

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087083  
Vendor Name: NILRC  
Invoice Number: 14429  
Invoice Date: 6/1/2024  
PO Number: P0013148  
Check Number: 0330297  
Check Amount: \$ 3,150.00  
Check Date: 09/24/2024  
Voucher Number: V0852341  
Document Type: AP Invoice

Document Below



**Network of Illinois Learning Resources in Community Colleges**

PO Box 5365  
Buffalo Grove, IL 60089  
262-287-8017  
director@nilrc.org  
www.nilrc.org

## INVOICE

**BILL TO**

College of DuPage  
425 Fawell  
Glen Ellyn, IL 60137

**INVOICE #** 14429  
**DATE** 06/01/2024  
**DUE DATE** 08/01/2024  
**PO #**P0013148

**TERMS** Net 60

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DESCRIPTION	AMOUNT
SmarterMeasure Online Student Assessment 7/1/2024-6/30/2025	3,150.00
<hr/>	
BALANCE DUE	<b>\$3,150.00</b>

**Re: [External] Re: Updated Invoice**

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Lois Bruno NILRC Director <director@nilrc.org>

Tue, Aug 20, 2024 at 06:09 PM UTC

CC: Invoicing <invoicing@cod.edu>

BCC:

Hi Michelle,  
The revised invoice (with PO# referenced) is attached.

Thank you,  
Lois

On Tue, Aug 20, 2024 at 12:10PM Whitman, Michelle <[whitmanm545@cod.edu](mailto:whitmanm545@cod.edu)> wrote:

Hi Lois,

I saw that this was sent to my admin. See below and attached is the PO. I think if you follow the instructions below (reply all, send invoice with PO number referenced and payment should be on its way. Thank you for the kind reminder.

Michelle,

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

WAREHOUSE SUMMER HOURS: 6/3-8/9 Monday-Thursday 7:00am-4:30pm **CLOSED FRIDAY.**

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.

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)

**Michelle Whitman**

*Learning Technologies, Manager*

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**From:** Lois Bruno NILRC Director <[director@nilrc.org](mailto:director@nilrc.org)>

**Sent:** Tuesday, August 20, 2024 11:18 AM

**To:** Whitman, Michelle <[whitmanm545@cod.edu](mailto:whitmanm545@cod.edu)>

**Subject:** [External] Re: Updated Invoice

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.

Hi Michelle,

Do you have any updated payment information for this invoice?

Thanks so much!

Lois

On Thu, Jul 25, 2024 at 11:15AM Whitman, Michelle <[whitmanm545@cod.edu](mailto:whitmanm545@cod.edu)> wrote:

Hi Lois,

I am trying to pay this bill and it got kicked back to me. I am quoting what they said below. Can you look into this and forward a communication to me about this so we can get you paid? Thanks

“Hi Michelle —

There is one revision on the attached for the vendor to review. Payment terms have been revised to net 60 days, which is in compliance with the Illinois Local Government Prompt Payment Act.

Would you please ask the vendor if they are able to comply with this request? If they are, you may have them forward a revised invoice or you may forward an email indicating their agreement. If they are not able to, please forward their communication indicating this.”

**Michelle Whitman**

*Learning Technologies, Manager*

BIC 3401D

630-942-2351

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**1 attachment**

COD#14429\_SmarterMeasure.pdf

**Purchase Order****Purchase Order #: P0013148****Order Total: 3,150.00 USD**

NILRC

**Date:** 08/07/2024  
**Transaction #:** 4099809  
**Authorized By:** Kellen Fitzpatrick

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

## CONFIRMING REQUEST

**Supplier Address:**

NILRC  
C/O Kishwaukee College  
21193 Malta Rd  
Malta, IL 60150  
United States  
Attn:  
Phone:

**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 #14429

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		SmarterMeasure Online Student Assessment	Each	1	3,150.00 USD	3,150.00 USD

Ship To Attn: Lindsey Gilger

**Subtotal:** 3,150.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 3,150.00 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](mailto:invoicing@cod.edu) with **only one PDF document per email**. For questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](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 (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.

Powered By: ESM Solutions.



"Whitman, Michelle" <whitmanm545@cod.edu>

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**RE: [External] Re: Updated Invoice**

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"Whitman, Michelle" <whitmanm545@cod.edu>

Tue, Aug 20, 2024 at 05:02 PM UTC

CC: Invoicing <invoicing@cod.edu>

BCC:

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***Thank you!***

***Procurement Services***

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

**Michelle Whitman**

*Learning Technologies, Manager*

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**Sent:** Tuesday, August 20, 2024 11:18 AM

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**Subject:** [External] Re: Updated Invoice

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**Michelle Whitman**

*Learning Technologies, Manager*

BIC 3401D

630-942-2351

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**1 attachment**

P0013148.pdf