced 1 of 3 booster heater element & 1 heater gasket. Dishwasher filled to the correct level and confirmed no water was leaking from the booster heater. Ran to "ready" mode. Confirmed amp draws from new elements: 12.13 amps, 11.67 amps, & 12.03 amps. All readings within spec. Preheat temperature: 126 degrees wash temperature: 165 degrees. Rinse temperature 190 degrees. The final rinse temperature was set too high, above 205 degrees. Set to 195 degrees. Checks ok. Ran the dishwasher several times with no issues. Work is complete.

Item	Description	Quantity	Price	Extended
Labor	Labor		96.00	\$96.00
	Labor, Travel		96.00	\$240.00
Parts	CHA 114031 - Element, Booster 480V/6KW, 3PH	1.00	372.24	\$372.24
	CHA 109985 - Heater Gasket	1.00	6.04	\$6.04
Freight	Freight	1.00	18.50	\$18.50

Commercial Foodservice Equipment

Service - Replacement Parts - Contracts - Repair
Warranty Service - New Installation - Warehousing
Remodeling - Consolidation - Delivery
Preventative Maintenance
Gas - Steam - Electric - Refrigeration

www.APandS.com

Item :	\$378.28
Freight :	\$18.50
Labor :	\$336.00
Miscellaneous :	\$0.00
Sales Tax :	\$0.00
Total :	\$732.78
Paid :	\$0.00
Balance Due :	\$732.78

"Erl, Lisa" <erl630@cod.edu>

RE: Advanced Parts Payments

"Erl, Lisa" <erl630@cod.edu>

Tue, Jun 14, 2022 at 03:27 PM GMT

CC:

BCC:

Hi Marivic –

This invoice is ready to be paid. I have included the PO number on it and copied invoicing.

Thank you,

Lisa

Lisa G. Erl

Administrative Assistant, Business Services

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

630-942-2232

erl630@cod.edu

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tuesday, June 14, 2022 9:46 AM
To: Erl, Lisa <erll630@cod.edu>
Subject: RE: Advanced Parts Payments

Hi Lisa,

Thank you

Invoice 226017 for \$ 792.00 was paid via ACH on 4/27/22, Ref.E0089334

Will process inv#225898, but the amount of \$ 732.78 for this invoice is still a PO requisition.

Thanks

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

Summer Hours: Fridays Closed beginning June 10,2022-August 12,2022

From: Eri, Lisa <erl630@cod.edu>
Sent: Monday, June 13, 2022 5:39 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Advanced Parts Payments

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Would you please let me know if the attached PO for invoice 226017 was paid?

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I know you are swamped, but am hoping you might be able to provide some information regarding this.

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Subject: Fwd: [External] 225898

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To: Jenny Adkins <jadkins@apands.com>

Hi Jenny -

Thank you - this is helpful.

225898 was submitted for payment today and I will send to AP once I have the PO.

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Sent: Monday, April 11, 2022 9:21 AM

To: 'jadkins@apands.com' <jadkins@apands.com>; Accounts Payable <acctpay@cod.edu>; Zerrudo, Maria <zerrudom@COD.EDU>; Konicek, Lynn <sodexokonicek@cod.edu>; Kramer, David <kramerd@cod.edu>

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erl630@cod.edu

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Subject: [External] 225898

Importance: High

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Broadview, IL 60155
(708)354-7400

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2 attachments

ESM Purchase Order P0002017.pdf

Invoice 225898 (003).pdf

INVOICE

Invoice ID: 0500-1245-7815

Vendor	Advanced Parts & Services
Requester	Lisa Erl [1077342 erll630]
Created By	Lisa Erl [1077342 erll630]
Create Date	06/14/2022

Invoice Information

Vendor	Advanced Parts & Services [1313674]
Invoice Number	225898Wk
Invoice Date	06/13/2022
Invoice Amount	732.78 USD
Check Memo	Ship To - Attn: Lisa Erl Inv 225898 Wk order 2025158 Transaction Name: 02/09/2022 13:25-Erl-ADVANCED PARTS SERVICES 02/09/2022 13:26 CT Lisa Erl - the dishwasher in the main kitchen required a new hea
PO Number	0700-0022-9234

Invoice Notes

L Erl 06/14/2022 10:34 AM
Email address of sender: erll630@cod.edu.
Email received timestamp: 06/14/2022 15:34 GMT

Expense Summary

Amount (USD)

6/13/22, 5:26 PM

ESM Purchase

 College of DuPage

Hi Lisa 

Search Keyword(s), Item Numbers, etc.

 Cart 0

Total: 0.00 USD

Purchase Order




College of DuPage

Purchase Order #: P0002017

ADVANCED PARTS SERVICES

Order Total: 732.78 USD

CONFIRMING REQUEST

Date: 02/09/2022
Transaction #: 2746211
Authorized By: Amber Kalish

Requested By: Lisa Eri
Requester Email: erl630@cod.edu
Phone: 630-942-2232

Supplier Address:
ADVANCED PARTS SERVICES
1800 Parkes Dr
Broadview, IL 60155
United States
Attn: Matt Dalbey
Phone: 708-354-7400

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Lisa Eri
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: Inv 225898 Wk order 2025158

Line #	Item #	Description	UOM	Qty	Unit Price (USD)	Line Total (USD)
1		Dishwasher repair labor	Each	1	96.00	96.00

<https://eprocurement.esmsolutions.com/order>

1/2

6/13/22, 5:26 PM

ESM Purchase

Line #	Item #	Description	UOM	Qty	Unit Price (USD)	Line Total (USD)
		Ship To Attn: Lisa Fri				
2		Dishwasher repair-labor, travel	Each	1	240.00	240.00
		Ship To Attn: Lisa Fri				
3		Dishwasher repair - CHA 114031 - Element, Booster 480V/6KW, 3PH	Each	1	372.24	372.24
		Ship To Attn: Lisa Fri				
4		Dishwasher repair - CHA 109985 - Heater Gasket	Each	1	6.04	6.04
		Ship To Attn: Lisa Fri				
5		Dishwasher repair - Freight	Each	1	18.50	18.50
		Ship To Attn: Lisa Fri				

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 PO.

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 E9987-3391-06.

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. 40, Par. 39a-1 through 35a-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.

Subtotal:

Tax:

S & H:

Order Total:

732.78 USD

0.00 USD

0.00 USD

732.78 USD

Cancel

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For assistance, please call Theresa Doboszyn at 630-942-4535 or e-mail to tdoboszyn@cod.edu (mailto:tdoboszyn@cod.edu)

<https://eprocurement.esmsolutions.com/order>

2/2

"Erl, Lisa" <erl630@cod.edu>

RE: Advanced Parts Payments

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Tue, Jun 14, 2022 at 03:34 PM GMT

CC:

BCC:

I see two entries for this invoice in Chrome River when there should be only one.

Please advise.

Lisa G. Erl

Administrative Assistant, Business Services

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

630-942-2232

erl630@cod.edu

From: Erl, Lisa

Sent: Tuesday, June 14, 2022 10:27 AM

To: Zerrudo, Maria <zerrudom@COD.EDU>; Invoicing <invoicing@cod.edu>

Subject: RE: Advanced Parts Payments

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