

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088875
Vendor Name: Twenty Six LLC
Invoice Number: 33503538
Invoice Date: 07/18/21
PO Number: P0000461
Check Number: 0284881
Check Amount: \$ 800.00
Check Date: 09/14/2021
Voucher Number: V0694889
Document Type: AP Invoice

Document Below



INVOICE 33503538

Invoice Date: July 18, 2021
Due Date: August 1, 2021

UNPAID

INVOICED TO:
Margaret Hernandez
College of DuPage
425 Fawell Blvd
Glen Ellyn, Illinois 60137
hernandezm137@cod.edu

APPROVED 08/27/21 JANE SCHUBERT

DESCRIPTION	AMOUNT
WCONLINE - Product Subscription - cod.mywconline.com (August 1, 2021 to July 31, 2022)	\$800.00
PO# P0000461 August 26, 2021 Margaret Hernandez	\$0.00
TOTAL	\$800.00

TRANSACTION LOG:

DATE	METHOD	TRANSACTION ID	AMOUNT
AMOUNT DUE			\$800.00

TWENTY SIX DESIGN LLC
52 Riley Road #380, Celebration, FL 34747
www.26LLC.com - support@26llc.com
FEIN: 46-3086083

Terms of Service: http://26llc.com/doc_tos.php
Billing Portal: <http://billing.26llc.com>
IRS W9: <http://26llc.com/w9.pdf>

From: Mueller, Lindsey <pagorial@cod.edu>
Sent: Thu Aug 26 11:41:18 CDT 2021
To: invoicing@cod.edu
CC: hernandezm137@cod.edu
Subject: Fw: [External] TWENTY SIX DESIGN: Invoice Generated: July 18, 2021

Hello,

Attached is an invoice that needs to be paid from Twenty Six Design. The email from the vendor is below. Cindy Yearman created the PO for this subscription renewal before retiring. I am now the point of contact person for the Learning Commons purchases since Cindy Yearman retired.

Margaret Hernandez added the invoicing@cod.edu email address to the billing portal for Twenty Six Designs, so in the future invoices will be sent directly to invoicing@cod.edu.

Additionally, since Cindy Yearman is no longer here is there a way that I could receive invoices in Perceptive Content/Chrome River to mark them as received before they go to Jane Schubert for approval?

Thank you in advance for your assistance. I am trying to navigate these purchasing/invoicing procedures until someone is hired to fill Cindy Yearman's position.

Thank you,
Lindsey Mueller
Administrative Assistant
Learning Commons

From: Support Representative <support@26llc.com>
Sent: Thursday, August 26, 2021 11:01 AM
To: Mueller, Lindsey
Subject: Re: [External] TWENTY SIX DESIGN: Invoice Generated: July 18, 2021

Hi, Lindsey.

Thank you for writing.

Since the invoice is just an email with a pdf, you can forward it to the department that needs it. You can also add them as a contact on the billing account, and then the invoice would always be emailed to them automatically.

Please let us know if we can help further.

Thank you!

Allison

—
TWENTY SIX DESIGN LLC

52 Riley Road #380, Celebration, FL 34747

www.26LLC.com - support@26llc.com

On Aug 26, 2021, 11:43 AM -0400, Mueller, Lindsey <pagorial@cod.edu>, wrote:

Thank you for your quick response. I just want to clarify, did you send the invoice to invoicing@cod.edu? Our college prefers the vendor to send invoices directly to this email.

Thanks,
Lindsey Mueller

From: Support Representative <support@26llc.com>
Sent: Thursday, August 26, 2021 10:29:46 AM
To: Mueller, Lindsey
Cc: Hernandez, Margaret
Subject: Re: [External] TWENTY SIX DESIGN: Invoice Generated: July 18, 2021

Hi, Lindsey.

Thank you for writing.

We've received your emails and responded to all questions. Here, there isn't any change to the invoice's status with a PO, because the invoice will be marked paid when we receive the payment.

You can log into the billing portal to access the invoice and add a PO number. (Margaret Hernandez is the account-holder and therefore has a login on the billing site.)

Please let us know if we can help further.

Thank you!

