

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1662555
Vendor Name: Richelieu America Ltd.
Invoice Number: P03879
Invoice Date: 7/26/2022
PO Number: P0003879
Check Number: 0301514
Check Amount: \$ 3,454.06
Check Date: 08/10/2022
Voucher Number: V0749528
Document Type: AP Invoice

Document Below

"Prochaska, James" <prochaskaj150@cod.edu>

for processing ASAP

"Prochaska, James" <prochaskaj150@cod.edu>

Thu, Jul 28, 2022 at 04:21 PM GMT

CC: Sekerka, Joyce <sekerkaj@cod.edu>, Inman, Don <inmand1960@cod.edu>, Kulbida, Jennifer <kulbidaj@cod.edu>

BCC:

Joyce,

This product is very critical in opening the new café up and running for students.

Please advise what is the fastest way to get a check cut and sent to the vendor?

Thank you.

Jim Prochaska

Senior Project Manager

Facilities Construction

prochaskaj150@cod.edu

630-942-2066

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL

60137-6599

2 attachments

College of DuPage Pro-Forma Invoice (003).pdf

P0003879.pdf

Purchase Order**Purchase Order #: P0003879****Order Total: 3,454.06 USD**

Richelieu America Ltd.

Check enclosed request - Payment needed for order received. 8-8-2022 AK

Date: 07/26/2022
Transaction #: 2977821
Authorized By: Amber Kalish

Requested By: Jennifer Kulbida
Requester Email: kulbidaj@cod.edu
Phone: 630-942-4072

Supplier Address:
Richelieu America Ltd.
237 N River Rd Ste 2
Mount Clemens, MI 48043
United States
Attn: Debbie Copot
Phone: 630-470-2554

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Jennifer Kulbida
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: Quote 072622-1

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Meganite Desert Wheat 30" x 144" solid surface	Each	5	574.00 USD	2,870.00 USD
		Ship To Attn: Jennifer Kulbida MFG/Provider: MSSM0371230				
2		Matching adhesive for solid surface panels	Each	2	29.62 USD	59.24 USD
		Ship To Attn: Jennifer Kulbida MFG/Provider: INTG3028250				
3		Franklin Advance Polymer Panel Adhesive	Each	2	222.41 USD	444.82 USD
		Ship To Attn: Jennifer Kulbida MFG/Provider: 15004319				
4		Pallet charge	Each	1	80.00 USD	80.00 USD
		Ship To Attn: Jennifer Kulbida				

Subtotal: 3,454.06 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 3,454.06 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 in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu, with one document per email. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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 the 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. The Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

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