

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1641485
Vendor Name: Customize Elite Socks LLC
Invoice Number: 37722
Invoice Date: 3/7/2023
PO Number: P0006331
Check Number: 0310992
Check Amount: \$ 2,287.50
Check Date: 04/11/2023
Voucher Number: V0780158
Document Type: AP Invoice

Document Below



INVOICE

Prossocks/CustomizeEliteSocks LLC

215 51st Street, 2nd Floor, Brooklyn, NY 11220,
UNITED STATES

Invoice No#: 37722
Invoice Date: Mar 7, 2023
Due Date: Mar 7, 2023



Scan.Pay.Go

\$2,287.50
AMOUNT DUE

BILL TO

College of DuPage (The Mac)
Thomas Murray
425 Fawell Blvd, Glen Ellyn, IL 60564, UNITED STATES
murrayt166@cod.edu

SHIP TO

College of DuPage (The Mac)
Thomas Murray
425 Fawell Blvd, Glen Ellyn, IL 60564, UNITED STATES

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Prossocks Customs Dress socks one size fit all 6-11 sock design 1-125x sock design 2- 125x	250	\$8.75	\$2,187.50
			Subtotal	\$2,187.50
			Shipping	\$100.00
			TOTAL	\$2,287.50 USD

NOTES TO CUSTOMER

Deliver by 4/10

TERMS AND CONDITIONS

By paying this invoice, you are agreeing that all sales are final with the exception of pre-custom items. Any personalized socks are final and approved by the buyer. A digital mock-up must be sent and approved before production. Pre-custom items are valid for exchange or refund for the following reasons: Incorrect sizing, gift returns or damaged product (excluding misuse) and items must be unworn in original packaging.

Rush order fee is not refundable. Buyer may request a digital photo of the hard sample. No actual hard samples will be sent to the buyer once rush order option is selected.

[External] Re: College of DuPage PO # P0006331

Anna Liu <anna@prosocks.com>

Fri, Mar 17, 2023 at 09:21 PM UTC

CC:

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.

Invoice is attached, i was not able to send the link to Invoicing.

Please let me know if you received it

Thanks,
Anna

On Fri, Mar 17, 2023 at 5:17PM Anna Liu <anna@prosocks.com> wrote:

Hi,

Below is the invoice, please take a look and let me know if there is any questions

<https://www.paypal.com/invoice/p/#RBHN4TDY33DQKJB5>

Once it's paid we will start production

If you have any questions about the invoice, feel free to contact me

Direct number # 646-696-6655

Have a great day

**Thanks,
Anna**

On Fri, Mar 17, 2023 at 1:41PM Frick, Eric <fricke@cod.edu> wrote:

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



1 attachment

Invoice - 37722.pdf

Purchase Order



Purchase Order #: P0006331

Customize Elite Socks LLC

**Check enclosed request -
Needs payment to send
to Customize Elite Socks
3-24-23 EF**

Order Total: 2,287.50 USD

Date: 03/17/2023
Transaction #: 3327032
Authorized By: Eric Frick

Requested By: Molly Junokas
Requester Email: junokasm@cod.edu
Phone: 630-942-3042

Supplier Address:
Customize Elite Socks LLC
215 51st St 2nd Fl
Brooklyn, NY 11220
United States
Attn: Anna Liu
Phone:

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Tom Murray
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 No: 37722

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Prosocks Customs Dress socks one size fit all 6-11 sock design 1-125x sock design 2- 125x	Each	250	8.75 USD	2,187.50 USD
		Ship To Attn: Tom Murray				
2		Shipping	Each	1	100.00 USD	100.00 USD
		Ship To Attn: Tom Murray				

Subtotal: 2,287.50 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 2,287.50 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 **only one PDF 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 E9997-3391-05.

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.

Page 1

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, and 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.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

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"Frick, Eric" <fricke@cod.edu>

Check enclosed P0006331 Molly Junokas 3.24.23 EF

"Frick, Eric" <fricke@cod.edu>

Fri, Mar 24, 2023 at 03:14 PM UTC

CC: Junokas, Molly <junokasm@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Molly Junokas. Kindly work directly with her as needed.

Thank you.

Best,

Eric Frick

Purchasing Expeditor

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

T: (630) 942.2576 | fricke@cod.edu

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

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

2 attachments

P0006331.pdf

image001.jpg