

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1578655
Vendor Name: USImprints LLC
Invoice Number: 108065
Invoice Date: 03/17/21
PO Number: P0372860
Check Number: E0084297
Check Amount: \$ 1,163.00
Check Date: 04/21/2021
Department ID: 00361
Reviewer Name: Anna Gay
Voucher Number: V0665501
Redaction Type: None
Document Type: AP Invoice

Document Below



QUALITY SWAG.
NO STRESS.

Invoice

USimprints.com
3343 Aspen Grove Drive
Suite 240
Franklin, TN 37067
Phone: 866-604-6774
Fax: 866-946-3724
support@usimprints.com

Date

3/17/2021

Invoice #

108065

Bill To

Accounts Payable
College Dupage
425 Fawell Blvd.
Glen Ellyn IL 60137

Ship To

Purchasing Manager
College Dupage
425 Fawell Blvd
Deliver to Lisa Saltiel re PO# 372860
Glen Ellyn IL 60137

In-Hands Date		Sales Rep		Sales Order Reference #	
3/31/2021		Zach Schultz		Sales Order #101466	
Terms		Payment Due Date		Online Order #	
Net 30		4/30/2021		PO# 372860	
Item	Description	Quantity	Rate	Amount	Date Billed
Misc/Giveaway	Hanes Custom Bulk Economy - Reusable 3-Ply 100% Cotton Face Mask	400	2.87	1,148.00	
Customize	200 Grey Masks w/ Green 357 Imprint 200 Black Masks w/ White Imprint Logo/Text: Artwork (art will be emailed) Imprint Area: 4" wide x 1.75" high Production Time: 5-7 working days Shipping Time: 3 working days Stock: Available as of 3/1/21	400	0.00	0.00	
SetUp Chgs	Setup Charges	1	0.00	0.00	
Secondary Charge	Imprint Color Change Fee	1	15.00	15.00	
Shipping: Our Fedex	FREE SHIPPING		0.00	0.00	
It's our pleasure to provide this estimate for you! We look forward to earning your business in the future! Thank you for considering USimprints.com!!				Total Amount Due	1,163.00 \$1,163.00

INVOICE REVIEWED

OKAY TO PAY

ANNA GAY 04/13/21

APPROVED

04/13/21 - ANTHONY RAMOS

Thank you for Building Your Brand with USimprints!

Please make sure to check all details of your order.

Payment due upon receipt or promptly on approved terms. 1.5% interest per month charge after 30 days.

From: Zach Schultz <zach.s@usimprints.com>
Sent: Wed Mar 17 14:06:23 CDT 2021
To: invoicing@cod.edu
CC: saltiell@cod.edu
Subject: [External] Re: College of DuPage PO#372860

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.

Invoice 108065 for PO# 372860 attached! Please let me know if you have any questions.

Zach Schultz

Sr. Account Manager

P: 866.604.6774 ext 102

zach.s@usimprints.com

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On Mar 17, 2021, at 1:36 PM, Dando, Anne Marie <dandoa@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

Thank you!

Procurement Services

Purchasing@cod.edu

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