

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1631395
Vendor Name: Avid Technology Inc
Invoice Number: 210095552
Invoice Date: 9/7/2021
PO Number: P0000573
Check Number: 0287860
Check Amount: \$ 1,975.00
Check Date: 10/12/2021
Voucher Number: V0700484
Document Type: AP Invoice

Document Below



Please Remit To:
See Last Page of Invoice
for Payment Instructions

INVOICE

INVOICE NO. 210095552	INVOICE DATE 09/07/2021	PAGE 1
SALES ORDER NO. 1797906	DATE SHIPPED 09/07/2021	INTERNAL REF # RBUE
METHOD OF SHIPMENT 4 Day standard Groun	FREIGHT TERMS FOB ORIGIN	

**CUSTOMER
ORIGINAL**

SALES TEAM	ORDER DATE 09/02/2021	CUST PO NUMBER P0000573
PAYMENT TERMS Net 60		SERVICES GROUND

BILL TO: COLLEGE OF DUPAGE
COMMUNITY COLLEGE DIST. NO 502
MULTIMEDIA SERVICES
425 FAWELL BLVD
GLEN ELLYN IL 60137

PAYER: COLLEGE OF DUPAGE
COMMUNITY COLLEGE DIST. NO 502
MULTIMEDIA SERVICES
425 FAWELL BLVD
GLEN ELLYN IL 60137

11/06/2021

BILL TO CUSTOMER 30379	PAYER 30379
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ITEM	PRODUCT NUMBER PRODUCT DESCRIPTION	QUANTITY INVOICED	UOM	UNIT PRICE	NET EXTENSION	TAX
0010	9938-30125-00 MEDIA COMPOSER SUB FLT LIC SERVER EC Order 1797906 from 09/02/2021	1.00	EA			
0020	9938-30066-00 MEDIA COMPOSER ULT FL SUB EDU 20-ST EC Order 1797906 from 09/02/2021	1.00	EA	1,580.00	1,580.00	N
0070	9938-30068-00 MEDIA COMPOSER ULT FL SUB EDU 5-ST EC Order 1797906 from 09/02/2021	1.00	EA	395.00	395.00	N
	Items total				1,975.00	
	Final amount			USD	1,975.00	
Weight (Gross) - Selection Gross weight 0.000 KG						
SHIP-TO ID: 30379 COLLEGE OF DUPAGE COMMUNITY COLLEGE DIST. NO 502 425 FAWELL BLVD GLEN ELLYN IL 60137						

CONTACT:
Gelly Abaigar
TEL NO: 978 640 5013
EMAIL: gelly.abaigar@avid.com



Please Remit To:
See Last Page of Invoice
for Payment Instructions

**CUSTOMER
ORIGINAL**

INVOICE		
INVOICE NO. 210095552	INVOICE DATE 09/07/2021	PAGE 2
SALES ORDER NO. 1797906	DATE SHIPPED 09/07/2021	INTERNAL REF # RBUE
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SALES TEAM	ORDER DATE 09/02/2021	CUST PO NUMBER P0000573
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BILL TO: COLLEGE OF DUPAGE
COMMUNITY COLLEGE DIST. NO 502
MULTIMEDIA SERVICES
425 FAWELL BLVD
GLEN ELLYN IL 60137

PAYER: COLLEGE OF DUPAGE
COMMUNITY COLLEGE DIST. NO 502
MULTIMEDIA SERVICES
425 FAWELL BLVD
GLEN ELLYN IL 60137

11/06/2021	
BILL TO CUSTOMER 30379	PAYER 30379

ITEM	PRODUCT NUMBER PRODUCT DESCRIPTION	QUANTITY INVOICED	UOM	UNIT PRICE	NET EXTENSION	TAX
	<p>ENDUSER ID: 30379 COLLEGE OF DUPAGE GLEN ELLYN IL 60137</p> <p>Your license/code was emailed on Tue 9/7/2021 12:54 PM</p> <p>If Paying by check, please remit to:</p> <p>Avid Technology, Inc. PO Box 203339 Dallas, TX 75320-3339</p> <p>If Paying by Wire, in any currency, please pay to:</p> <p>Wells Fargo Bank, N.A. 420 Montgomery, San Francisco, CA 94104 Swift Code: WFBIUS6S ABA#: 121-000-248 Account Name: Avid Technology, Inc. Account #: 412-481-0813</p>					

CONTACT:
Gelly Abaigar
TEL NO: 978 640 5013
EMAIL: gelly.abaigar@avid.com

Bill Lackey <bill.lackey@avid.com>

RE: [External] RE: College of DuPage P0000269.pdf

Bill Lackey <bill.lackey@avid.com>

Thu, Sep 9, 2021 at 05:51 AM GMT

CC: Venezia, Anthony <venezia@cod.edu>

BCC:

Thanks Cassi...adding invoicing@cod.edu.

Attached is final invoice # 210095552 as well.

