

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1347062

Vendor Name: RELY media

Invoice Number: 317111

Invoice Date: 12/20/17

PO Number: P0355644

Check Number: E0064976

Check Amount: \$ 4,725.00

Check Date: 01/17/2018

Department ID: 00466

Reviewer Name:

Voucher Number: V0491193

Redaction Type: None

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

Document Below

From: townej@cod.edu
Sent: Fri Jan 05 12:48:39 CST 2018
To: invoicing@cod.edu
CC: navai278@cod.edu
Subject: FW: RELYmedia PO355644

Hello,



Please see the attached invoice. This invoice is for PO 355644.

Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Friday, January 5, 2018 9:33 AM
To: Nava, Ileana <navai278@cod.edu>
Cc: Towne, Jordan <townej@cod.edu>
Subject: RE: RELYmedia Quote

Ileana:

Attached is your invoice.

Thanks

Alex

From: Nava, Ileana [<mailto:navai278@cod.edu>]
Sent: Friday, January 05, 2018 8:41 AM
To: Alex Efta
Subject: RE: RELYmedia Quote

Alex,

Thank you for the response and for your help.

Nice working with you folks.

Best,

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Thursday, January 04, 2018 5:28 PM
To: 'Nava, Ileana'

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3 WAY MATCH

Date	Invoice #
12/20/2017	317111

Bill To
College of DuPage Ileana Nava 425 Fawell Blvd Glen Ellyn, IL 60137

Ship To
College of DuPage Ileana Nava 425 Fawell Blvd Glen Ellyn, IL 60137

Terms	Rep	Ship	Via	P.O. Number
Due on Receipt	SGB	12/29/2017	UPS	355644

Quantity	Item Code	Description	Price Each	Amount
		Flash Drives		
1,250	Flash 2GB	2GB USB Flash Drive, RMC02, White, Bulk	3.70	4,625.00T
1,250	Color Imprint	Color Imprint, Side 1	0.00	0.00T
1,250	Color Imprint	Color Imprint, Side 2	0.00	0.00T
1,250	Preload Data	Partition & Preload Data up to 100MB	0.00	0.00T
		*Do Not Lock Drives		
1	UPS	UPS Express	100.00	100.00T
		Out-of-state sale, exempt from sales tax	0.00%	0.00
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(952) 314-4596 • sales@relymedia.com • www.relymedia.com

Total \$4,725.00

Thank you for the order. We appreciate your business.

All orders are non-cancelable, non-returnable, and non-refundable. RELYmedia will be notified of any defective or non-conforming products within 2 business days after delivery. There are no refunds for defective or non-conforming products. RELYmedia will repair or replace defective or non-conforming products within 3 weeks after receipt of the defective or non-conforming products. All non-consumable electronics will be repaired or replaced if defective within 1 year after delivery. RELYmedia will not be responsible for delays in transit outside its control and no refunds will be issued for any such delays. Under no circumstances will the liability of RELYmedia exceed the total amount listed on the invoice. Order changes are subject to additional costs. If the change results in an overpayment, a merchant processing fee of 3.5% will be subtracted from any refund issued on American Express cards.

To: 'Nava, Ileana'
Cc: 'Towne, Jordan'
Subject: RE: RELYmedia Quote

Ileana:

I did. I hope you did as well! I will have this applied.

Thanks

Alex

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Thursday, January 04, 2018 3:55 PM
To: Alex Efta
Subject: RE: RELYmedia Quote

Good afternoon Alex,

Hope you are having a wonderful day and Happy New Year.

Please find a copy of the PO for Invoice 317111 Dated 12.20.2017.

Thank you,

From: Towne, Jordan [mailto:townej@cod.edu]
Sent: Thursday, January 04, 2018 2:57 PM
To: alex_efta@relymedia.com
Cc: Nava, Ileana
Subject: College of DuPage PO 355644

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (**Reply ALL**) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2250

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Friday, December 22, 2017 3:30 PM
To: Nava, Ileana <navai278@cod.edu>
Subject: RE: RELYmedia Quote

Thank you Ileana! Happy Holidays!

