

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1656887  
Vendor Name: Express Business Products  
Invoice Number: 3093-1  
Invoice Date: 8/9/2022  
PO Number: P0002939  
Check Number: E0090956  
Check Amount: \$ 17,025.92  
Check Date: 08/10/2022  
Voucher Number: V0749554  
Document Type: AP Invoice

Document Below

## Express Business Products LLC

960 Rand Rd # 227

Des Plaines, Illinois 60016

Date	Invoice #
8/9/2022	3093-1

<b>Bill To</b>
College of DuPage College of DuPage Accounts Payable 425 Fawell Blvd Glen Ellyn, IL 60137

<b>Ship To</b>
College of DuPage Shipping & Receivig Brett Kalboth - BIC0515A 425 Fawell Blvd Glen Ellyn, IL 60137

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			8/9/2022	UPS		
Quantity	Item Code	Description	U/M	Price Each	Amount	
592	MOW12215	Color Copy 98 Paper and Cover Stock, 98 Bright, 80 lb Cover Weight, 11 x 17, 250/Pack Non-Taxable - Illinois GOV	pk	28.76 0.00%	17,025.92 0.00	
<b>We are proud to be a certified women owned business</b>					<b>Total</b>	\$17,025.92
<b>Phone #</b>	<b>Fax #</b>	<b>E-mail</b>	<b>Web Site</b>			
847-813-5432	847-813-5759	customerservice@expressbusinessprod...	www.expressbusinessproducts.com			

"\"Intuit E-Commerce Service\"" <quickbooks@notification.intuit.com>

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**[External] Invoice 3093-1 from Express Business Products LLC**

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"\"Intuit E-Commerce Service\"" <quickbooks@notification.intuit.com>

Tue, Aug 9, 2022 at 04:18 PM GMT

CC: Kalboth, Brett <kalbothb@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.

Dear Customer:

Your invoice-3093-1 for 17,025.92 is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,  
Express Business Products LLC

847-813-5432  
www.expressbusinessproducts.com

To view attachment  
Open the attached PDF file. You must have Acrobat® Reader® installed to view the attachment.

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**1 attachment**

Inv\_30931\_from\_Express\_Business\_Products\_LLC\_13160.pdf

**From:** [Kalboth, Brett](#)  
**To:** [Zerrudo, Maria](#)  
**Subject:** RE: Paper Bid - Remaining Products - P0002939  
**Date:** Tuesday, August 9, 2022 12:10:35 PM

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Yes, I entered it as one line when entering the PO originally, not sure why it got divided, but yes, 200 cases in total have been received and it is okay to pay. I will approve the invoice in Chromeriver.

Thanks for your help!

**Brett Kalboth**  
Manager, Campus Services



please print only if needed

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**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Sent:** Tuesday, August 9, 2022 12:06 PM  
**To:** Kalboth, Brett <[kalbothb@cod.edu](mailto:kalbothb@cod.edu)>  
**Subject:** RE: Paper Bid - Remaining Products - P0002939

Just approve the invoice in Chrome River.  
So it is for the 2 PO lines, 200 cases

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**From:** Kalboth, Brett <[kalbothb@cod.edu](mailto:kalbothb@cod.edu)>  
**Sent:** Tuesday, August 9, 2022 12:00 PM  
**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Subject:** RE: Paper Bid - Remaining Products - P0002939

The invoice is correct and okay to pay. In total, there were 200 sets ordered, which is a total of 200,000 sheets or 200 cases. For some reason, this vendor labels them as 'packs' or reams. There's 4 reams per case. We received 52 cases last FY, we received the remaining 148 last week and this week. We're all set for this PO now.

Not sure why it got entered as two lines, but in total, we've received the 200 cases we ordered as a result of the paper bid. This is the final invoice for the larger paper bid order that was a part of P0002939. Is there anything additional needed to get this paid? Do I just need to provide a GL?

