

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1496983
Vendor Name: Parts Town, LLC
Invoice Number: 21838153-1
Invoice Date: 05/31/18
PO Number: P0357962
Check Number: E0068987
Check Amount: \$ 19.53
Check Date: 08/29/2018
Department ID: 18004
Reviewer Name: Paula Burns
Voucher Number: V0523862
Redaction Type: None
Document Type: AP Invoice

Document Below



INVOICE # 21838153 -1

REMIT TO: **PARTS TOWN, LLC**
27787 NETWORK PLACE
CHICAGO, IL 60673-1277
Phone: 800-438-8898
Phone: 630-620-1635
Fax: 888-513-0259

APPROVED

08/27/18 - CHARLES BOONE

Billing Address COLLEGE OF DUPAGE
425 FAWCETT BLVD
GLEN ELLYN, IL 60137

Shipping address COLLEGE OF DUPAGE
425 FAWCETT BLVD
GLEN ELLYN, IL 60137

US

Shipping Method UPS GROUND

Sales Order	Invoice Date	Order Date	Ship Date	Invoice Terms	Customer Purchase Order
2718764	05/31/18	05/31/18		NET 30	357962

Part Number	Description	WH	Ship Qty	B/O Qty	Unit Price	Ext Amount
SC02-4205-01	WATER HEADING MOUNTING	PT	1.00	0.00	\$ 22.57	22.57

Tariff Code: 841899

Country of Origin: US

UPS Tracking # 1Z6254550323237665

PLEASE PAY SHIPPING ONLY - GL 01-10-18004-5401002

INVOICE REVIEWED
OKAY TO PAY
PAULA BURNS 08/24/18

Total gross	:	\$ 22.57
Total freight	:	\$ 19.53
Misc charges	:	\$ 0.00
Total Tax	:	\$ 0.00
Total amount	:	\$ 42.10

ALL SHORTAGES, DEFECTS, OR ERRORS MUST BE REPORTED WITHIN FIVE (5) DAYS. RETURN ORDERS ARE ACCEPTED UP TO THIRTY (30) DAYS ONLY.
NO RETURNS ACCEPTED WITHOUT OUR AUTHORIZATION. RETURNS DUE TO CUSTOMER ERROR ARE SUBJECT TO A RESTOCKING CHARGE AND THE OUTBOUND
FREIGHT CHARGE IS OWED BY THE CUSTOMER. ALL WARRANTY PARTS MUST BE RETURNED WITHIN THIRTY (30) DAYS. PLEASE REFER TO PARTS TOWN ORDER
NUMBER OR INVOICE NUMBER ABOVE WHEN SENDING CORRESPONDENCE OR DELAYS MAY OCCUR.

From: marekr@cod.edu
Sent: Fri Aug 24 09:49:17 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Parts Town outstanding shipping charges

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

From: Burns, Paula
Sent: Friday, August 24, 2018 9:06 AM
To: Marek, Robert <marekr@cod.edu>
Cc: Erl, Lisa <erll630@cod.edu>; Fredericks, Jamie <fredericksj@cod.edu>
Subject: Parts Town outstanding shipping charges

Hello Bobby,

Thank you for speaking with me today and helping me resolve the open balance. Attached is the revised invoice for Parts Town. I have indicated we are to pay shipping only and I have included the GL number.

Please let me know if there is anything else you need.

Thank you.


Paula Burns
College of DuPage
Arts, Communication, and Hospitality
BIC 2E06
425 Fawell Blvd.
Glen Ellyn IL 60137
burnsp@cod.edu
630-942-4209





1967-2017

FIFTY YEARS

 College of DuPage

Marek, Robert

From: Erl, Lisa
Sent: Friday, August 24, 2018 8:14 AM
To: Marek, Robert
Subject: RE: Parts Town PO #357962/Invoice #21838153

Good Morning, Bobby –

Perfect – thank you for the update!

Lisa

Lisa G. Erl
Administrative Assistant, Business Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Marek, Robert
Sent: Friday, August 24, 2018 8:12 AM
To: Erl, Lisa <erll630@cod.edu>
Subject: RE: Parts Town PO #357962/Invoice #21838153

Hi Lisa,

I was out yesterday afternoon shortly after my last email to you, so I didn't get a chance to follow up. I just spoke to Paula Burns, and we are going to re-process the invoice as a "voucher under \$500" to pay only the shipping charges—she said the vendor refused to generate a separate invoice. They are paid via ACH, so we should be able to get this taken care of in next week's disbursement.

Thanks!

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

From: Erl, Lisa
Sent: Thursday, August 23, 2018 1:07 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Parts Town PO #357962/Invoice #21838153

Hi Bobby –

Thank you...Is Paula Burns the one who placed the order?

I don't think this has been taken care of and if she is the one who placed the order, she should probably be the one to talk with Parts Town regarding the separate invoice that was previously requested.

Thanks,

Lisa

Lisa G. Erl
Administrative Assistant, Business Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Marek, Robert
Sent: Thursday, August 23, 2018 1:04 PM
To: Erl, Lisa <erll630@cod.edu>
Subject: RE: Parts Town PO #357962/Invoice #21838153

Hi Lisa,

It looks like purchase order P0357962 covered the item ordered, but there was no line for estimated freight on the PO. Accounts Payable is permitted to add a freight line of up to 10% of the total PO value to cover shipping charges, however, 10% of \$22.57 was lower than the actual freight of \$19.53. Paula Burns left a note on 6/13 indicating that she had asked the vendor to submit a separate invoice for the shipping charges. Hope that helps.

Thank you,

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

From: Erl, Lisa
Sent: Thursday, August 23, 2018 9:58 AM
To: Marek, Robert <marekr@cod.edu>
Subject: Parts Town PO #357962/Invoice #21838153

Good Morning, Bobby –

Parts Town forwarded the attached invoice to me and let me know we did not pay for the freight indicated but only paid the \$22.57 for the part. I do not have any information on this and am hoping you will be able to shed some light on it for me.

Thanks!

Lisa

Lisa G. Erl
Administrative Assistant, Business Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erl630@cod.edu