

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1202534

Vendor Name: Elsevier

Invoice Number: WEB00165835

Invoice Date: 04/30/18

PO Number: P0356639

Check Number: 0244046

Check Amount: \$ 2,200.00

Check Date: 10/29/2018

Department ID: 00253

Reviewer Name:

Voucher Number: V0540461

Redaction Type: None

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

Document Below

From: zerrudom@cod.edu
Sent: Fri Oct 26 15:35:25 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: URGENT Outstanding Balance

From: Gonzalez, Colleen
Sent: Friday, October 26, 2018 3:31 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: URGENT Outstanding Balance

Hi Marivic,
See attached. Do you know when they can expect payment? They wanted an update. Thank you!

Thank you,

Colleen Profa-Gonzalez
Program Support Specialist, Biology and Health Sciences Division
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
prolac@cod.edu | 630-942-2994 (ph) | 630-942-4222 (fax)

From: Zerrudo, Maria
Sent: Friday, October 26, 2018 2:30 PM
To: Gonzalez, Colleen <prolac@cod.edu>
Subject: RE: URGENT Outstanding Balance

Hi Colleen,

The second page is not an invoice. For auditing purposes, it has to be an actual invoice.
If they give us the invoice, I will process right away for payment.

Thanks

Marivic

From: Gonzalez, Colleen
Sent: Friday, October 26, 2018 2:27 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: URGENT Outstanding Balance

Hi Marivic,

It is on the second page of the attached.

Thank you,

Colleen Profa-Gonzalez

Colleen Prola-Gonzalez

Program Support Specialist, Biology and Health Sciences Division

College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137

prolac@cod.edu | 630-942-2994 (ph) | 630-942-4222 (fax)

From: Zerrudo, Maria

Sent: Friday, October 26, 2018 2:25 PM

To: Gonzalez, Colleen <prolac@cod.edu>

Subject: RE: URGENT Outstanding Balance

Hi Colleen,

I am sorry, but could not find an invoice for this PO.

Do you have a copy?

Thanks

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

Phone: (630)942-2601

zerrudom@cod.edu

From: Gonzalez, Colleen

Sent: Friday, October 26, 2018 1:44 PM

To: Zerrudo, Maria <zerrudom@cod.edu>

Cc: Chiavola, Jennifer <chiavolaj@cod.edu>

Subject: URGENT Outstanding Balance

Hi Marivic,

I am hoping that you can help us. Per my voicemail, I have attached the outstanding invoice that was originally sent to AP back in June. Elsevier is suspending our account but we have an urgent need to receive an order. Would you be able to process payment as soon as possible? It involves the attached. Thank you so much!

Thank you,

Colleen Prola-Gonzalez

Program Support Specialist, Biology and Health Sciences Division

College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137

prolac@cod.edu | 630-942-2994 (ph) | 630-942-4222 (fax)

From: Chiavola, Jennifer

Sent: Friday, October 26, 2018 1:32 PM

To: Gonzalez, Colleen <prolac@cod.edu>

Cc: Lang, Jessica <langj@cod.edu>

Subject: Outstanding Balance

Importance: High

Hi Colleen,

El Sevier is saying they are going to suspend our account due to three outstanding unpaid invoices. The following is one of them, which Jess said was for Radiography testing. Can you shed any light on this?

COLLEGE OF DUPAGE	WEB00165635	Sales / Invoices	4/30/2018	5/30/2018	\$2,200.00
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Jennifer Chiarola

Health and Sciences Division

Associate Degree Nursing; Program Support Specialist

College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137

chiavolaj@cod.edu | 630-942-2617 (ph) | 630-942-4222 (fax)





College of DuPage

HISTORICAL

HESI
HESI - DIVISION OF ELSEVIER, INC.
PO BOX 9555
NEW YORK NY 10087-9555

Invoice	WEB00165635
Date	4/30/2018
Page	1

Bill To:

COLLEGE OF DUPAGE
Nursing Department - Jennifer Chiavola
425 Fawell Glen
Glen Ellyn IL 60137

Ship To:

COLLEGE OF DUPAGE
Shelli Thacker
425 Fawell Blvd.
GLEN ELLYN IL 60137

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.	
356639	COLL DUP	HOUSE		net 30 days	4/30/2018	287,753	
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
40	40	0	EX HP RT	Comprehensive Exit Exam Rad Tech	\$0.00	\$55.00	\$2,200.00
PO# 356639.							
AP VERIFIED							
10/26/18 - MARIA ZERRUDO							
Marianne Hornicutt 10/26/18							
Marianne Hornicutt							
01-10-00253-5401000							

PLEASE REMIT PAYMENT TO OUR LOCKBOX:
ELSEVIER
PO BOX 9555
NEW YORK, NY 10087-9555

Subtotal	\$2,200.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$2,200.00