

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1354903
Vendor Name: Sona Soft
Invoice Number: 5941
Invoice Date: 09/24/18
PO Number: P0360400
Check Number: 0241750
Check Amount: \$ 1,499.00
Check Date: 10/17/2018
Department ID: 16765
Reviewer Name: None
Voucher Number: V0529257
Redaction Type: None
Document Type: AP Invoice

Document Below

Sonasoft Corporation
6920 Santa Teresa Blvd,
Suite 108
San Jose, CA 95119 US
(408) 708-4000
billing@sonasoft.com
http://www.sonasoft.com

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Email Archiving Done Right

APPROVED
09/28/18 - KEITH ZEITZ

INVOICE

BILL TO

Rich Kulig
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137 USA

INVOICE # 5941

DATE 09/24/2018

DUE DATE 10/09/2018

TERMS Net 15

P.O. NUMBER

360400

SALES REP

JC

ACTIVITY	AMOUNT
Sona-SV-Upgrade SonaVault Software Upgrade, 1 @ \$1,499.00	1,499.00

Thank you for choosing Sonasoft. We appreciate your business.

BALANCE DUE

\$1,499.00

Sincerely,
Sonasoft Corporation

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:

1354903
Sona Soft
2150 Trade Zone Blvd.
San Jose, CA 95131

Attn: Mike Khanna

Phone: 123-123-1234
Fax:

PURCHASE ORDER

360400

Page: 1

Release Method: Hard Copy

Release Date: 09/24/2018

Created Date: 09/24/2018

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: Kulig, Rich

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 669346

Requisitioner Name(s): Rich Kulig

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	SonaVault Enterprise 6.1 Upgrade for 4,500 Mailboxes	\$1,499.00	\$1,499.00
Deliver To: Kulig, Rich						
						Sub Total: \$ 1,499.00
						Total: \$ 1,499.00

Account Code Summary

Account Code	Account Description	Amount
01-90-16765-5302001		\$1,499.00

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 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

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

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

360400

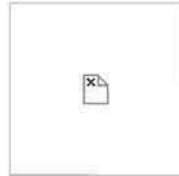
Page: 2

Release Method: Hard Copy

Release Date: 09/24/2018

Created Date: 09/24/2018

From: quickbooks@notification.intuit.com
Sent: Mon Sep 24 17:59:35 CDT 2018
To: kuligr@cod.edu,invoicing@cod.edu
CC: billing@sonasoft.com
Subject: Invoice from Sonasoft Corporation



Sonasoft Corporation

Dear Rich Kulig,

Your invoice 5941 is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,
Sonasoft Corporation

INVOICE 5941 DETAILS

APPROVED
09/28/18 - KEITH Z

DUE 10/09/2018

\$1,499.00

**Review and
pay**

Powered by QuickBooks

Bill to

Rich Kulig

Bill to Rich Kulig
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137 USA

Terms Net 15

P.o. number 360400

Sales rep JC

Sona-SV-Upgrade

\$1,499.00

SonaVault Software Upgrade, 1 @ \$1,499.00

Balance due \$1,499.00

APPROVED
09/28/18 - KEITH ZEIT

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Sincerely,
Sonasoft Corporation

Review and pay

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billing@sonasoft.com

<http://www.sonasoft.com>

If you receive an email that seems fraudulent, please check with the business owner before paying, or you can forward the email to spoof@intuit.com so we can look into it. Your security is important to us. Read more at security.intuit.com.



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