

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1347062

Vendor Name: RELY media

Invoice Number: 317957

Invoice Date: 05/23/18

PO Number: P0358148

Check Number: E0068275

Check Amount: \$ 9,350.00

Check Date: 07/19/2018

Department ID: 00466

Reviewer Name:

Voucher Number: V0519240

Redaction Type: None

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

Document Below

From: acctpay@cod.edu
Sent: Mon Jul 09 07:43:53 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: RELYmedia Invoice - DuPage 5-23 PO 358148

From: Nava, Ileana
Sent: Tuesday, July 3, 2018 3:26 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: FW: RELYmedia Invoice - DuPage 5-23 PO 358148

Good afternoon,

I wanted to know when the check will go out to our client, please. I appreciate a reply at your earliest convenience.

Regards,

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

Summer Hours: College of DuPage will be closed every Friday beginning June 4 through August 10, 2018; Regular work week hours resume the week of August 13, 2018.



From: Alex Efta <alex_efta@relymedia.com>
Sent: Tuesday, July 3, 2018 9:11 AM
To: Nava, Ileana <navai278@cod.edu>
Subject: RELYmedia Invoice - DuPage 5-23 PO 358148

Ileana:

The attached order shipped on 6/25/18, UPS 1Z0W51Y80451336263. Can you please let us know when we should expect to receive the check.

Thanks.

Alex Efta

3 WAY MATCH

Invoice

Date	Invoice #
5/23/2018	317957

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	6/7/2018	UPS	358148

Quantity	Item Code	Description	Price Each	Amount
		Flash Drives		
2,500	Flash 4GB	4GB USB Flash Drive, RMC02, Green, Bulk	3.70	9,250.00T
2,500	Color Imprint	Color Imprint, Side 1	0.00	0.00T
2,500	Color Imprint	Color Imprint, Side 2	0.00	0.00T
2,500	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

(952) 314-4596 • sales@relymedia.com • www.relymedia.com

Total \$9,350.00

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 upon delivery. There are no refunds for defective or non-conforming products. RELYmedia will repair or replace defective or non-conforming products within 3 weeks of notification. 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. All prices are in USD unless otherwise noted.

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

Vendor:

1347062
RELY media
18178 Minnetonka Blvd
Ste 100
Wayzata, MN 55391
Attn: Alex Efta

Phone: 952-314-4596
Fax:

PURCHASE ORDER

358148

Page: 1

Release Method: Hard Copy

Release Date: 05/31/2018

Created Date: 05/31/2018

Ship To:

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: SSC 3233 - Ileana Nava**PO Created By:** Castellanos, Susan**Purchase Order Comments:****Requisition Number(s):** 666747**Requisitioner Name(s):** Ileana Nava

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		2,500	Each	4 GB USB Flash Drive: RMC02	\$3.70	\$9,250.00
Deliver To: SSC 3233 - Ileana Nava						
2		1	Each	Color Imprint Side 1 and Side 2; Green, Bulk	\$0.00	\$0.00
Deliver To: SSC 3233 - Ileana Nava						
3		1	Each	Partition & Preloaded Data up to 100MB	\$0.00	\$0.00
Deliver To: SSC 3233 - Ileana Nava						
4		1	Each	Do Not Lock Drives	\$0.00	\$0.00
Deliver To: SSC 3233 - Ileana Nava						
5		1	Each	UPS Express	\$100.00	\$100.00
Deliver To: SSC 3233 - Ileana Nava						
6		1	Each	Exempt Sales Tax	\$0.00	\$0.00
Deliver To: SSC 3233 - Ileana Nava						
					Sub Total: \$	9,350.00
					Total: \$	9,350.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00466-5302001		\$9,350.00

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

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

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 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.

PURCHASE ORDER

358148

Page: 2**Release Method:** Hard Copy**Release Date:** 05/31/2018**Created Date:** 05/31/2018