

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1083379

Vendor Name: The Cary Company

Invoice Number: INV287745

Invoice Date: 3/16/2023

PO Number:

Check Number: 0310970

Check Amount: \$ 75.00

Check Date: 04/11/2023

Voucher Number: V0780368

Document Type: AP Invoice

Document Below

The
CARY COMPANY
Est. 1895

1195 W. Fullerton Ave. | Addison, IL 60101
TheCaryCompany.com | 630-629-6600

INVOICE

Invoice #	INV287745
Date	3/16/2023

Bill To:

COLLEGE OF DUPAGE
David Ellis - Welding Dept
425 FAWELL BLVD
GLEN ELLYN IL 60137
United States
630-942-2216

Ship To:

COLLEGE OF DUPAGE
Attn: Daniel Connelly MAC 264
425 Fawell Blvd
Glen Ellyn IL 60137-6708
United States
630-942-2238

Customer	PO #	Sales Order #	Ship Method	Ship Terms
010389 COLLEGE OF DUPAGE	P0005409			

Item	Cust Part #	Description	Shipped	Bk Ord	UM	Unit Price	Amount
Additional Freight Charge		Freight Charge for SO411659	1		EA	\$75.00	\$75.00

Tracking Number(s):

Remit to:
PO Box 88670
Chicago, IL
60680-1670

Subtotal	\$75.00
Discount	
Tax Total (%)	\$0.00
Shipping	
Total	\$75.00
Amount Due	\$75.00
Due Date	4/15/2023
Terms	Net 30

This sale is subject to the conditions and terms of sale printed on the reverse side hereof, specific provisions disclaiming certain warranties appear on the reverse side and govern this sale.

We hereby certify that these goods were produced in compliance with all applicable requirements of sections 6, 7 and 12 of the fair labor standards act, as amended, and of regulations and orders of the United States Department of Labor issued under section 14 thereof.

1. All goods are subject to inspection upon delivery. All claims for shortages in quantity, defect in quality, or mis-description of goods delivered under this invoice, shall be made in writing within five days after arrival at destination and The Cary Company shall have a reasonable opportunity to verify such claims before goods under dispute are used or returned. If verified, The Cary Company's liability shall be exclusively limited to replacement of the goods and reasonable incidental handling charges. Failure to comply with this provision shall invalidate any claim by Buyer and Buyer shall be deemed to have accepted the goods and waived all claims as to shortages in quantity, defects in quality, or mis-description of goods delivered under the invoice. Buyer agrees to pay 1-1/2% per month (18% per annum) service charges on account balance unpaid after the 30th day of the month if any of the accounts is past due. If the account is past due, Buyer agrees to pay all collection costs, including reasonable attorney's fees.



INV287745



2. The Cary Company shall not be liable for any injury, loss, or damage, special, direct or consequential, arising out of delayed delivery, short shipment or the inability to use the subject goods. Before using, Buyer shall determine the description of the goods conforms to its invoice and suitability of the goods, its intended use, and Buyer assumes all risk and liability whatsoever in connection therewith.

3. The Cary Company is not responsible for conditions or delays beyond its control, such as, but not limited to, delays due to strikes, fires, severe weather, or delays of carriers.

4. Buyer agrees that it did not rely upon and will not rely upon any representations, warranties, or agreements made by any of The Cary Company's representatives. Buyer agrees and acknowledges that The Cary Company did not authorize any representations, warranties or agreements made by any of The Cary Company's representatives.



"Miller, Monica" <millermo@cod.edu>

FW: Cary Company P0005409, Thanks and Question

"Miller, Monica" <millermo@cod.edu>

Tue, Mar 21, 2023 at 03:00 PM UTC

CC:

BCC:

Hello,

Please route this for approval. This should be charged to GL: 01-10-00285-5401004. PO is fully received and this is a charge that the carrier passed on to the vendor who in turn is charging us.

Thank you.

Monica

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, March 15, 2023 4:44 PM
To: Miller, Monica <millermo@cod.edu>
Subject: RE: Cary Company P0005409, Thanks and Question

Hi Monica,

Yes, you can do that.

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>

Sent: Wednesday, March 15, 2023 3:59 PM

To: Sekerka, Joyce <sekerkaj@cod.edu>

Subject: RE: Cary Company P0005409, Thanks and Question

Thank you.

Since this is less than \$500, can we just have the vendor invoice us and we provide a GL number? I am thinking that is more cost efficient because it requires less of a process. Theresa said to enter a PO, but maybe she isn't familiar with the less than \$500 process. Just a thought.

Monica

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, March 15, 2023 3:53 PM
To: Miller, Monica <millermo@cod.edu>
Cc: Ellis, David <ellisd86@cod.edu>; Refakes, Eugene <refakese@cod.edu>
Subject: RE: Cary Company P0005409

Hi Monica,

All done! Please let me know if you need anything else.

