

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1578504
Vendor Name: YogaAccessories LLC
Invoice Number: YA-9706500
Invoice Date: 03/10/21
PO Number: P0372722
Check Number: 0279262
Check Amount: \$ 994.92
Check Date: 04/13/2021
Department ID: 00233
Reviewer Name: Anabel Cruz
Voucher Number: V0664939
Redaction Type: None
Document Type: AP Invoice

Document Below



Order Date:3/10/2021
Order Number #:YA-9706500
Sales Person:Rhonda Dennison

YogaAccessories.com
2915 W Leigh Street Suite A
Richmond, VA 23230
1-888-886-9642

BILLING ADDRESS

Accounts Payable College of DuPage
College of DuPage - PO: 372722
425 Fawell Blvd.
Glen Ellyn, IL 60137 - United States
630-942-2238
townej@cod.edu

SHIPPING ADDRESS

Manager, Purchasing
College of DuPage - PO: 372722
425 Fawell Blvd.
Glen Ellyn, IL 60137 - United States

Shipping Method:FEDEX ground 3-5
Payment Type:Purchase Order

Total Items:30

Item ID	Descriptions and Options	Price	Qty	Total
Y041MATBLUAM	YOGA Accessories CLEAN Anti-Bacterial Yoga Mat Color: Dark Blue	\$15.99	30	\$479.70

INVOICE REVIEWED
OKAY TO PAY

Sub Total: \$479.70
Discount: \$0.00
Tax: \$0.00
Shipping: \$58.29
Total: \$537.99

Check out Questions

Is a signature required for this delivery? By selecting no, you may be responsible for misplaced packages by Fedex! : Signature NOT Required

Is the shipping address a P.O. box from the U.S. Postal Service, or a military APO (or FPO)? Note that UPS and Fedex will NOT deliver to these addresses.: Not a PO box

If 3rd Party MUST Select 3rd Party Shipping account to be used.: //Default

If you would like to receive new product updates, weekly discounts and promotions, then join our mailing list by selecting : Yes

I have read, understand, and agree to the Terms and Policies section on this site.: Agree**

From: Rhonda @ Yoga Accessories <customerservice@yogaaccessories.com >
Sent: Wed Mar 10 10:03:10 CST 2021
To: invoicing@cod.edu
CC:
Subject: [External] Fw: College of DuPage PO 372722.pdf

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Attached you will find your invoice from YogaAccessories.

—
Rhonda
Customer Service Representative

888-886-9642
804-500-0936 (direct dial)
rhonda@yogaaccessories.com

Monday-Thursday 8:30 am-8 pm EST & Friday 8:30 am-6 pm EST

×
----- Forwarded message -----
From: customerservice@yogaaccessories.com
Date: March 10, 2021, 9:18 AM EST
Subject: College of DuPage PO 372722.pdf
To: townej@cod.edu
Cc: cruza251@cod.edu

Good morning,

Your order has been processed and should ship out today.

Currently, I'm working remotely and was wondering if you could please turn in the attached invoice to your AP department?

Thanks again,

—
Rhonda
Customer Service Representative

888-886-9642
804-500-0936 (direct dial)

rhonda@yogaaccessories.com

Monday-Thursday 8:30 am-8 pm EST & Friday 8:30 am-6 pm EST

On March 9, 2021, 3:03 PM EST townej@cod.edu wrote:

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: DuPage 9706500.pdf]

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1578504
Vendor Name: YogaAccessories LLC
Invoice Number: YA-9707065
Invoice Date: 03/26/21
PO Number: P0372985
Check Number: 0279262
Check Amount: \$ 994.92
Check Date: 04/13/2021
Department ID: 00233
Reviewer Name: Anabel Cruz
Voucher Number: V0666207
Redaction Type: None
Document Type: AP Invoice

Document Below



YogaAccessories.com
2915 W Leigh Street Suite A
Richmond, VA 23230
1-888-886-9642

BILLING ADDRESS

Accounts Payable DuPage
College of DuPage - PO: 372985
425 Fawell Boulevard
Glen Ellyn, IL 60137 - United States
630-942-2238
townej@cod.edu

Shipping Method:FEDEX - Standard (3 to 5 Business Days)
Payment Type:Purchase Order

Order Date:3/26/2021
Order Number #:YA-9707065
Sales Person:Rhonda Dennison

APPROVED
03/26/21 - MARIANNE HUNNICUTT
SHIPPING ADDRESS

Jane Vatchev
College of DuPage - PO: 372985
425 Fawell Boulevard
Glen Ellyn, IL 60137 - United States

Total Items:20

Item ID	Descriptions and Options	Price	Qty	Total
Y0B4ROLLBLA1	36" Foam Muscle Roller Color: Black	\$19.99	20	\$399.80

INVOICE REVIEWED
OKAY TO PAY

SubTotal: \$399.80
Discount: \$0.00
Tax: \$0.00
Shipping: \$57.13
Total: \$456.93

Checkout Questions

Is a signature required for this delivery? By selecting no, note that you may be responsible for misplaced packages by Fedex! : Signature NOT Required

Is the shipping address a P.O. box from the U.S. Postal Service, or a military APO (or FPO)? Note that UPS and Fedex will NOT deliver to these addresses.: Not a PO box

If 3rd Party-MUST Select 3rd Party Shipping account to be used.: #Default

If you would like to receive new product updates, weekly discounts and promotions, then join our mailing list by selecting : Yes

ANABEL CRUZ 03/26/21

I have read, understand, and agree to the Terms and Policies section on this site.: Agree**

From: Rhonda @ Yoga Accessories <customerservice@yogaaccessories.com >
Sent: Fri Mar 26 08:10:22 CDT 2021
To: townelj@cod.edu
CC: cruza251@cod.edu, invoicing@cod.edu
Subject: [External] Re: College of DuPage PO 372985.pdf

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good morning,

Your order has been processed and should start shipping out today.

Also, I've included your AP department as I've included our invoice since I'm working remotely at this time.

Kind regards,

—
Rhonda
Customer Service Representative

888-886-9642
804-500-0936 (direct dial)
rhonda@yogaaccessories.com

Monday-Thursday 8:30 am-8 pm EST & Friday 8:30 am-6 pm EST

×

On March 25, 2021, 2:23 PM EDT townelj@cod.edu wrote:

Dear Vendor,

Please confirm receipt of PO (Reply ALL) and process accordingly.
Attached is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 3:30pm
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing
Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices

directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to invoicing@cod.edu **to ensure proper approval routing and expedited payments.**

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Invoice 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 9707065.pdf]