

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1602325
Vendor Name: Shiji US Inc
Invoice Number: 2539
Invoice Date: 03/27/20
PO Number: B0368988
Check Number: E0079845
Check Amount: \$ 2,125.00
Check Date: 04/14/2020
Department ID: 90111
Reviewer Name: None
Voucher Number: V0616960
Redaction Type: None
Document Type: AP Invoice

Document Below

From: purchasing@cod.edu
Sent: Wed Apr 08 11:33:52 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Fw: Invoice 2539 from Shiji (US) Inc.

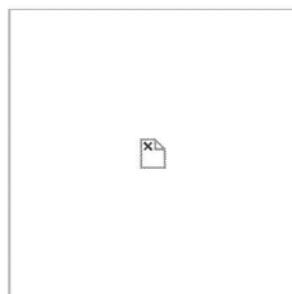
Hello,
Please see the attached invoice.
Jordan Towne
Purchasing Expeditor



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: Shiji (US) Inc. <quickbooks@notification.intuit.com>
Sent: Wednesday, April 8, 2020 11:08 AM
To: Purchasing Proposals
Cc: AR-US@shijigroup.com; ar-us@shijigroup.com
Subject: Invoice 2539 from Shiji (US) Inc.



Shiji (US) Inc.

Dear College of Dupage,

Please see the attached invoice! We appreciate your business!

Shiji (US) Inc.

INVOICE 2539

DUE 04/27/2020

\$2,125.00

[Pay invoice](#)

Powered by QuickBooks

Shiji (US) Inc.

730 Peachtree St. NE, Suite 375 Atlanta, GA 30308 US

404-948-4001 AR-US@shijigroup.com

If you receive an email that seems fraudulent, please check with the business owner before paying.



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APPENDIX 1

Statement of Work No. 951

This Statement of Work No. 951 (the "SOW"), is entered into as of the Effective Date between Shiji and Client, pursuant to, and governed by the Service's Master Services Agreement between the parties. To the extent of a conflict between this SOW and the Agreement, the Agreement shall prevail.

Level of Effort:

Reference	Detailed Description of Requirement	Phase	Price
1	Remote Project Management Services	1	\$450.00
2	PMS Servers Swap	1	\$3,000.00
3	Interface Server Swap	1	\$675.00

Project Plan (Elapsed Time):

1. Remote Project Management Services
 - One remote project management resource for four (4) hours
 - Project kickoff call
 - Regular scheduled project checkpoint calls
2. Opera PMS servers swap for the *College of DuPage*
 - One remote technical application resource for sixteen (16) hours to:
 - Install and stage new Opera PMS singer server on Windows 10
 - Export and Import production Opera, OXI's and External Systems, runtimes, reports, forms and simple reports to the new Opera Single Server
 - This step requires downtime
 - One remote application resource for four (4) hours to:
 - Confirm all forms and simple reports are working s expected after the server swap.
3. Remote IFC8 Server Swap
 - One Remote Interface resource for four and a half (4.5) hours
 - Install the IFController, IFC8.exe and migrate all PMS interfaces
 - Hotel Team to provide the new IP address for the new server.

**Assumptions:**

- Client to provide credentials as required to complete the project
- Client to provide all required installation media prior to installation
- Bomgar will be used for connectivity

Pricing:

The pricing for the above requirements is \$4,125.00 USD. To secure Shiji resources and the project kick-off date, Client shall pay \$2,125.00 upon execution and signature of this SOW. Sales Tax, if applicable, will be calculated and applied on the final invoice.

The remainder of fee for the services required shall be invoiced to Client based on the following schedule:

payment schedule

\$2,125.00	1 st payment due	Payable upon execution of signature
\$2,000.00	2 nd payment due	Due at project completion

The payment terms in the Agreement shall apply for all invoices raised pursuant to this SOW.

The above requirements can be based upon current versions of the following Client's internal documents:

Not Applicable

Finalized versions of the above documents should be provided to Shiji on or before execution at which time Shiji will review and respond with new estimates, if applicable, within 5 business days.

Additional requirements or revisions to existing requirement after execution will follow the Change Management Process as outlined below:



The Change Management Processes requires all changes to the project scope, including enhancements take the form of a written "Request for Change" submitted to the Shiji project manager. All requests should include a description of the change, the reason for the change and its urgency or importance. Shiji will in turn provide a timely response to Client advising the associated cost of \$125.00/per hour as well as impact to the project schedule.

Out of Scope:

This SOW does not include:

Any work and/or services effort not expressly defined within this Statement of Work is outside the scope of this effort and therefore may cause rise to change control including cost and/or schedule.

IN WITNESS WHEREOF, Shiji and Client have caused this Statement of Work to be executed by their respective, duly authorized officers or representatives, effective as of the Client Signed Date.

Shiji (US) Inc.:

By:

Print Name:

Greg Berman

Title:

COO

Date Signed:

Feb 27 2020

Client:

By:

Print Name:

Ellen M. Roberts
Interim Vice President
Administrative Affairs

Its (Title):

Date Signed:

2-18-2020

Shiji (US) Inc.
730 Peachtree St. NE, Suite 375
Atlanta, GA 30308 US
404-948-4001
AR-US@shijigroup.com



INVOICE

BILL TO

College of Dupage
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

SHIP TO

College of Dupage
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

INVOICE # 2539**DATE** 02/27/2020**DUE DATE** 04/27/2020**TERMS** Net 60**PO NUMBER**

PMS - DuPage - SOW 951

DESCRIPTION**AMOUNT**

1st Payment Deposit Against Services per Agreement 02/27/2020:
Remote Project Management Services
PMS Servers Swap
Interface Server Swap, 1 @ \$2,125.00

2,125.00

Please remit payments to:

Shiji (US) Inc.
730 Peachtree St. N.E., Suite 375
Atlanta, GA 30308

BALANCE DUE**\$2,125.00**

Fedwire or ACH transfer:

HSBC Bank USA, N.A.

Account# 104015403

ABA for wire transfers # 021001088

Routing for ACH # 022000020

SWIFT/BIC code: MRMDUS33

Tax-ID# 36-4852590

Please email wire information to

AR-us@shijigroup.com.

APPROVED**04/10/20 - RICHARD KULIG**

ALL PRICES LISTED ARE IN US-DOLLARS.

We are looking forward to the opportunity of providing excellent service to you.