

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1553928
Vendor Name: Zendesk, Inc.
Invoice Number: INV11767002
Invoice Date: 7/6/2024
PO Number: P0013204
Check Number: 0329851
Check Amount: \$ 3,785.40
Check Date: 09/18/2024
Voucher Number: V0850334
Document Type: AP Invoice

Document Below

INVOICE



Zendesk, Inc.
989 Market St
San Francisco, CA
94103

Invoice Date: July 06, 2024
Invoice Number: INV11767002
Purchase Order Number:

(888) 670-4887
ar@zendesk.com

Account Number: ZD00087180
Account Information: College Of Dupage Glen Ellyn Ill
425 Fawell Blvd Building H

Glen Ellyn
Illinois
60137
United States

Account Currency: USD
Payment Terms: Net 60
Due Date: September 04, 2024

CHARGE SUMMARY

Product	Quantity	Unit Price	UOM	Subtotal	Tax	Total
Support Team Subscription 07/06/2024-07/05/2025 Annual codlearningtech	9	\$19.00	Per Agent	\$2,052.00	\$0.00	\$2,052.00
Guide Professional Subscription 07/06/2024-07/05/2025 Annual codlearningtech	9	\$16.05	Per Agent	\$1,733.40	\$0.00	\$1,733.40

INVOICE TOTALS

WIRE INSTRUCTIONS JP Morgan Chase New York, NY 10004 Bank Routing Number: 021000021 Swift Code: CHASUS33 Account Name: Zendesk, Inc. Account Number: 366968821 ACH INSTRUCTIONS Bank Routing Number: 322271627 Account Name: Zendesk, Inc. Account Number: 366968821 MAIL CHECK TO Zendesk, Inc. P.O. Box 734287 Chicago, IL 60673-4287 OVERNIGHT OR COURIER JP Morgan Chase	Subtotal:	\$3,785.40
	Tax:	\$0.00
	Total:	\$3,785.40
	Payments Applied:	\$0.00
	Adjustments Applied:	\$0.00
	Invoice Balance: * See Related Transactions below	\$3,785.40

Attn: Zendesk Inc., Box 734287 131 S Dearborn, 6 th Floor Chicago, IL 60603 <u>Zendesk W-9</u> Please include the invoice number(s) in your remittance as a payment reference to ensure accurate and timely posting of funds.		
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For questions about your invoice, email ar@zendesk.com.

TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Applied Amount
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Any reference to a purchase order in this invoice or any associated Service Order is solely for your convenience in record keeping, and no such reference or any delivery of services to you following receipt of any purchase order shall be deemed an acknowledgement of or agreement to any terms or conditions associated with any such purchase order or in any way be deemed to modify, alter, supersede or supplement the Master Subscription Agreement as defined in your Service Order, or, if you are not a party to a Service Order or such term is not therein defined, consisting exclusively of your Service Order(s), if any, and either (i) the Agreement or (ii) if you and Zendesk are parties to a separate agreement governing your access to and use of a Service (as defined in the Agreement) that is evidenced in a written agreement mutually executed and delivered by you and Zendesk, the terms and conditions of such separate agreement. The terms and conditions of the Agreement are the exclusive agreement of the parties with respect to subject matter of the Agreement, and no other terms or conditions shall be binding upon Zendesk or otherwise have any force or effect.

The terms and conditions of the Agreement (as currently in effect) for any Service (as defined in the Agreement) is between you and Zendesk. Any current Service Order (as defined in the Agreement) shall exclusively govern the relationship and agreement between the parties related to your subscription to any Services and supersede any other agreement (purported terms of any type among you and Zendesk, including any purchase order attached hereto or referenced herein. No modification of this invoice by you or any terms or conditions of any purchase order or other similar document shall have any force or effect regardless of any statement to the contrary in such modification, purchase order or other document.

Payments made by credit card or debit card are billed and processed by Zendesk, Inc. if denominated in U.S. dollars and by Zendesk International Ltd (Registration No. 519184) if denominated in a currency other than the U.S. dollar. To the extent that any such entity billing or processing this transaction (the "Zendesk Payment Agent") is not Zendesk, Inc., the billing entity is acting solely as a billing and processing agent for and on behalf of Zendesk, Inc. for the economic benefit of Zendesk, Inc. in its role as principal and the Zendesk Payment Agent has no interest in the payments. You are contracting with and the Service is provided and delivered by Zendesk, Inc. as identified in the Agreement.

[External] Zendesk Invoice INV11767002

Zendesk <support@zendesk.com>

Sat, Jul 6, 2024 at 02:02 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.



Zendesk Billing

Hi Accounts Payable,

We just posted a new invoice for your Zendesk account ZD00087180. Please check the attachment with this email.

Invoice	INV11767002
Invoice Total Amount	3,785.40 USD
Account Number	ZD00087180
Account Name	College Of Dupage Glen Ellyn Ill

Thank you for choosing Zendesk! If you have any questions, please reply back to this email or view your subscription in the Admin Center .

- Your Zendesk Team

zendesk

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989 Market St., San Francisco, CA 94103 USA

1 attachment

INV11767002_ZD00087180_07062024.pdf

Purchase Order

Purchase Order #: P0013204

Order Total: 3,785.40 USD



ZENDESK, INC.

Date: 08/12/2024
Transaction #: 4121848
Authorized By: Kellen Fitzpatrick

Requested By: Lindsey Gilger
Requester Email: gilgerl@cod.edu
Phone: 630-942-2762

Supplier Address:
ZENDESK, INC.
1019 Market St
San Francisco, California 94103
United States
Attn: Donald John Nogalski
Phone: 999-999-9999

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Lindsey Gilger
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: invoice #INV11767002
account #ZD00087180

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Guide Professional Subscription 07/06/2024-07/05/2025 Annual codlearningtech	Each	1	1,733.40 USD	1,733.40 USD
Ship To Attn: Lindsey Gilger						
2		Support Team Subscription 07/06/2024-07/05/2025 Annual codlearningtech	Each	1	2,052.00 USD	2,052.00 USD
Ship To Attn: Lindsey Gilger						

Subtotal: 3,785.40 USD
Tax: 0.00 USD
S & H: 0.00 USD
Order Total: 3,785.40 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 E9997-3391-06.
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 descriptions.

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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