

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1275588  
Vendor Name: Ascendium Education Solutions Inc  
Invoice Number: 18688  
Invoice Date: 9/30/2022  
PO Number: P0004671  
Check Number: 0312357  
Check Amount: \$ 1,000.00  
Check Date: 06/06/2023  
Voucher Number: V0785717  
Document Type: AP Invoice

Document Below



PO Box 7868  
Madison, WI 53707

**Bill-to**

College of DuPage  
425 Fawell Blvd  
SSC 2220  
Glen Ellyn, IL 60137

**INVOICE****18688**

Purchase Order P0004671  
Invoice Date 9/30/2022  
Customer Number 00665600  
Customer Contact Nishia Ikezoe  
Heard

Line Total 1,000.00

Total 1,000.00  
Payments 0.00  
Credits 0.00  
Financial Charges 0.00

**Payment Terms** 45 Net**Due Date** 11/14/2022**Balance Due \$1,000.00**

No.	Product	Description	UOM	Quantity	Unit Price	Amount
1		College Cost Meter Annual Fee 09/01/2022-08/31/2023		1	1,000.00	1,000.00
Line Total						1,000.00

**Send payment to :**

Ascendium Education Solutions, Inc.  
Attn: Accounts Receivable  
PO Box 7868  
Madison, WI 53707

**ACH or Wire Instructions:**

Bank: U.S Bank  
Milwaukee, WI 53202  
Routing: 075000022  
Account: 258-920-776  
Addenda: 18688

Feel free to contact customer support with any questions at  
[product\\_support@ascendiumeducation.org](mailto:product_support@ascendiumeducation.org)

"Knutson, Brenda" <BKnutson@ascendiumeducation.org>

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**[External] Attigo Invoice from Ascendium - College of DuPage - PAYMENT DUE**

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"Knutson, Brenda" <BKnutson@ascendiumeducation.org>

Wed, Apr 26, 2023 at 09:01 PM UTC

CC: Waller, Claude <wallerc10@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.

Attached is the outstanding invoice for College Cost Meter services. This invoice includes Purchase Order # P0004671 as requested by Claude Waller.

Please me know if there are any questions.

**Brenda Knutson**

*Manager – Customer and Product Support – Attigo® Suite*

952.207.5254

[bknutson@ascendiumeducation.org](mailto:bknutson@ascendiumeducation.org)

[ascendiumeducation.org](http://ascendiumeducation.org)

*[Visit attigo.com](http://attigo.com) to get helpful resources, news and insights!*

**From:** Frick, Eric <[fricke@cod.edu](mailto:fricke@cod.edu)>

**Sent:** Wednesday, October 5, 2022 3:48 PM

**To:** Murphy, Debbie <[DMurphy@ascendiumeducation.org](mailto:DMurphy@ascendiumeducation.org)>

**Cc:** Waller, Claude <[wallerc10@cod.edu](mailto:wallerc10@cod.edu)>

**Subject:** College of DuPage PO # P0004671

You don't often get email from [fricke@cod.edu](mailto:fricke@cod.edu). [Learn why this is important](#)

**Ascendium Security Warning:** This email originated from outside of the organization. Do not click links or open attachments unless you verified the sender mail address and know the content is safe!

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](mailto: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](mailto:purchasing@cod.edu)

Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228

*Thank you!*

**Procurement Services**

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)

**Purchase  
Order**



**ASCENDIUM EDUCATION SOLUTIONS**

**Date:** 10/05/2022

**2501 International Ln**

**Purchase Order #:** P0004671

**Madison, WI 53704**

**Transaction #:** 3086281

**United States**

**Requested By:** Claude Waller

**Attn:** Debbie Murphy

**Requester Email:** [waller10@cod.edu](mailto:waller10@cod.edu)

**Phone:** 800-491-8210

**Authorized By:** Eric Frick

:

**Ship To**

**Blanket Order:**

College of DuPage

:

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

United States

Attn: Claude Waller

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](mailto:invoicing@cod.edu)

Phone: 630-942-2228

**Order Comments:**

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Line #	Item #	Description	UOM	QTY	Unit Price	Line
1		Ascendium Invoice 18687: College Cost Meter Annual Fee 09/01/2022- 08/31/2023	Each	1	1,000.00 USD	1,000.00

*Ship To Attn:*

*Claude Waller*

**Subtotal:** 1,000.00 USD

**Tax:** 0.00 USD

**S & H:** 0.00 USD

**Order Total:** 1,000.00 USD

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**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](mailto:invoicing@cod.edu), with one document per email. For questions about payment status or other inquiries, please email [tpay@cod.edu](mailto:tpay@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 invoice 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 information, 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](mailto: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 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 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 Sales Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
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 description.
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 practices act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 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. The Contractor shall submit to the College, monthly certified payroll information for all workers and sub-contractors utilized for the project.
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 or otherwise, 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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## **2 attachments**

image001.png

18688\_College of DuPage.pdf