

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: 0005169
Invoice Date: 12/7/2022
PO Number: P0005169
Check Number: 0307171
Check Amount: \$ 179.19
Check Date: 01/18/2023
Voucher Number: V0767342
Document Type: AP Invoice

Document Below

Follett's COD Bookstore
425 Fawell Blvd - SRC Building
Glen Ellyn
IL, 60137
(630) 942-2360
0784mgr@fhg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
J. R. R. Tolkien's The Hobbit			
026730242	1@	\$24.99	\$19.99 N
Discount 20.00%			(5.00)
PL - Department Discount-20%			

New			
Hobbit			
011177966	1@	\$26.00	\$20.80 N
Discount 20.00%			(5.20)
PL - Department Discount-20%			

Subtotal	\$50.99
Total Discount	(10.20)

Total Sales Tax	\$0.00
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Total	\$40.79
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ARHousecharge	\$40.79
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Major Acct:606
Student ID:0005169
Student Name: Learning Commons- Arreguin,
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 2

YOU SAVED \$10.20

Total Tender	\$40.79
Change Due	\$0.00

"Shaba Patel (0784)" <s.patel@follett.com>

[External] Fw: College of DuPage PO # P0005169

"Shaba Patel (0784)" <s.patel@follett.com>

Wed, Dec 7, 2022 at 02:11 PM UTC

CC: Walker, Cathie <walkerm@cod.edu>, Bryant, Celeste <follettbrown@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.

Good morning Cathie

The books for the above PO are ready for pick up.

Thanks

Shaba Patel

Operations Manager

College of DuPage bookstore

Phone 630.942.4347

Address 425 Fawell Blvd, Glen Ellyn IL 60137

Website follett.com | cod.bkstr.com

Email s.patel@follett.com

From: Bryant, Celeste <follettbrown@cod.edu>

Sent: Monday, November 28, 2022 3:24 PM

To: Arreguin, Sue <arreguins40@cod.edu>

Cc: Shaba Patel (0784) <s.patel@follett.com>

Subject: Re: College of DuPage PO # P0005169

CAUTION: External Email

Ok. Shaba will reach out to you.

Celeste Bryant

Text Manager

Follett's COD Bookstore #784

630-942-4330

From: Arreguin, Sue
Sent: Monday, November 28, 2022 3:10 PM
To: Bryant, Celeste
Subject: FW: College of DuPage PO # P0005169

Hi Celeste,

Let me know when the books are available for pick up.

Thank you,
Sue

From: Walker, Cathie <walkerm@cod.edu>
Sent: Monday, November 28, 2022 3:08 PM
To: Arreguin, Sue <arreguins40@cod.edu>
Subject: FW: College of DuPage PO # P0005169

Sue, The PO is complete so John should be able to pick up the books. Celeste may have an exact location, please check with her.
Take care, Cathie

From: Frick, Eric <fricke@cod.edu>
Sent: Monday, November 28, 2022 3:04 PM
To: Bryant, Celeste <follettbrown@cod.edu>
Cc: Walker, Cathie <walkerm@cod.edu>
Subject: College of DuPage PO # P0005169

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

3 attachments

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Outlook-yjmyvpyt.png

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: 0005223
Invoice Date: 12/7/2022
PO Number: P0005223
Check Number: 0307171
Check Amount: \$ 179.19
Check Date: 01/18/2023
Voucher Number: V0767711
Document Type: AP Invoice

Document Below

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Glen Ellyn
IL, 60137
(630) 942-2360
0784mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Taber's Cyclopedic Medical Dic			
023521691	1@	\$58.75	\$47.00 N
Discount 20.00%			(11.75)
PL - Department Discount-20%			

New			
Language of Medicine			
022307946	1@	\$114.25	\$91.40 N
Discount 20.00%			(22.85)
PL - Department Discount-20%			

Subtotal	\$173.00
Total Discount	(34.60)

Total Sales Tax	\$0.00
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Total	\$138.40
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ARHousecharge	\$138.40
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Major Acct:606
Student ID:0005223
Student Name: Cont Edu- Ashley M
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 2

YOU SAVED \$34.60

Total Tender	\$138.40
Change Due	\$0.00

"Shaba Patel (0784)" <s.patel@follett.com>

[External] Fw: College of DuPage PO # P0005223

"Shaba Patel (0784)" <s.patel@follett.com>

Wed, Dec 7, 2022 at 02:03 PM UTC

CC: McLaughlin, Ashley <mclaughl@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.

Good morning Ash

The dpt purchase books for language of Meds are ready for pick up.

Shaba Patel

Operations Manager

College of DuPage bookstore

Phone 630.942.4347

Address 425 Fawell Blvd, Glen Ellyn IL 60137

Website follett.com | cod.bkstr.com

Email s.patel@follett.com

From: Frick, Eric

Sent: Monday, December 5, 2022 2:02 PM

To: Bryant, Celeste

Cc: McLaughlin, Ashley

Subject: College of DuPage PO # P0005223

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.

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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



College of DuPage

3 attachments

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