Bill Lackey

Customer Loyalty Pro Audio and Live Sound

t +1 (650) 218-4058

bill.lackey@avid.com

Avid

United States Of America

From: Fanelli Munguia, Catherine <munguiac@cod.edu>

Sent: Wednesday, September 8, 2021 10:15 AM

To: Bill Lackey <bill.lackey@avid.com>; Caitlin Buxton <caitlin.buxton@avid.com>; Towne, Jordan <townej@cod.edu>; Dando, Anne Marie <dandoa@cod.edu>

Cc: Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>

Subject: RE: [External] RE: College of DuPage P0000269.pdf

CAUTION: External Email.

Hi Bill,

Could you forward this to invoicing@cod.edu as well as all invoices in the future? That will ensure faster processing.

Thank you!

Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate

Arts, Communication and Hospitality

MAC 294

630-942-2596

From: Bill Lackey <bill.lackey@avid.com>

Sent: Tuesday, September 7, 2021 1:47 PM

To: Caitlin Buxton <caitlin.buxton@avid.com>; Fanelli Munguia, Catherine <munguiac@cod.edu>;
Towne, Jordan <townej@cod.edu>; Dando, Anne Marie <dandoa@cod.edu>

Cc: Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>

Subject: RE: [External] RE: College of DuPage P0000269.pdf

Hi All - This order was processed and released on SO # 1797906 (see attached).

Hi Tony - The activation codes have been sent; please let me know if you did not receive them.

Thanks very much - Bill

Bill Lackey

Customer Loyalty Pro Audio and Live Sound

t +1 (650) 218-4058

bill.lackey@avid.com

Avid

United States Of America

From: Caitlin Buxton <caitlin.buxton@avid.com>

Sent: Thursday, September 2, 2021 1:48 PM

To: Fanelli Munguia, Catherine <munguiac@cod.edu>; Towne, Jordan <townej@cod.edu>; Bill Lackey <bill.lackey@avid.com>; Dando, Anne Marie <dandoa@cod.edu>

Cc: Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>

Subject: RE: [External] RE: College of DuPage P0000269.pdf

Hello All,

We have submitted everything to the order management team and it is in progress. I will keep you posted!

Thank you!

Caitlin

From: Caitlin Buxton
Sent: Thursday, September 2, 2021 10:13 AM
To: Fanelli Munguia, Catherine <munguiac@cod.edu>; Towne, Jordan <townej@cod.edu>; Bill Lackey <bill.lackey@avid.com>; Dando, Anne Marie <dandoa@cod.edu>
Cc: Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>
Subject: RE: [External] RE: College of DuPage P0000269.pdf

Thank you Cassi!

From: Fanelli Munguia, Catherine <munguiac@cod.edu>
Sent: Thursday, September 2, 2021 9:58 AM
To: Caitlin Buxton <caitlin.buxton@avid.com>; Towne, Jordan <townej@cod.edu>; Bill Lackey <bill.lackey@avid.com>; Dando, Anne Marie <dandoa@cod.edu>
Cc: Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>
Subject: RE: [External] RE: College of DuPage P0000269.pdf

<p>CAUTION: External Email.</p>
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I apologize, it is attached.

Cassi

Cassi Fanelli Munguia

Academic Div. Business Associate

Arts, Communication and Hospitality

College of DuPage

630-942-2596

From: Caitlin Buxton <caitlin.buxton@avid.com>

Sent: Thursday, September 2, 2021 7:48 AM

To: Towne, Jordan <townej@cod.edu>; Fanelli Munguia, Catherine <munguiac@cod.edu>; Bill Lackey <bill.lackey@avid.com>; Dando, Anne Marie <dandoa@cod.edu>

Cc: Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>

Subject: RE: [External] RE: College of DuPage P0000269.pdf

Importance: High

Good Morning!

I am just following up to see if you can send the signed quote this morning, so we can process the order?

From: Caitlin Buxton
Sent: Wednesday, September 1, 2021 4:04 PM
To: Towne, Jordan <townej@cod.edu>; Fanelli Munguia, Catherine <munguiac@cod.edu>; Bill Lackey <bill.lackey@avid.com>; Dando, Anne Marie <dandoa@cod.edu>
Cc: Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>
Subject: RE: [External] RE: College of DuPage P0000269.pdf

Thank you Jordan and Cassie! We will need at a signed copy of the quote in order to complete processing. The quote is attached.

From: Towne, Jordan <townej@cod.edu>
Sent: Wednesday, September 1, 2021 1:45 PM
To: Fanelli Munguia, Catherine <munguiac@cod.edu>; Caitlin Buxton <caitlin.buxton@avid.com>; Bill Lackey <bill.lackey@avid.com>; Dando, Anne Marie <dandoa@cod.edu>
Cc: Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>
Subject: RE: [External] RE: College of DuPage P0000269.pdf

CAUTION: External Email.

Hi Cassi,

I have created the PO. The PO was sent electronically through the ESM Purchase system.

I have attached a copy of the PO to this email as well for reference.

Let me know if you need anything else.

Thank you,

Jordan Towne

Purchasing Expeditor

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

- [Click Here](#) for current bids/Rfps!
- **COD:** Check out our [Team Site](#)!

