

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1426201  
Vendor Name: Zen Planner LLC  
Invoice Number: 628038  
Invoice Date: 9/8/2021  
PO Number: P0000501  
Check Number: 0285484  
Check Amount: \$ 2,179.20  
Check Date: 09/16/2021  
Voucher Number: V0698125  
Document Type: AP Invoice

Document Below

**Daxko LLC**  
**PO Box 162087**  
**Atlanta, GA 30321-2087**

**PO # P0000501**

**Bill To**

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

**Ship To**

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

Due Date	Amount	Description	Bill #	Status
09/30/21	\$2,179.20	Zen Planner Annual Contract	628038	UNPAID

**Zen Planner - 866-541-3570 - [help@zenplanner.com](mailto:help@zenplanner.com)**

Charlotte Davis <charlotte.davis@zenplanner.com>

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[External] Case Number: 01038975

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Charlotte Davis <charlotte.davis@zenplanner.com>

Wed, Sep 8, 2021 at 06:19 PM GMT

CC: Cousins, Matt <cousins@cod.edu>, amy.abraham@zenplanner.com <amy.abraham@zenplanner.com>

BCC:

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.

Hello,

Please find attached the revised invoice with the Purchase Order #. Please note that since Zen Planner is a Daxko LLC company, all checks will need to be mailed to the Daxko LLC PO Box listed.

Best,  
Charlotte

*The contents of this message are considered confidential between Zen Planner and the intended recipient. If you receive this message in error, please reply and delete the message along with any attachments. Any copying, review, or distribution of the contents in this message is prohibited. All dates in this message are in US date format and all times shown are in Eastern Time unless otherwise noted. Any monetary amounts are shown in USD unless otherwise noted. To convert dates and times to your local time zone, click here: <http://www.timeanddate.com/worldclock/converter.html>. To get an approximation of any dollar amounts in your local currency, click here: <https://www.google.com/#q=usd+to+converter>.*

----- Original Message -----

**From:** Charlotte Davis [charlotte.davis@zenplanner.com]

**Sent:** 9/7/2021, 11:57 AM

**To:** invoicing@cod.edu

**Cc:** cousins@cod.edu; amy.abraham@zenplanner.com

**Subject:** Case Number: 01038975

Hello,

Please find attached the invoice for the annual renewal of your Zen Planner software.

Let us know if there is anything else you need on this!

Kind regards,  
Charlotte

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----- Original Message -----

**From:** Charlotte Davis [charlotte.davis@zenplanner.com]  
**Sent:** 9/3/2021, 12:54 PM  
**To:** dandoa@cod.edu  
**Cc:** cousins@cod.edu; amy.abraham@zenplanner.com  
**Subject:** Case Number: 01038975

Hello,

Please find attached the invoice for the annual renewal of your Zen Planner software.

Let us know if there is anything else you need on this!

Kind regards,  
Charlotte

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----- Original Message -----

**From:** Dando, Anne Marie [dandoa@cod.edu]  
**Sent:** 8/26/2021, 8:33 AM  
**To:** help@zenplanner.com  
**Cc:** cousins@cod.edu  
**Subject:** College of DuPage PO# P0000501

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 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**

- Ø Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Ø Electronic Invoices must be submitted in PDF format only
- Ø One invoice per e-mail is required
- Ø 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](mailto:purchasing@cod.edu)

**Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228**

***Thank you!***

***Procurement Services***

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)



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ref:\_00D6g3ODAj.\_5004u2WThoM:ref

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**1 attachment**

College of DuPage Invoice-Final.pdf