

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1536819

Vendor Name: Shades of Light, LLC

Invoice Number: 113017

Invoice Date: 11/30/17

PO Number: P0355247

Check Number: 0230356

Check Amount: \$ 373.00

Check Date: 01/23/2018

Department ID: 18004

Reviewer Name:

Voucher Number: V0489117

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: castellanoss1510@cod.edu
Sent: Fri Dec 08 09:22:28 CST 2017
To: invoicing@cod.edu
CC: munguiac@cod.edu
Subject: 2643319.pdf

Accounts Payable,
The vendor is requesting payment up front. Please see check enclosed request attached.
Thanks,
Susan

Susan Castellanos
Purchasing Buyer



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942-2216 castellanoss1510@cod.edu

 College of DuPage

Bill To:**College of DuPage**

College of DuPage Accounts
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078



Check
Enclosed

PURCHASE ORDER

355247

Page: 1

Release Method: Hard Copy

Release Date: 11/30/2017

Created Date: 11/30/2017

I misunderstood the requestor of this PO and they would like it as check enclosed instead of a PO. Is this possible even though the PO has already been established?

Cassi Munguia

*** Confirming Purchase Order *****Vendor:**

1536819
Shades of Light, LLC
14001 Justice Rd
Midlothian, VA 23113

Attn: Customer Service

Phone: 877-288-5030

Fax:

Ship To:

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

Purchasing, Manager

Phone: 630-942-2228

Fax: 630-942-2417

Deliver To: Fredericks, Jamie CHC1007

PO Created By: T. W. Jordan

Purchase Order Comments:

AP VERIFIED**01/22/18 - BETHANY CRUSE**

Requisition Number(s): 663414

Requisitioner Name(s): Cassi Munguia

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	TLC0805SH CM	6	Each	REPL Shade-Modern Twig Table Lamp REPL Lamp Shade	\$54.00	\$324.00
Deliver To: Fredericks, Jamie CHC1007						
2		1	Each	Shipping and Handling	\$49.00	\$49.00
Deliver To: Fredericks, Jamie CHC1007						

Sub Total: \$ 373.00

Total: \$ 373.00

Account Code Summary

Account Code	Account Description	Amount
01-10-18004-5409002		\$373.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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 to the Contractor, 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 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

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

355247

Page: 2**Release Method:** Hard Copy**Release Date:** 11/30/2017**Created Date:** 11/30/2017*** Confirming Purchase Order ***

practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, 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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

1536819

01/23/2018

0230356

113017
113017

V0489117
V0489117

REPL Shade-Modern Twig
Shipping and Handling

0110180045409002
0110180045409002

324.00
49.00

Jamie Frederik

373.00

0230356

PAY ONLY THREE HUNDRED SEVENTY THREE AND 00/100 DOLLARS

01/23/2018

\$*****373.00

Shades of Light, LLC
14001 Justice Rd
Midlothian VA 23113