

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1350686

Vendor Name: Concur Technologies

Invoice Number: 101800148155

Invoice Date: 12/02/20

PO Number: P0372131

Check Number: 0275932

Check Amount: \$ 1,500.00

Check Date: 01/19/2021

Department ID: 00757

Reviewer Name:

Voucher Number: V0656259

Redaction Type: None

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

Document Below

From: Noreply+ARCustomerSupportConcur@sap.com
Sent: Thu Dec 03 18:40:51 CST 2020
To: mosher@cod.edu, invoicing@cod.edu
CC:
Subject: Concur Invoice 101800148155 for 1000078506 College of Dupage

Hello, Attached is your SAP Concur invoice. Please process the invoice for payment per the agreed upon terms listed on the attached PDF invoice. If you would like to update this email address, please refer to the Online Billing User guide-
https://www.concurtraining.com/customers/tech_pubs/CSP-host/GTM%20and%20Nav/Biller_Direct_ENG_Jan2019.pdf
For invoice and payment concerns please feel free to contact us directly. View via Single Sign On from your Concur Solution at www.concursolutions.com. Regards, Accounts Receivable Customer Support Concur Technologies, Inc. | www.Concur.com Phone: +1 425 590-1105/ +1 952 983 7159 Email: concur_ARCustomerSupport@sap.com

[attachment: Invoice 101800148155.PDF]

Concur Technologies, Inc.
601 108th Avenue NE, Suite 1000
Bellevue, WA 98004
concur_ARCustomerSupport@sap.com

Phone +1 877 901 4960
Fax (425) 440-3965

Taxpayer ID:

911608052

BILL TO

College of Dupage
Lynn Sapyta
425 Fawell Blvd
Glen Ellyn IL 60137-6708
United States

SHIP TO

College of Dupage
425 Fawell Boulevard
Glen Ellyn IL 60137
United States

REMIT CHECKS TO

Concur Technologies, Inc.
62157 Collections Center Drive
CHICAGO, IL, 60693
United States
remittance notifications:
remittance.advices.us@sap.com

INVOICE

INVOICE NUMBER	101800148155
INVOICE DATE	02-Dec-20
DUE DATE	01-Jan-21
INVOICE TOTAL	USD 1,500.00

REMIT ELECTRONIC PAYMENTS TO

Bank of America
800 Market Street
St. Louis, MO, 63101
United States
ABA: 071000039
Account: 8666042384
Concur Technologies, Inc.

TERMS		PO NUMBER		SALES ORDER		CUSTOMER		LOCATION	
Net due in 30 days						1000078506			
NO.	ITEM DESCRIPTION	START	END	QTY	UOM	UNIT PRICE	EXTENDED	GRP	TAX
1	Setup:Travel Agency Conversion	09-Nov-20	01-Dec-20	1	EA	1,500.00	1,500.00	2	0.00

Please indicate our invoice number/s on electronic payment execution or
on your check stub for check payment

APPROVED
12/07/20 - DAVID VIRGILIO

COMMENTS	SUBTOTAL		TAX		TOTAL
	USD	1,500.00	USD	0.00	USD 1,500.00

From: zerrudom@cod.edu
Sent: Mon Dec 07 15:55:06 CST 2020
To: invoicing@cod.edu
CC:
Subject: FW: Attached Document

From: Refakes, Eugene <refakese@cod.edu>
Sent: Monday, December 7, 2020 3:52 PM
To: Virgilio, David <virgiliod@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Attached Document

Marivic,

I'm waiting for the contract to be counter-signed by Concur so I can attach to the requisition per procedure. I have the account as Dave provided. Stay tuned.

Thanks,

Eugene Refakes
Manager, Financial Operations and Systems
Financial Affairs
College of DuPage
Phone | (630)942-3263 | E-Mail | refakese@cod.edu

Disclosure Statement:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

From: Virgilio, David <virgiliod@cod.edu>
Sent: Monday, December 7, 2020 3:18 PM
To: Refakes, Eugene <refakese@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Attached Document
Importance: High

I'll defer to Eugene.... The GL account as I noted in the comments should be 01-80-00757-5309001.

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Monday, December 7, 2020 3:05 PM
To: Virgilio, David <virgiliod@cod.edu>
Subject: Attached Document

Hi Dave,

Hi Dave,

This is for Concur Technologies.

The invoice is for \$1,500.00 and need a PO or BO to pay this invoice.

Thanks

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tue Jan 19 09:25:53 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: College of DuPage PO 372131.pdf

From: Towne, Jordan <townej@cod.edu>
Sent: Tuesday, January 19, 2021 9:23 AM
To: Tara.Lombordy@concur.com
Cc: Refakes, Eugene <refakese@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>
Subject: College of DuPage PO 372131.pdf

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (Reply ALL) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2550

The warehouse is open Monday through Friday: 7:30am to 3:30pm

Kindly monitor website for ongoing updates.

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Jordan Towne
Purchasing Expeditor

425 Fawell Blvd. | IRC 1001 | 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](#)!

[attachment: College of DuPage PO 372131.pdf]

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:

1350686
Concur Technologies, Inc.
601 108th Ave NE
Suite 1000
Bellevue, WA 98004
Attn: Lombordy, Tara

Phone: (952)947-4304
Fax:

PURCHASE ORDER

372131

Page: 1

Release Method: Hard Copy

Release Date: 01/19/2021

Created Date: 01/19/2021

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: Refakes, Eugene

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 683271

Requisitioner Name(s): Eugene Refakes

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Concur services to connect Teplis Travel Services	\$1,500.00	\$1,500.00
Deliver To: Refakes, Eugene						
						Sub Total: \$ 1,500.00
						Total: \$ 1,500.00
Account Code Summary						
Account Code	Account Description					Amount
01-90-16765-5304004						\$1,500.00

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 acctpays@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

372131

Page: 2

Release Method: Hard Copy

Release Date: 01/19/2021

Created Date: 01/19/2021