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>
Sent: Wednesday, March 15, 2023 3:13 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Ellis, David <ellisd86@cod.edu>; Refakes, Eugene <refakese@cod.edu>
Subject: RE: Cary Company P0005409

Hello again,

This PO is still showing as outstanding and thus the funds are still encumbered, though the PO is fully paid and received. Per Procurement's directions, I am to enter a new PO for the amount that is now being charged to us for the \$75 amount that the carrier passed along to the vendor.

By the way, I believe that this put the GL line into a negative balance, which we have since addressed. Please reach out to the Warehouse in the manner in which you indicated that you would do so.

Thank you for your attention to this.

Monica

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, March 8, 2023 4:25 PM
To: Miller, Monica <millermo@cod.edu>; Purchasing Proposals <purchasing@cod.edu>
Cc: Ellis, David <ellisd86@cod.edu>
Subject: RE: Cary Company P0005409

Will do Monica!

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>

Sent: Wednesday, March 8, 2023 4:15 PM

To: Sekerka, Joyce <sekerkaj@cod.edu>; Purchasing Proposals <purchasing@cod.edu>

Cc: Ellis, David <ellisd86@cod.edu>

Subject: RE: Cary Company P0005409

Thanks Joyce. This sounds perfect. Much appreciated.

Monica

From: Sekerka, Joyce <sekerkaj@cod.edu>

Sent: Wednesday, March 8, 2023 4:06 PM

To: Miller, Monica <millermo@cod.edu>; Purchasing Proposals <purchasing@cod.edu>

Cc: Ellis, David <ellisd86@cod.edu>

Subject: RE: Cary Company P0005409

Hi Monica,

I see exactly what you are looking at. It appears when the PO attached to the invoice to process, the shipping line may have not been "received". Therefore, it only picked up the items and not the shipping line. So, when Isabel processed the invoice, she didn't realize that there was a separate line just for shipping.

So, she entered a manual amount for the \$297.19.

With your approval, I can reach out to the Warehouse to "unreceive" the line item for shipping on the PO. Once it has been unreceived, I can let Purchasing know to close the PO, and that will open up that duplicated encumbrance for you.

Please let me know if you would like me to proceed.

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>
Sent: Wednesday, March 8, 2023 3:32 PM
To: Purchasing Proposals <purchasing@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Ellis, David <ellisd86@cod.edu>
Subject: Cary Company P0005409

Hi,

Thank you for the response. I have removed the vendor from this part of the email, as I have a question about process and payment made already.

If I understand it correctly, if the vendor still requires the \$75 payment, I will need another PO with this amount indicated?

My second question is to Joyce. Financial Management is showing that a payment was made for the total amount of the PO -- \$2,447.59 – I am guessing through a 3-way match since I did not see the invoice in the Chrome queue. So, why would there be any amount left on the PO? I am seeing an encumbrance for \$297.19. How can there be any balance, when the PO was fully paid? See screenshot below. Thank you.

Monica

From: Purchasing Proposals <purchasing@cod.edu>
Sent: Wednesday, March 8, 2023 3:10 PM
To: Miller, Monica <millermo@cod.edu>; Jessica Ortiz <jessicaortiz@thecarycompany.com>
Cc: Purchasing Proposals <purchasing@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: [External] SO411659

Good afternoon Monica:

I'm not sure if anyone has addressed this matter so on behalf of my department, I apologize if this matter is still open. You'll need to enter a second transaction for the additional "limited access fee" of \$75.00 since the PO can't be changed after it's issued. Please include a description in the internal notes why this is required since this is an additional fee being charged after the order was placed.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztynt@cod.edu

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

COD: Check out our [Team Site!](#)

From: Miller, Monica <millermo@cod.edu>
Sent: Wednesday, February 22, 2023 12:41 PM
To: Jessica Ortiz <jessicaortiz@thecarycompany.com>
Cc: Purchasing Proposals <purchasing@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: [External] SO411659

Hi Jessica,

I believe that you are referring to our purchase order with you from the Welding program. I have P0005409. I do not have the authority to accept any change to the PO after it is issued. I am copying our Procurement Services department and our manager of AP on this, so that they can advise.

Thank you.

Monica

From: Jessica Ortiz <jessicaortiz@thecarycompany.com>
Sent: Wednesday, February 22, 2023 12:32 PM
To: Miller, Monica <millermo@cod.edu>
Subject: [External] SO411659

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.

Hello,

We were just advised that the carrier charged an additional \$75 limited access fee during the delivery of your order. Please confirm acceptance so that we can issue an additional invoice for these charges.

Thanks,

Jessica Ortiz

Customer Relations Specialist

The Cary Company

P 630-629-6600

[TheCaryCompany.com](https://www.thecarycompany.com)

Check out our PPE products IN STOCK to keep your teams and family safe... <https://www.thecarycompany.com/facility-supplies/ppe>

5 attachments

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