Thank you,

**Brett Kalboth**  
Manager, Campus Services



please print only if needed

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**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Sent:** Tuesday, August 9, 2022 11:50 AM  
**To:** Kalboth, Brett <[kalbothb@cod.edu](mailto:kalbothb@cod.edu)>

**Subject:** RE: Paper Bid - Remaining Products - P0002939

Hi Brett,

I received the invoice for P0002939 and I spoke with the vendor, she forgot to include the PO no. on the invoice so it is in the comment section.  
The lines in ESM is not exactly the same as it is in Colleague. In Colleague, it is showing 10 lines.

Two lines are marked as received. I am routing the invoice so you can review it.  
Line for Premium Recycled Cover – quantity of 103 for \$ 115.04  
Line for Premium Recycled Cover – quantity of 97 for \$ 115.04

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](mailto:zerrudom@cod.edu)

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

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**From:** Kalboth, Brett <[kalbothb@cod.edu](mailto:kalbothb@cod.edu)>

**Sent:** Tuesday, August 9, 2022 7:16 AM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Paper Bid - Remaining Products - P0002939

Good morning Marivic,

We haven't gotten the invoice yet, but Line 8 should be the only thing that was outstanding. It was fully received as of yesterday. There are only 9 lines on the PO if what I am looking at in ESM is correct. We had already been invoiced for 52 cases and all other products on the PO last FY. The remaining 148 cases came in over the last two weeks and we should be receiving the invoice soon. This will be a large portion of the original PO. We have the money in our budget to cover it but I just wanted to check and see if we will run into any issues trying to pay it.

Thank you,

**Brett Kalboth**  
**Manager, Campus Services**



please print only if needed

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**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Sent:** Monday, August 8, 2022 5:26 PM

**To:** Kalboth, Brett <[kalbothb@cod.edu](mailto:kalbothb@cod.edu)>

**Subject:** RE: Paper Bid - Remaining Products - P0002939

Hi Brett,

P0002939 – Line 8 for Premium Recycled cover, quantity of 103 for \$115.04 – this line has been received by the Warehouse

Line 10 for Premium Recycled cover, quantity of 97 for \$115.04 – this line has been received by the Warehouse

If there is an invoice for the above, please scan to [invoicing@cod.edu](mailto:invoicing@cod.edu)

Thank you

**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](mailto:zerrudom@cod.edu)

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

**From:** Kalboth, Brett <[kalbothb@cod.edu](mailto:kalbothb@cod.edu)>  
**Sent:** Monday, August 8, 2022 4:13 PM  
**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Subject:** FW: Paper Bid - Remaining Products - P0002939

Good afternoon Marivic,

Please review my question below. We have now received all of the outstanding product we were waiting on and should be expecting an invoice this week. Just wanted to try and get ahead of this one.

Thank you,

**Brett Kalboth**  
**Manager, Campus Services**



please print only if needed

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**From:** Kalboth, Brett  
**Sent:** Monday, August 8, 2022 8:01 AM  
**To:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>  
**Subject:** RE: Paper Bid - Remaining Products - P0002939

Good morning,

Just wanted to follow up. We should be receiving the final products between today and tomorrow, an invoice will follow shortly after that. Any insight into how we can handle this?

Thank you,

**Brett Kalboth**  
Manager, Campus Services



please print only if needed

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**From:** Kalboth, Brett  
**Sent:** Tuesday, August 2, 2022 2:37 PM  
**To:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>  
**Subject:** Paper Bid - Remaining Products - P0002939

Good afternoon,

I have a situation I was hoping I could get some additional information on how we can handle it. After we completed our paper bid last year, a PO was released on May 2, 2022 to Express Business Products. Due to the ongoing paper shortages, we only received part of the order before the FY ended. We were paying invoices as items shipped so part of the PO was already invoiced and paid for. The remaining pieces have shipped this week per our sales rep. We should hopefully receive the remaining product this week or the beginning of next week.

We will be receiving an invoice for the remaining pieces after the product has been received. How should we handle this being paid?

Any information would be greatly appreciated, or if there is somewhere else I need to send this inquiry, please advise.

Thank you,

**Brett Kalboth**  
Manager, Campus Services  
**College of DuPage**  
425 Fawell Boulevard | IRC 1008 | Glen Ellyn, IL 60137  
(630) 942-2017



please print only if needed