

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1697600

Vendor Name: OnPoint Productions LLC

Check Details:

Check Number: E0108227

Check Amount: \$ 2,700.00

Check Date: 6/24/2025

Invoice Details:

Invoice Number: 250300-211

Invoice Date: 6/6/2025

PO Number: B0002740

Voucher Number: V0891196

Document Type: AP Invoice

Document Below

OnPoint Productions LLC

PO BOX 301181
Chicago, IL 60630
+18665532007
accounting@onptpro.com



INVOICE

BILL TO
College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
Attn: invoicing@cod.edu
Phone: 630-942-2228

INVOICE 250300-211
DATE 06/06/2025
TERMS Net 15
DUE DATE 06/21/2025

DATE	DESCRIPTION	QTY	EACH	AMOUNT
03/01/2025	Camera Operator/Editor	40	54.00	2,160.00
05/01/2025	Camera Operator/Editor	50	54.00	2,700.00
Multimedia Services Project BO# B0002740				PAYMENT 2,160.00
				BALANCE DUE \$2,700.00

[External] Re: College of DuPage PO # B0002740

OnPoint Accounting <accounting@onptpro.com>

Fri, Jun 6, 2025 at 04:19 PM UTC

CC: Micheli, Max <michelim874@cod.edu>, Nocera, James <nocera@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.

Attached is the final invoice for Blanket Order (BO) No. B0002740 .

Accounting

accounting@onptpro.com

OnPoint Productions | onptpro.com

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From: OnPoint Accounting <accounting@onptpro.com>

Sent: Thursday, May 22, 2025 10:11 AM

To: invoicing@cod.edu <invoicing@cod.edu>

Cc: Micheli, Max <michelim874@cod.edu>; nocera@cod.edu <nocera@cod.edu>

Subject: Re: College of DuPage PO # B0002740

Attached is the partial invoice for Blanket Order (BO) No. B0002740 .

Thank you

Accounting

accounting@onptpro.com

OnPoint Productions | onptpro.com

This email may contain confidential or privileged information intended only for the use of the individual or entity named. If you are not the intended recipient, please understand that any disclosure, copying, distribution, or use of the contents of this email or its attachments is strictly prohibited. If you have received this email in error, please notify the sender immediately and permanently delete this message and its attachments.

From: Frick, Eric <fricke@cod.edu>

Sent: Monday, March 10, 2025 8:31 AM

To: Jennifer Hausheer <jen@onptpro.com>

Cc: Micheli, Max <michelim874@cod.edu>

Subject: College of DuPage PO # B0002740

Dear Vendor,

Please confirm receipt of Blanket Order (BO) No. B0002740 and process accordingly.

To avoid any confusion, COD requests all packages and invoices include the Blanket Order Number for each shipment or payment.

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

Shipping questions? Contact the COD Warehouse at: 630-942-2550

Instructions for Submission of Invoices

Procurement Services does not process payments.

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.

- Blanket Order Numbers must be clearly indicated on the invoice
- Electronic invoices must be sent in **PDF format Only** to invoicing@cod.edu
- **One invoice per e-mail is required**
- Non-BO invoices must contain department number for proper routing of approvals

Invoice questions? Contact Accounts Payable at acctpay@cod.edu or 630-942-2228

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 be set up for ACH payments to purchasing@cod.edu

Blanket Order 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.
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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Purchase Order



OnPoint Productions LLC
PO Box 301181
Chicago , IL 60630
United States
Attn: Jennifer Hausheer
Phone: 847-542-1759

Ship To
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Date: 03/10/2025
Purchase Order #: B0002740
Transaction #: 4438353
Requested By: Max Micheli
Requester Email: michelim874@cod.edu
Authorized By: Eric Frick
:
Blanket Order:
:

United States
Attn: Max Micheli
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:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Camera Operator/Editor	Each	1	4,860.00 USD	4,860.00 USD
		Ship To Attn:		Max Micheli		
					Subtotal:	4,860.00 USD
					Tax:	0.00 USD
					S & H:	0.00 USD
					Order Total:	4,860.00 USD

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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.

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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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1 attachment

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