

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001321A

Invoice Date: 08/23/21

PO Number: P0000160

Check Number: 0284759

Check Amount: \$ 1,622.50

Check Date: 09/14/2021

Voucher Number: V0694713

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

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Mon Aug 23 16:21:02 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] FW: PO # P0000160 from College of DuPage (2490902) - Invoice

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 please find the invoice for your PO # P0000160

Thank you!

Proforma Premiums

Sue Franzen • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

<https://www.proforma.com/premiums>

x

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From: College of DuPage <Orders@esmsolutions.com >
Sent: Wednesday, July 28, 2021 5:50 PM
To: Franzen, Sue <sue.franzen@proforma.com >
Subject: PO # P0000160 from College of DuPage (2490902)

Dear Sue,

The following transaction has been sent on behalf of College of DuPage.

If you have any questions, please contact Anne Marie Dando at College of DuPage.

Thank you,
ESM Solutions Customer Support

PURCHASE ORDER



Original Bill

Proforma Premiums
Telephone: 630-844-3147
Email: sue.franzen@proforma.com

Bill Number BE35001321A
Bill Date 8/23/2021
Due Date 10/21/2021
Terms Net 60
Sales Order SE35001321
Sales Person Sue Franzen

Sold To

Angela Bender
College of Dupage
425 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2469
bendera893@cod.edu

Shipped To

College of Dupage
Receiving #P0000160
Julie Wolfe
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: P0000160

Customer Reference: Microfiber Cloth

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Towel	Full color microfiber towel 15 x 24 with Caribiner	150	150	0	8.2500	Each	-	\$1,237.50
set-up	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$1,292.50	\$50.00	-	\$1,342.50	-	-	\$1,342.50 USD		

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

Please detach this portion and return with your payment.

Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001321A	8/23/2021	\$1,342.50 USD

BILL TO:

College of Dupage
Angela Bender
425 Fawell Blvd.
Glen Ellyn, IL 60137

PLEASE SEND PAYMENT TO:

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

SUE FRANZEN
DBA Proforma Premiums
PO Box 640814
Cincinnati, OH 45264-0814
United States
Attn: Sue Franzen
Phone: 630-844-3147

Date: 07/28/2021
Purchase Order#: P0000160
Transaction #: 2490902
Requested By: Julie Wolfe
RequesterEmail: wolfej9378@cod.edu
Phone: 630-942-3555
Authorized By: Anne Marie Dando

Ship To
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Julie Wolfe
Phone: 630-942-2238

Bill To
College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments: Proposal #YE35001036C
dtd 7.26.21

Line#	Item#	Description	UOM	QTY	UnitPrice	Line Total
1		Golf Towel	Each	1	1,237.50 USD	1,237.50 USD
		Ship To Attn: Julie Wolfe				
		MFG/Provider Sue Franzen				
2		Set-up charge for golf towel	Each	1	55.00 USD	55.00 USD
		Ship To Attn: Julie Wolfe				
		MFG/Provider Sue Franzen				
		[attachment: 05d8a704-9e6c-4345-8fd2-9b82e410feac_1A-21-249877 Golf Towel HR.pdf]	Each	1	50.00 USD	50.00 USD
		[attachment: Customer Bill BE35001321A.pdf]				
		Ship To Attn: Julie Wolfe				

Subtotal:	1,342.50 USD
Tax:	0.00 USD
S & H:	0.00 USD
Order Total:	1,342.50 USD

General Terms

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 acctpay@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 payroll records for all workers and sub-contractors utilized for the project.