

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087627
Vendor Name: Prairie Moon Nursery
Invoice Number: 2313201800
Invoice Date: 5/12/2023
PO Number: P0006664
Check Number: E0095729
Check Amount: \$ 134.00
Check Date: 06/14/2023
Voucher Number: V0788925
Document Type: AP Invoice

Document Below



PRAIRIE MOON NURSERY

32115 Prairie Lane
Winona, MN 55987
Toll Free 866-417-8156 Phone 507-452-1362
www.prairiemoon.com

Invoice-Copy

Date	Page	Number
05/12/2023	1	2313201800

Bill To

COLLEGE OF DUPAGE NATURAL AREAS
425 FAWELL BLVD BIC 0545
GLEN ELLYN IL 60137
US

Ship To

Attn: ANNA BAKKER
COLLEGE OF DUPAGE NATURAL AREAS
425 FAWELL BLVD BIC 0545
GLEN ELLYN IL 60137
US

Account	Ordered	Shipped	Customer PO#	Telephone	Salesman	Terms	Ship Method
385417	05/12/23	05/12/23	# P0006664	773.677.6614	General	NET 30	BEST

Item #	Description	UM	QOR	QSH	Price	Amount
SIGN-M	Native Prairie Plants Sign (Do Mow or Spray)	EA	4	4	29.000	116.00
INOCAMLG-M	Amorpha Inoculum lg pkt	EA	1	1	6.000	6.00
INOCBALG-M	Baptisia/Thermopsis Inoculum l	EA	1	1	6.000	6.00
INOCCALG-M	Chamaecrista/Senna Inoculum lg	EA	1	1	6.000	6.00

Comments: ASAP

Merchandise	Shipping	Add Amt	Other	Credits	Tax	Invoice Total
134.00	0.00	0.00	0.00	0.00	0.00	134.00

Thank you for your order!

NET30 orders: please submit payment within 30 days

FW: [External] Invoice 2313201800

"Bakker, Anna" <bakkera2107@cod.edu>

Thu, May 25, 2023 at 02:48 PM UTC

CC:

BCC:

Ivan,

Just making sure that this was also received to our Accounts Payable department. All invoices should go directly here as indicated when the PO was released. Thank you.

“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"

See you on the prairie,

Anna Bakker

Outdoor Lab/Prairie Manager

College of DuPage

425 Fawell Blvd | Glen Ellyn, IL 60137 | BIC 0545

630-942-3919 | bakker2107@cod.edu | cod.edu

From: Prairie Moon Nursery <ivan@prairiemoon.com>

Sent: Friday, May 12, 2023 12:49 PM

To: Bakker, Anna <bakker2107@cod.edu>

Subject: [External] Invoice 2313201800

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.

Thank you for your order.

Prairie Moon Nursery
32115 Prairie Lane
Winona, MN 55987
tel: 507-452-1362
www.prairiemoon.com

1 attachment

2313201800.pdf