From: Fanelli Munguia, Catherine <munguiac@cod.edu>

Sent: Wednesday, September 1, 2021 10:55 AM

To: Caitlin Buxton <caitlin.buxton@avid.com>; Bill Lackey <bill.lackey@avid.com>; Towne, Jordan <townej@cod.edu>; Dando, Anne Marie <dandoa@cod.edu>

Cc: Towne, Jordan <townej@cod.edu>; Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>

Subject: RE: [External] RE: College of DuPage P0000269.pdf

Hi Caitlin!

Thank you so much for reaching out. We are just waiting on the PO to be released from our purchasing department. Thanks so much for your patience.

Jordan or Anne Marie, is there any way to expedite that?

Thanks!

Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate

Arts, Communication and Hospitality

Google Voice: 630-442-0156

From: Caitlin Buxton <caitlin.buxton@avid.com>

Sent: Wednesday, September 1, 2021 10:26 AM

To: Bill Lackey <bill.lackey@avid.com>; Fanelli Munguia, Catherine <munguiac@cod.edu>

Cc: Towne, Jordan <townej@cod.edu>; Venezia, Anthony <venezia@cod.edu>; Glinke, Glenn <glinkeg@cod.edu>; Mohamed Kaba <mohamed.kaba@avid.com>

Subject: RE: [External] RE: College of DuPage P0000269.pdf

Hi Cassie,

It is a pleasure to meet you virtually! If you could send us the order as soon as you can, that would be great. Once we get it we will expedite on our end as my understanding from speaking with Tony and Glenn is that the course has already started.

Thank you!

Caitlin

Caitlin Buxton

Inside Sales Territory Manager

781-760-4480

caitlin.buxton@avid.com

www.avid.com

From: Bill Lackey <bill.lackey@avid.com>
Sent: Tuesday, August 31, 2021 2:51 PM
To: Fanelli Munguia, Catherine <munguiac@cod.edu>
Cc: Towne, Jordan <townej@cod.edu>; Caitlin Buxton <caitlin.buxton@avid.com>
Subject: RE: [External] RE: College of DuPage P0000269.pdf

Hi Cassie - I am just following up the status of the Media Composer order; do you have any updates?

I would also like to introduce you to Caitlin Buxton, copied here, who will be handling the Video side of College of DuPage's account going forward.

Thanks very much - Bill

Bill Lackey
Customer Loyalty Pro Audio and Live Sound
t +1 (650) 218-4058
bill.lackey@avid.com
Avid
United States Of America

From: Bill Lackey
Sent: Monday, August 9, 2021 12:49 PM
To: Fanelli Munguia, Catherine <munguiac@cod.edu>
Cc: Towne, Jordan <townej@cod.edu>; Randy Dickerson <randy.dickerson@avid.com>
Subject: Re: [External] RE: College of DuPage P0000269.pdf

Thanks very much Cassie - I will now submit for processing.

On Aug 9, 2021, at 11:57 AM, Fanelli Munguia, Catherine <munguiac@cod.edu> wrote:

CAUTION: External Email.

Hi Bill,

I've attached a signed copy here.

Please let me know if there is anything else I can do. We are currently in process with Media Composer and will have that to you very soon.

Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate

Arts, Communication and Hospitality

Google Voice: 630-442-0156

From: Bill Lackey <bill.lackey@avid.com>
Sent: Friday, August 6, 2021 8:02 AM
To: Towne, Jordan <townej@cod.edu>
Cc: Fanelli Munguia, Catherine <munguiac@cod.edu>; Randy Dickerson <randy.dickerson@avid.com>
Subject: [External] RE: College of DuPage P0000269.pdf

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 Jordan and Cassie – In the attached correspondence, I mentioned that “ please note that when you submit your PO(s), the attached quotes must be signed and returned as well “.

I see that the PO submitted is only for the Pro Tools items, which is fine; the Media Composer items can be ordered at a later time if still needed.

However, we will need you or someone at College of DuPage to sign the attached quote for Pro Tools to proceed with your order.

Therefore, can the attached quote please be signed and return back to me?

I am out of the office today and next week but am checking email periodically and can submit your order for processing once the signed quote is received.

Thanks very much - Bill

Bill Lackey

Customer Loyalty Pro Audio and Live Sound

t +1 (650) 218-4058

bill.lackey@avid.com

Avid

United States Of America

From: Towne, Jordan <townej@cod.edu>
Sent: Thursday, August 5, 2021 3:19 PM
To: Bill Lackey <bill.lackey@avid.com>
Cc: Fanelli Munguia, Catherine <munguiac@cod.edu>
Subject: College of DuPage P0000269.pdf

CAUTION: External Email.

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 Thursday: 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

Jordan Towne

Purchasing Expeditor

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

- [Click Here for current bids/Rfps!](#)

- *COD: Check out our [Team Site!](#)*

<COLLEGE OF DUPAGE Pro Tools License Server 4 27 2001 Revised.pdf>

3 attachments

College of DuPage Inv. # 210095552.pdf

College of DuPage SO # 1797906.pdf

image001.png