

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1590662
Vendor Name: Simply Made Apps Inc
Invoice Number: 1420
Invoice Date: 08/20/21
PO Number: P0000436
Check Number: 0284870
Check Amount: \$ 539.99
Check Date: 09/14/2021
Voucher Number: V0694564
Document Type: AP Invoice

Document Below



Simply Made Apps
505 Broadway N, Suite 203
Fargo, ND 58102 US
(701) 491-8762
help@simplymadeapps.com
<http://www.simplymadeapps.com>

INVOICE

BILL TO

Joe Brenner
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137 USA

INVOICE # 1420**DATE 08/20/2021****DUE DATE 10/19/2021****TERMS Net 60**

DESCRIPTION	QTY	RATE	AMOUNT
Sales Simple In/Out - Pro 100 Annual (Sep 11, 2021 - Sep 11, 2022)	1	539.99	539.99

PO Number: P0000436

BALANCE DUE

\$539.99

APPROVED
08/23/21 - KEITH ZEITZ

From: Simply Made Apps <help@simplymadeapps.com>
Sent: Fri Aug 20 17:38:03 CDT 2021
To: dandoa@cod.edu
CC: zeitzk@cod.edu, invoicing@cod.edu
Subject: [External] Re: College of DuPage PO#P0000436

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.

Hi Anne,

Thanks for the email and for using Simple In/Out!

I've attached your new invoice with Net 30 terms and the same pricing. I'm also referencing your PO and copying your invoicing email address.

Thanks again and let me know if I can help further. Have a great weekend.

Brandon Medenwald
Founder, CEO
Simply Made Apps

For more answers check out the videos and FAQs in our [Help Center](#)



On Fri, Aug 20, 2021 at 3:15 PM CDT, Anne Marie Dando <dandoa@cod.edu> wrote:
Dear Vendor,

Please review referenced below and 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 4:00pm
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

PURCHASE ORDER



SIMPLY MADE APPS**Date:** 08/20/2021**505 Broadway N Ste 203****PurchaseOrder#:** P0000436**Fargo, ND 58102****Transaction #:** 2515163**United States****Requested By:** Keith Zeitz**Attn: Brandon Medenwald****Requester Email:** zeitzk@cod.edu**Phone: 999-999-9999****Authorized By:** Anne Marie Dando

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BlanketOrder:

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Ship To

College of DuPage

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

United States

Attn: N/A - electronic delivery**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:** Attached quote dated 8/5/21
9/11/2021 thru 9/11/2022

Line#	Item#	Description	UOM	QTY	Unit Price	Line Total
1		Simple In Out - Pro 100		Each	1	539.99 USD

539.99 USD

*Ship To Attn: N/A - electronic delivery***Subtotal:** 539.99 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 539.99 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.