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Friday, December 22, 2017 2:02 PM
To: Alex Efta

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To: Alex Efta
Subject: RE: RELYmedia Quote

Thank you,

I will forward you the PO as soon as I receive it at my end.

Happy Holidays!

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Friday, December 22, 2017 1:59 PM
To: Nava, Ileana <navai278@cod.edu>
Subject: RE: RELYmedia Quote

Ileana:

Attached is your updated invoice.

I will have these loaded based on the screen shot below.

Thanks

Alex

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Friday, December 22, 2017 1:30 PM
To: Alex Efta
Subject: RE: RELYmedia Quote

Yes,

The attach proof is good.

I will awaited the updated invoice.

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From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Friday, December 22, 2017 1:12 PM
To: Alex Efta
Subject: FW: You have been sent a file (Description: student handbook 12.22.2017)

Let's see if it worked this time...

From: sendspace [mailto:no-reply@sendspace.com]
Sent: Friday, December 22, 2017 1:10 PM
To: Nava, Ileana <navai278@cod.edu>
Subject: You have been sent a file (Description: student handbook 12.22.2017)

Sendspace File Delivery Notification:

You've got a file called COD-student-handbook Dated 06.26.2017 - Copy.zip, (9.4 MB) waiting to be downloaded at sendspace.com (It was sent by navai278@cod.edu).

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Friday, December 22, 2017 11:05 AM
To: Nava, Ileana <navai278@cod.edu>
Subject: RE: RELYmedia Quote

Ileana:

Please let me know if the attached proof is approved.

I received your content, however it is not in a zip file. We must have in a zip file in order to guarantee against corruption.

Thanks

Alex

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Friday, December 22, 2017 10:23 AM
To: Alex Efta
Subject: RE: RELYmedia Quote

One slight change, we would like the flash drives to be white not green, please.

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Friday, December 22, 2017 8:46 AM
To: Alex Efta
Subject: RE: RELYmedia Quote

Alex,

One slight change, we would like the flash drives to be white not green, please.

Thank you,

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Thursday, December 21, 2017 4:32 PM
To: Nava, Ileana <navai278@cod.edu>
Subject: RE: RELYmedia Quote

Ileana:

My apologies. We no longer have the content on file.

If our FTP is not working for you, the best method is www.sendspace.com. Please let me know if this works. When sending, please have the content link send to yourself, then forward to me.

We have this order going already. Attached is your invoice. Can you please review this to confirm that the order details are correct as we will process the order based on the invoice.

Thanks

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Alex

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Thursday, December 21, 2017 3:29 PM
To: Alex Efta
Subject: RE: RELYmedia Quote

Alex,

I am having difficulties with the zip file. Can you use the zip file that was utilize before. It is the same file. No Changes.

If not, I will ask our IT department to look into it.

Thank you,

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Thursday, December 21, 2017 2:00 PM
To: Nava, Ileana <navai278@cod.edu>
Subject: RE: RELYmedia Quote

Have a great day Ileana!

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Thursday, December 21, 2017 1:18 PM
To: Alex Efta
Subject: RE: RELYmedia Quote

Thank you Sir.

ileana

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Thursday, December 21, 2017 1:15 PM
To: Nava, Ileana <navai278@cod.edu>
Subject: RE: RELYmedia Quote

Ileana:

I am having this prepared. I will send as soon as it is ready.

Thanks

Alex

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Thursday, December 21, 2017 12:09 PM
To: Alex Efta
Subject: RE: RELYmedia Quote

Hi Alex,

Can you be so kind to provide me with an Invoice.

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As soon as we receive the invoice I will begin the PO process at my end.

Best,

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Thursday, December 21, 2017 1:06 AM
To: Nava, Ileana <navai278@cod.edu>
Subject: RE: RELYmedia Quote

Ileana:

I will have this processed.

