

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1651686
Vendor Name: Honey Trails LLC
Invoice Number: 2015
Invoice Date: 1/16/2025
PO Number: P0015400
Check Number: E0105207
Check Amount: \$ 620.00
Check Date: 01/22/2025
Voucher Number: V0865542
Document Type: AP Invoice

Document Below

"Maday, Kari" <madayk2239@cod.edu>

Attached Image

"Maday, Kari" <madayk2239@cod.edu>

Tue, Jan 21, 2025 at 04:14 PM UTC

CC:

BCC:

1 attachment

1488_001.pdf



Sales Invoice

Honey Trails LLC
5N698 Dunham Trails Rd.
Wayne, IL 60184
myhoneytrails.com

Date: 1/16/2025
Invoice #: 5015

Sold to: College of Dupage PO#015400
Horticulture Department
425 Fawell Blvd
Glen Ellyn, IL 60137

Terms

Net 30 Days

Qty	Description	Unit Price	Line Total
4	3-lb bee package - Italian	\$155.00	\$620.00

Honey Bees will be available for pickup in March 2025. Please bring check when picking up.

Total: \$620.00

Thank you for your business!

Christopher Saad <chris@myhoneytrails.com>

Fwd: [External] Bee packages 2025

Christopher Saad <chris@myhoneytrails.com>

Mon, Jan 20, 2025 at 04:23 PM UTC

CC: Clement, Brian <clement@cod.edu>

BCC:

Hopefully this works for you.

Chris

----- Forwarded message -----

From: Clement, Brian <clement@cod.edu>

Date: Mon, Jan 20, 2025, 8:35AM

Subject: RE: [External] Bee packages 2025

To: Christopher Saad <chris@myhoneytrails.com>

Hi Chris,

When you send invoices into invoicing@cod.edu they must be attached as a PDF and have the PO number on them. I fixed the attached invoice and added the information they need to process this. Sorry its very specific. If you can, please email the attached invoice to invoicing@cod.edu and cc me on the email so this can be paid and processed for a check. Attachments cannot be jpgs. ,

Thanks

Brian

From: Christopher Saad <chris@myhoneytrails.com>

Sent: Monday, January 20, 2025 7:05 AM

To: Invoicing <invoicing@cod.edu>, Clement, Brian <clement@cod.edu>

Subject: [External] Bee packages 2025

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.
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See the attached invoice for bee packages for the Horticulture Department. Please contact me if you have any questions or concerns. .

Thanks, .

Chris Saad, .

Honey Trails LLC, .

1 attachment

Honey Bee Invoice.pdf

Purchase Order



Purchase Order #: P0015400
Honey Trails LLC

Check enclosed - Need
payment to send to - Honey
Trails LLC - 1.15.25 EF

Order Total: 620.00 USD

Date: 01/15/2025
Transaction #: 4365655
Authorized By: Eric Frick

Requested By: Amy Hull
Requester Email: huilamy@cod.edu
Phone: 630-942-3806

CONFIRMING REQUEST

Supplier Address:
Honey Trails LLC
5N698 Dunham Trails Rd
Wayne, IL 60184
United States
Attn: Christopher Saad
Phone: 630-292-3953

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Amy Hull
Phone: 630-942-2236

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:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		3 lb bee package - Italian	Each	4	155.00 USD	620.00 USD
Ship To Attn: Amy Hull			Grant Funded: NA-Not Applicable			

Subtotal: 620.00 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 620.00 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, 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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"Frick, Eric" <fricke@cod.edu>

Check Enclosed Request P0015400 Amy Hull 1.15.25 EF

"Frick, Eric" <fricke@cod.edu>

Wed, Jan 15, 2025 at 07:16 PM UTC

CC: Hull, Amy <hullamy@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed are being requested by Amy Hull. Please work directly with her as needed. Per Amy's instructions: Please contact Brian Clement, clement@cod.edu, 630-942-2526 when check is ready, do not mail

Thank you,

Eric Frick

Purchasing Expeditor

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2576 | fricke@cod.edu

[Click Here for current bids/Rfps!](#)

COD: Check out our Team Site!

2 attachments

image001.jpg

P0015400.pdf