

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1654538
Vendor Name: Salary.com LLC
Invoice Number: INV46289
Invoice Date: 3/13/2023
PO Number: P0006305
Check Number: E0094686
Check Amount: \$ 995.00
Check Date: 04/11/2023
Voucher Number: V0782060
Document Type: AP Invoice

Document Below



Salary.com
610 Lincoln Street
North Bldg-Suite 200
Waltham, MA 02451
Billing@Salary.com

INVOICE

INVOICE #: INV46289
DATE: 03/13/2023
DUE ON RECEIPT
PERIOD: 03/23/2023 - 03/22/2024

BILL

TO: College of Dupage
425 Fawell Blvd
Glen Ellyn, Illinois 60137
United States

CUSTOMER NUMBER	PO NUMBER	PAYMENT TERMS	CURRENCY
C-03390	P0006305	DUE ON RECEIPT	USD

DESCRIPTION	AMOUNT
SURV-00165	
Subtotal	\$995.00
Sales tax	\$0.00
Total	\$995.00
Amount Paid	\$0.00
TOTAL DUE	\$995.00

Please note our remittance address.
Thank you!

REMITTANCE ADDRESS

Salary.com LLC
P.O. Box 844048
Boston, MA 02284-4048
(617)863-8000, ext. 518
Billing@Salary.com

PAYMENT INFORMATION

Bank: Rockland Trust Company
ABA #: 011304478
Acct Name: Salary.com
Acct #: 2474003841

If you need a copy of our W-9, please click [THIS LINK](#) to download directly, or send your request to BILLING@SALARY.COM.

[External] RE: College of DuPage PO # P0006305

Billing Cases <billing@salary.com>

Thu, Mar 16, 2023 at 09:41 PM UTC

CC: Collsen, Dana <collsend@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.

Hello Eric,

Thanks for your email.
Acknowledge PO sent.

invoicing@cod.edu I've attached the invoice w/ PO.
Let me know if you have further requirements.

Regards and stay safe,
Lanie Tumala
Revenue Cycle Specialist

salary.com | Get it right.

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----- Original Message -----

From: Frick, Eric [fricke@cod.edu]
Sent: 3/16/2023 10:00 AM
To: billing@salary.com
Cc: collsend@cod.edu
Subject: College of DuPage PO # P0006305

External Email Use caution when following links as they could open malicious web sites. -Salary.com helpdesk

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



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College of DuPage

1 attachment

College of Dupage INV46289.pdf