Allison

—
TWENTY SIX DESIGN LLC

52 Riley Road #380, Celebration, FL 34747

www.26LLC.com - support@26llc.com

On Aug 26, 2021, 11:26 AM -0400, Mueller, Lindsey <pagorial@cod.edu>, wrote:

Hello again,

I wanted to reach out, to ensure that you received my email regarding the payment of the cod.mywconline.com invoice addressed to Margaret Hernandez. Could you please confirm that you have received my message? (Shown below.) If you have any questions regarding the process of submitting the invoice to invoicing@cod.edu please let me know. Also, don't forget to include the PO number (P0000461) on the invoice.

Thank you for your help on this matter.

Lindsey Mueller
Administrative Assistant
Learning Commons

From: Mueller, Lindsey
Sent: Tuesday, August 24, 2021 11:55:17 AM
To: support@26llc.com
Cc: Schubert, Jane; Hernandez, Margaret
Subject: Fw: [External] TWENTY SIX DESIGN: Invoice Generated: July 18, 2021

Hello,

I am contacting you in regards to the invoice sent to Margaret Hernandez. I apologize for the delay in paying for this renewal. The person who normally handles this retired and a few details were lost in the transition. Our college requires the use of a Purchase Order for this payment. Below is a purchase order for the subscription renewal. Please include the PO number on the invoice and send it directly to

invoicing@cod.edu. If you have any questions let me know.

Thank you,
Lindsey Mueller
Administrative Assistant
College of DuPage

PURCHASE ORDER



TWENTY SIX LLC
52 Riley Rd #380
Celebration, FL 34747
United States
Attn: Unknown Unknown

Date: 08/23/2021
Purchase Order #: P0000461
Transaction #: 2479935
Requested By: Cynthia Yearman
Requester Email: yearmanc@cod.edu

Phone: 999-999-9999

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: Cynthia Yearman
Phone: 630-942-2238

Blanket Order:

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: INVOICE 33503538

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total	
1		Twenty Six Design subscription renewal to WC Online for 8/01/21-7/31/22			Each	1	800.00 USD 800.00 USD
Ship To Attn: Cynthia Yearman							

From: Support Representative <support@26llc.com>

Sent: Monday, August 16, 2021 12:00 PM

To: Hernandez, Margaret <hernandezm137@cod.edu>

Subject: RE: [External] TWENTY SIX DESIGN: Invoice Generated: July 18, 2021

Subtotal: 800.00 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 800.00 USD

Hi, Margaret.

The invoice is still outstanding.

General Terms

As the account holder, you can always log in to billing.26llc.com to view the status of your account.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

You'll also receive a receipt once payment is made.

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 not accepted.

4. All invoices must be provided to the College for Services and ordered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Controller, in accordance with the Local Government Prompt Payment Act.

On August 16, 2021, at 12:56 PM, Margaret Hernandez, Margaret Hernandez, wrote:
Hello,

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.

Please advise us if this has been paid. Thank you,

7. 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 awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules

& regulations of Writing, Reading, Speech Assistance

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-

425 Fawell Blvd. | SRC-2102 | Glen Ellyn, IL 60137-6599

Phone 630.942.2084 | fax 630.942.3749 | hernandezm137@cod.edu

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From: Support Representative <support@26llc.com>

Sent: Sunday, July 18, 2021 6:00:02 AM

To: Hernandez, Margaret

Subject: [External] TWENTY SIX DESIGN: Invoice Generated: July 18, 2021

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, Margaret.

Your new invoice is now available. Invoices are automatically generated approximately two weeks before becoming due; however, we never charge late fees and we never cancel or suspend an account as long as we know the client intends to pay. We've also worked with enough clients to know that the payment process can take a month or two to complete. Please take the time that you need to arrange payment without fear of losing access to your products and services.

We accept credit cards directly through our billing site at <http://billing.26llc.com>. You are also welcome to pay via check or purchase order, and can send either to the address listed below. If you need our W9 form to arrange payment, you can download it online at <http://26llc.com/w9.pdf>.

Thanks again for choosing TWENTY SIX DESIGN, and have a great day!

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hernandezm137@cod.edu

DESCRIPTION

AMOUNT

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\$800.00

TOTAL \$800.00

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[attachment: WCONLINE PDF.pdf]