

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1335672 **Vendor Name:** Dynascape

**Check Details:**

**Check Number:** 0347177 **Check Amount:** \$ 934.00 **Check Date:** 12/16/2025

**Invoice Details:**

**Invoice Number:** 112501 **Invoice Date:** 11/12/2025 **PO Number:** P0020445  
**Voucher Number:** V0916867

**Document Type:** AP Invoice

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**Document Below**



INVOICE NO: 112501  
DATE: 12-Nov-2025  
PAGE: 1

SOLD TO: College Of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL, USA  
60137

SHIP TO: College Of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL, USA  
60137

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<b>Sketch3D - Subscription</b>	156.00	156.00
1	<b>Design - School License</b>	699.00	699.00
1	<b>Color - School License</b>	79.00	79.00
		Subtotal:	934.00
	Annual Renewal - Dec 1, 2025 - Dec 1, 2026		

TOTAL >

\$934.00<sup>USD</sup>

GST/HST# 140152109RT0001

2660 Sherwood Heights Dr., Suite 104 • Oakville, ON, Canada L6J7Y8

800.710.1900

 dynascape.com

Jaz Bhatia <jbhatia@dynascape.com>

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**[External] Invoice for PO Number P0020445**

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Jaz Bhatia <jbhatia@dynascape.com>

Tue, Nov 18, 2025 at 07:32 PM UTC

CC: Hull, Amy <hullamy@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.

Hi,

Please see the attached invoice for PO Number P0020445 for payment.

Thank you,  
Jaz

**Jaslanika Bhatia**

Customer Success Manager

Toll-free: 1.800.710.1900 ext 230

Direct: 289.800.6819

Email: jbhatia@dynascape.com

[dynascape.com](https://dynascape.com) + [everprosolutions.com](https://everprosolutions.com)

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**From:** Hull, Amy <hullamy@cod.edu>

**Sent:** Tuesday, November 18, 2025 11:48 AM

**To:** Jaz Bhatia <jbhatia@dynascape.com>

**Cc:** Clement, Brian <clement@cod.edu>

**Subject:** FW: [External] DynaScape School Annual Renewal Notice

Hi Jaz, I am copying the PO below this message. Please email the invoice with the PO number ( **P0020445** ) to [invoicing@cod.edu](mailto:invoicing@cod.edu) and copy Brian Clement, [clement@cod.edu](mailto:clement@cod.edu). We will make sure that the invoice gets processed. Thank you, Amy

Amy Hull  
Greenhouse Manager/Adjunct Faculty  
College of DuPage Horticulture  
425 Fawell Blvd.

Glen Ellyn, IL 60137  
630-942-3806

Dear Vendor,

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

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

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](mailto: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](mailto:purchasing@cod.edu)

**Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228**

***Thank you!***

**Procurement Services**

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

**Purchase Order**

**Dynascope**  
**104 – 2660 Sherwood Heights Dr.**  
**Oakville, 0 L6J 7Y8**  
**Canada**  
**Attn: Dan Weaver**  
**Phone: 1.800.710.1900 x220**

**Date:** 11/17/2025  
**Purchase Order #:** P0020445  
**Transaction #:** 4799038  
**Requested By:** Amy Hull  
**Requester Email:** [hullamy@cod.edu](mailto:hullamy@cod.edu)  
**Fiscal Date:** 11/17/2025  
**Authorized By:** Eric Frick  
:  
**Blanket Order:**  
:

**Ship To**

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Amy Hull  
Phone: 630-942-2238

**Bill To**

College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: [invoicing@cod.edu](mailto:invoicing@cod.edu)  
Phone: 630-942-2228

**Order Comments:**

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		sketch3D- subscription <i>Ship To Attn:</i>	Each	1 <i>Amy Hull</i>	156.00 USD	156.00 USD
		<i>Grant Funded:</i>		<i>NA-Not Applicable</i>		
2		Design-School License <i>Ship To Attn:</i>	Each	1 <i>Amy Hull</i>	699.00 USD	699.00 USD
		<i>Grant Funded:</i>		<i>NA-Not Applicable</i>		
3		Color-School License <i>Ship To Attn:</i>	Each	1 <i>Amy Hull</i>	79.00 USD	79.00 USD
		<i>Grant Funded:</i>		<i>NA-Not Applicable</i>		

<b>Subtotal:</b>	934.00 USD
<b>Tax:</b>	0.00 USD
<b>S &amp; H:</b>	0.00 USD
<b>Order Total:</b>	<b>934.00 USD</b>

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### 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](mailto:invoicing@cod.edu) with **only one PDF document per email**. For questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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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**From:** Jaz Bhatia <jbhatia@dynascape.com>  
**Sent:** Friday, November 14, 2025 8:03 AM  
**To:** Hull, Amy <hullamy@cod.edu>  
**Subject:** Re: [External] DynaScape School Annual Renewal Notice

Thank you, Amy, for providing me with the tax-exempt certificate. I have removed the tax on your renewal invoice. Please see attached the updated invoice on your renewal.

Best,  
Jaz

**Jaslanika Bhatia**  
Customer Success Manager  
Toll-free: 1.800.710.1900 ext 230  
Direct: 289.800.6819  
Email: [jbhatia@dynascape.com](mailto:jbhatia@dynascape.com)

[dynascape.com](https://dynascape.com) + [everprosolutions.com](https://everprosolutions.com)

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**From:** Hull, Amy <[hullamy@cod.edu](mailto:hullamy@cod.edu)>  
**Sent:** Thursday, November 13, 2025 3:44 PM  
**To:** Jaz Bhatia <[jbhatia@dynascape.com](mailto:jbhatia@dynascape.com)>  
**Cc:** Clement, Brian <[clement@cod.edu](mailto:clement@cod.edu)>  
**Subject:** FW: [External] DynaScape School Annual Renewal Notice

Hi Jaz, I attached our sales tax exemption certificate, would that change the tax you are charging on this quote? Thanks, Amy

Amy Hull  
Greenhouse Manager/Adjunct Faculty  
College of DuPage Horticulture  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
630-942-3806

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**From:** Jaz Bhatia <[jbhatia@dynascape.com](mailto:jbhatia@dynascape.com)>  
**Sent:** Wednesday, November 12, 2025 1:52 PM  
**To:** Clement, Brian <[clement@cod.edu](mailto:clement@cod.edu)>  
**Subject:** [External] DynaScape School Annual Renewal Notice

**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.

Hi Brian,

Hope all is well!

My name is *Jaz* , and I'm excited to introduce myself as your new *Customer Success Manager* here at DynaScape. I'll be your main point of contact moving forward and am here to ensure you're getting the most out of your DynaScape experience.

Friendly reminder here on the upcoming renewal (Dec 1) for DynaScape School License for Design + Color + Sketch3D Annual Subscription. I have attached the renewal invoice for your convenience.

**Your annual renewal rate:**

- \$934USD + tax
- 12 months subscription to DynaScape Design + Color School + Sketch3D

Please send PO and payment info my way for processing.  
As always, let me know if you have any questions.

Thank you in advance for your continued business!  
Jaz

**Jaslanika Bhatia**

Customer Success Manager

Toll-free: 1.800.710.1900 ext 230

Direct: 289.800.6819

Email: [jbhatia@dynascape.com](mailto:jbhatia@dynascape.com)

[dynascape.com](https://dynascape.com) + [everprosolutions.com](https://everprosolutions.com)

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**3 attachments**

Outlook-qeshjwew.png

Outlook-x0hm3px5.png