For the preload content, once that is ready, please upload to our FTP in a zip file (instructions attached) and confirm the name of the zip file once the upload is complete. We must have the data in a zip file or we cannot guarantee against corruption. Please do not email files larger than 2MB as they may get caught in our filters.

Thanks.

Alex

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Wednesday, December 20, 2017 5:12 PM
To: Alex Efta
Subject: RE: RELYmedia Quote

Alex,

Yes, this works. Basically I want all that we had requested before on the most recent Invoice/PO; however, the quantity will be 1,250 instead of the 3K.

Best,

From: Alex Efta [mailto:alex_efta@relymedia.com]
Sent: Wednesday, December 20, 2017 5:07 PM
To: Nava, Ileana <navai278@cod.edu>
Subject: RE: RELYmedia Quote

Ileana:

For 1,250 2GB flash drives, the per unit price is \$3.70. We include a logo imprint (1-4 solid colors) on both sides and up to 100MB of content preloaded for no charge. Please let me know if this works.

Thanks

Alex

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Wednesday, December 20, 2017 4:32 PM
To: Alex Efta

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Subject: RE: RELYmedia Quote

Alex,

We want the same order as last time: PO 352320 Dated 06.14.2017) but the amount of 1,250 instead of the 3,000 quantity.

Thank you,

From: Nava, Ileana [mailto:navai278@cod.edu]

Sent: Wednesday, December 20, 2017 4:22 PM

To: Alex Efta

Subject: RE: RELYmedia Quote

Hi Alex,

With this new price, I would have to change the quantity. Can you please provide me with an invoice of 1,250 quantity instead of the 1,500. We are trying to keep the funds less than \$5K.

Thank you,

From: Alex Efta [mailto:alex_efta@relymedia.com]

Sent: Wednesday, December 20, 2017 3:45 PM

To: Nava, Ileana <navai278@cod.edu>

Cc: Scott G. Boynton <scott_boynton@relymedia.com>

Subject: RELYmedia Quote

Ileana:

Attached are your previous invoice and proof. Please note, the current prices are higher than before due to a shortage in flash chips caused by decreased production by the chip manufacturers. Unfortunately we have no control over the situation and the prices can change at any time without notice. Flash chips are a commodity and the prices are dictated exclusively by market forces. All manufacturers are in the same position.

For 1,500 2GB flash drives, the per unit price is \$3.70. We include a logo imprint (1-4 solid colors) on both sides and up to 100MB of content preloaded for no charge. Please let me know if this works.

We can deliver by any date needed. If there is a deadline, please let me know and I will confirm the price. Otherwise the normal production time is 2 weeks after proof approval and receipt of preload content (if any), proof within 1 business day of the order, plus shipping time from Minnesota to you. We have following options for rush delivery:

8-14 days: \$100

5-7 days: \$200

1-4 days: quote upon request

Shipping is included at no additional cost on rush orders. Please let me know if this works.

Thanks

Alex Efta
RELYmedia

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RELYmedia
18178 Minnetonka Boulevard
Suite 100
Wayzata, MN 55391
Phone: (952) 314-4596
alex_efta@relymedia.com
www.relymedia.com

From: Nava, Ileana [mailto:navai278@cod.edu]
Sent: Wednesday, December 20, 2017 2:17 PM
To: alex_efta@relymedia.com
Subject: FW: RELYmedia Quote

Good afternoon Alex,

Hope to find you well. I am looking for a quote for the following:

2GB Twister Drive
1500 quantity
COD Logo
White or black flash drive
Data upload (up to 100MB) preloaded
Partitioned (unlocked)
UPS Expressed

Please reply at your earliest convenience.

Thank you,

ileana

Ileana Nava
Administrative Assistant
Dean of Students' Office
College of DuPage
425 Fawell Blvd. | SSC 3232 | Glen Ellyn, IL 60137
Phone: 630.942.2485 | navai278@cod.edu



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