

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1688818
Vendor Name: Marcella Ellis Pro Corp
Invoice Number: P0006894
Invoice Date: 5/4/2023
PO Number: P0006894
Check Number: E0095105
Check Amount: \$ 396.00
Check Date: 05/09/2023
Voucher Number: V0784448
Document Type: AP Invoice

Document Below

Marcella Ellis Pro Corporation

"Developing Top Stylists"

7918 Jones Branch Dr 4th FL
McLean, VA 22102
(703)261-6313

INVOICE

DATE: May 4, 2023
INVOICE # #P0006894
FOR: Textbooks

BILL TO:

College Of Dupage
425 Fawell Blvd, Glen Ellyn, IL 60137
Glen Ellyn, IL 60137

(630) 942-2800

DESCRIPTION	QTY	RATE	AMOUNT
Hair Weaving, Hair Extensions, and Wig Making Textbook	6.00	\$60.00	\$ 360.00
E - Book			\$ -
Teacher Portal			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
SUBTOTAL			\$ 360.00
Shipping			10.00%
Shipping Cost			\$ 36.00
OTHER			
TOTAL			\$ 396.00

Make all checks payable to Marcella Ellis Pro Corporation.

We accept all forms of payment. All major credit cards, ACH, wire transfers.

THANK YOU FOR YOUR BUSINESS!

[External] Re: College of DuPage PO #P0006894

Marcella Ellis <ceo@marcellaellis.com>

Thu, May 4, 2023 at 11:58 PM UTC

CC: Loftus, Diana <loftusd996@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.

Please see the attachment for invoice submission,
We have set up an account in your electronic system without ACH information.

Thank you.

Marcella Ellis

President/CEO

Marcella Ellis Pro Corp



703-869-2935 | 877-219-2229 x 700



ceo@marcellaellis.com



marcellaellis.com



7918 Jones Branch Drive, Floor 4, McLean, VA 22102

On Thu, Apr 27, 2023 at 2:47PM Nguyen, Yen <nguyeny423@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

Best,

Procurement Services

2 attachments



College of Dupage invoice- Textbooks- #P0006894.pdf

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