

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1753950
Vendor Name: Tekton Inc.
Invoice Number: INV1622984
Invoice Date: 1/8/2025
PO Number: P0015189
Check Number: 0333872
Check Amount: \$ 18,509.60
Check Date: 01/22/2025
Voucher Number: V0865382
Document Type: AP Invoice

Document Below

Purchase Order	Ships Via	Tracking Number	Terms	Ship Date
P0015189	UPS Ground	1Z4581860394494883	Net 30	1/8/2025

Balance Due: \$18509.60

Bill To: (Customer #117058)	Ship To:
Matthew Shanahan College of DuPage Accounts Payable 425 Fawell Blvd Glen Ellyn IL 60137 630 942-2238	Matthew Shanahan College of DuPage Accounts Payable 425 Fawell Blvd Glen Ellyn IL 60137 630 942-2238

Item #	Qty	Description	SKU/Note	UPC	Cases	Each	Ex. Amt.
BDL99942	2	Tool Cabinet with Tools Bundle (60 W x 30 D x 41.5 H in.)				10,888.00	\$21,776.00
Discount		Tekton Student Program					-\$3,266.40
						Subtotal	\$18,509.60
						Shipping	\$0.00
						Total	\$18,509.60

We may charge you a monthly interest rate of 1% on overdue balances. All orders are subject to Tekton's Terms and Conditions.

Shawn Swartzendruber <shawn.swartzendruber@tekton.com>

Re: [External] Re: College of DuPage PO No. P0015189 for Quote No. QT6223

Shawn Swartzendruber <shawn.swartzendruber@tekton.com>

Wed, Jan 8, 2025 at 04:29 PM UTC

CC: Shanahan, Matthew <shanan@cod.edu>

BCC:

Channing, this order has been shipped. See attached for the invoice for this order.

Shipping tracking information is as follows

UPS

1Z4581860394494883

1Z4581860390007951

R&L Carriers

798316173

On Mon, Jan 6, 2025 at 1:36PM Payne, Channing <paynec1312@cod.edu> wrote:

Shawn,

..

Thank you for the update. Our Warehouse is open Mon-Fri, 7:30am-4pm. R&L can contact them directly: 630-942-2550.

..

As well, I am transitioning roles here at the College. My replacement started today, so I will be getting them onboarded. I ask that before you send the invoice to invoicing@cod.edu, please send a copy to me and Matthew Shanahan (copied) so we can review that it matches the quote attached to the original PO. I want to ensure there is no delay in payment being processed.

..

Best,

..

Channing Payne

Program Support Specialist

Accounting, HVACR, OFTI, APTEC

Business and Applied Technology (BTEC)

College of DuPage | 425 Fawell Blvd., Glen Ellyn, IL

TEC 1008 / BIC 1E10 | (630) 942-4286 | paynec1312@cod.edu

Spring 2025 Hours (8am-4:30pm)

Wed & Thurs: BIC 1E10

Mon & Tues: TEC 1008

Fri: Remote

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From: Shawn Swartzendruber <shawn.swartzendruber@tekton.com>

Sent: Monday, January 6, 2025 10:40 AM

To: Payne, Channing <paynec1312@cod.edu>

Cc: Casey, Kevin <caseyk650@cod.edu>; Shanahan, Matthew <shanan@cod.edu>

Subject: Re: [External] Re: College of DuPage PO No. P0015189 for Quote No. QT6223

This order has been placed and will ship out no later than tomorrow. Our freight carrier R&L will be in contact to schedule a delivery window once they pick up the shipment. If there is anything else I can help with please let me know.

On Fri, Dec 20, 2024 at 4:24PM Shawn Swartzendruber <shawn.swartzendruber@tekton.com> wrote:

Thanks Channing, I'll plan on shipping this order after the first of the year. I will send an email confirmation when the order ships and the freight carrier will be in contact after that to schedule a delivery date.

On Fri, Dec 20, 2024 at 4:17PM Payne, Channing <paynec1312@cod.edu> wrote:

Shawn,

The College will be closed Dec. 23rd through Jan. 2nd. That also includes our Warehouse for shipping /receiving if I am not mistaken. Kevin can certainly reconfirm, though.

Best,

Channing Payne

Program Support Specialist

Accounting, HVACR, OFTI, APTEC

Business and Applied Technology (BTEC)

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The College is closed for Winter Break starting 12/23/24 and will reopen on 1/2/25. Faculty are on break 12/17/24 until 1/22/25.

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From: Shawn Swartzendruber <shawn.swartzendruber@tekton.com>
Sent: Friday, December 20, 2024 3:14 PM
To: Casey, Kevin <caseyk650@cod.edu>
Cc: Payne, Channing <paynec1312@cod.edu>; Shanahan, Matthew <shanan@cod.edu>
Subject: [External] Re: College of DuPage PO No. P0015189 for Quote No. QT6223

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.

Sorry Kevin, I read your name backwards and addressed the previous email improperly.

On Fri, Dec 20, 2024 at 4:13PM Shawn Swartzendruber <shawn.swartzendruber@tekton.com> wrote:

Hi Casey, thanks for sending this over. Does College of DuPage have any holiday restrictions for delivery dates?

On Fri, Dec 20, 2024 at 4:00PM Casey, Kevin <caseyk650@cod.edu> wrote:

Dear Vendor,

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

Kindly follow thread below to view the College of DuPage (COD) Purchase Order presented 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

Thank you!

Procurement Services

purchasing@cod.edu

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Shawn Swartzendruber
Partnership Programs Specialist
616-988-5250 | shawn@tekton.com

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2 attachments

image001.jpg

Invoice INV1622984 (1).pdf