

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1706186  
Vendor Name: Chicago Cosmetologists Association, Inc  
Invoice Number: 5698-11-5392  
Invoice Date: 11/21/2024  
PO Number: P0015209  
Check Number: E0105061  
Check Amount: \$ 2,500.00  
Check Date: 01/14/2025  
Voucher Number: V0864699  
Document Type: AP Invoice

Document Below

Hello College of DuPage,

Kindly note that by the terms outlined in your *America's Beauty Show 2025* Exhibitor Contract, **your payment of an additional 30% is due on December 1st, 2024**. Timely payment is essential to secure your Booth Space and participation in the upcoming event.

To conveniently settle your payment, please follow the link provided below:

**[Make a Payment](#)**

For access to the payment portal, please use your Company Password.

**Company Password: 893FGJJ2**

**Payment Steps:**

Upon entering the portal, you'll find detailed information about your Payment Schedule and Amounts Due. In the "Pay Invoice" section, simply input the required payment amount. You'll then have the option to securely upload your Credit Card or ACH information. Once everything is ready, don't forget to hit the "Submit" button at the bottom.

**\*If you have already made your payment, please disregard this email.**

Thank you for being a valued part of *America's Beauty Show 2025*.

# INVOICE

**America's Beauty Show 2025**  
*Chicago Cosmetologists Association, Inc.*

College of DuPage College of DuPage Mia Boyd 425 Fawell Blvd IRC 1001 Glen Ellyn, IL 60137 United States	Invoice Number: 5698-11-5392 Account Number: 5698 Invoice Date: 11/21/2024  Remit To: Chicago Cosmetologists Association, Inc. 5600 North River Road Suite 800 Rosemont, IL 60018
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**Booth Information**

Financial Summary				
Orders				
Date	Order Details	Item	Quantity	Amount
11/20/2024	Display Case	Display Case	10.00	\$2,500.00
11/20/2024	Display	Display	1.00	\$0.00
<b>TOTAL</b>				<b>\$2,500.00</b>
				<b>Company Balance: \$2,500.00</b>
Payment Schedule				
Due Date		Amount		
09/01/2024		\$1,000.00 (Past Due)		
12/01/2024		\$750.00		
02/01/2025		\$750.00		

Kathy Gruttadauria <kathy.gruttadauria@americasbeautysshow.com>

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[External] FW: College of DuPage - PO #P0015209 - Participation America's Beauty Show April 5-7, Chicago

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Kathy Gruttadauria <kathy.gruttadauria@americasbeautysshow.com> Mon, Jan 6, 2025 at 09:21 PM UTC

CC: Fitzpatrick, Kellen <fitzpatrickk286@cod.edu>, Santos, Christine <santosc489@cod.edu>, Boyd, Mia <boydm72@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.

Please confirm this is information needed to pay America's Beauty Show Invoice. This is to purchase a Display Case area to exhibit at the 2025 April Chicago Event.

Please contact me with any questions.

Thank you, Kathy Gruttadauria ABS

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**From:** Fitzpatrick, Kellen <[fitzpatrickk286@cod.edu](mailto:fitzpatrickk286@cod.edu)>

**Sent:** Thursday, January 2, 2025 4:41 PM

**To:** [kathy.gruttadauria@americasbeautysshow.com](mailto:kathy.gruttadauria@americasbeautysshow.com)

**Cc:** Santos, Christine <[santosc489@cod.edu](mailto:santosc489@cod.edu)>

**Subject:** College of DuPage - PO #P0015209

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Dear Vendor,

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Attached is a College of DuPage (COD) Purchase Order for processing.????

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Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email.

Please work directly with them to ensure this order is processed accordingly.

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## SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

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College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

Warehouse Hours: Monday through Friday: ?? 7:30am to ??4:00pm

Shipping & Receiving Questions should be directed to the COD Warehouse at: ??630-942-2550

## INVOICE QUESTIONS ( **Procurement Services does not process payments**)

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Invoice questions should be directed to the Accounts Payable department at ?? [acctpay@cod.edu](mailto:acctpay@cod.edu) or 630-942-2228.

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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.**

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## **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**
- One PDF attachment per email

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The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor 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. ????

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Please submit requests to [purchasing@cod.edu](mailto:purchasing@cod.edu)

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***Thank you!***

***Procurement Services***

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

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**2 attachments**

P0015209.pdf

College of DuPage ABS 2025 Invoice.pdf