

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1619391
Vendor Name: Empower Health Services LLC
Invoice Number: EHS2024599
Invoice Date: 12/17/2024
PO Number: P0013180
Check Number: E0105334
Check Amount: \$ 3,199.50
Check Date: 01/28/2025
Voucher Number: V0865884
Document Type: AP Invoice

Document Below



495 N Commons Drive, Suite 100
Aurora, IL 60504
866.367.6974

Invoice

Submitted on 12/17/2024

PO: P0013180

Invoice for

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Attn: Alma Camarena

Payable to

Empower Health

Services LLC

Invoice #

EHS2024599

Due date

Net 30

Description	Qty	Unit price	Total price
October 10, 2024			
Flu Vaccination	81	\$39.50	\$3,199.50
Flu Vaccination - BCBS PPO	54		

Notes: Tax ID# 36-4836722

Subtotal **\$3,199.50**

Adjustments \$0.00

\$3,199.50

PO: P0013180

Nicole Lambert <nicole@empowerhealthservices.com>

Fwd: FW: [External] Re: College of DuPage PO NO. P0013180 for Flu Vaccinations during Benefits Fest on COD Campus

Nicole Lambert <nicole@empowerhealthservices.com>

Wed, Dec 18, 2024 at 03:32 PM UTC

CC:

BCC:

Good Morning -

Attached is our invoice for flu vaccinations provided. Please let me know if you have any questions.

Thank you

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

From: **Slaughter, Stacey** <slaughters82@cod.edu>

Date: Wed, Dec 18, 2024 at 9:22AM

Subject: RE: FW: [External] Re: College of DuPage PO NO. P0013180 for Flu Vaccinations during Benefits Fest on COD Campus

To: Alyssa Fine <alyssa@empowerhealthservices.com>

Cc: nicole@empowerhealthservices.com <nicole@empowerhealthservices.com>

We got an email version of the invoice but per the instructions sent earlier, the invoice needs to be emailed to invoicing@cod.edu. The instructions are below. Thanks!

..

From: Alyssa Fine <alyssa@empowerhealthservices.com>

Sent: Tuesday, October 15, 2024 10:28 AM

To: Slaughter, Stacey <slaughters82@cod.edu>

Subject: Re: FW: [External] Re: College of DuPage PO NO. P0013180 for Flu Vaccinations during Benefits Fest on COD Campus

..

Hi Stacey,

..

I have provided this information to my billing team. .

..

Thank you!

Alyssa Fine | Empower Health Services, LLC

Assistant Director of Operations/Account Manager



495 N Commons Drive, Suite 100

Aurora, IL 60504

Office: (630) 686-2660 x6182

Direct: (630) 499-6182

alyssa@empowerhealthservices.com

www.empowerhealthservices.com

...



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On Tue, Oct 15, 2024 at 10:26AM Slaughter, Stacey <slaughters82@cod.edu> wrote:

We sent an email to Gary Fine letting him know how to submit our flu shot billing, but I wanted to let you know the steps to submit as well. Thanks!

From: Fay, Marianne <faym296@cod.edu>

Sent: Tuesday, October 15, 2024 10:23 AM

To: Slaughter, Stacey <slaughters82@cod.edu>

Subject: FW: [External] Re: College of DuPage PO NO. P0013180 for Flu Vaccinations during Benefits Fest on COD Campus

You may want to remind Gary that he will submit the invoice for the Flu Vaccinations directly to Invoicing.

Invoices must be sent in **PDF format** to invoicing@cod.edu **to ensure proper approval routing and expedited payments.**

And he should include the PO on the invoice for quicker processing, please let me know if you want to remind him or if you want me to send an email.

Thanks,

Marianne

From: Gary Fine <gary@empowerhealthservices.com>

Sent: Thursday, August 8, 2024 1:54 PM

To: Casey, Kevin <caseyk650@cod.edu>

Cc: Fay, Marianne <faym296@cod.edu>

Subject: [External] Re: College of DuPage PO NO. P0013180 for Flu Vaccinations during Benefits Fest on COD Campus

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.

Excellent. PO accepted.

Thanks

Gary Fine

On Aug 8, 2024, at 2:08PM, 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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Nicole Lambert | Empower Health Services, LLC
Director of Operations



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1 attachment

College of DuPage_EHS2024599_Invoice - Invoice.pdf