

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085781
Vendor Name: Hopkins Fulfillment Service
Invoice Number: PO4300
Invoice Date: 9/2/2022
PO Number: P0004300
Check Number: 0302494
Check Amount: \$ 681.60
Check Date: 09/15/2022
Voucher Number: V0752726
Document Type: AP Invoice

Document Below

Purchase Order**Purchase Order #: P0004300****Order Total: 681.60 USD**

HOPKINS FULFILLMENT SERVICE

**Check Enclosed Request - Needs
Payment to send to Hopkins
Fulfillment Service. 9-2-2022 EF****Date:** 09/02/2022**Transaction #:** 3029344**Authorized By:** Eric Frick**Requested By:** Larisa Miller**Requester Email:** millerl@cod.edu**Phone:** 630-942-3664**CONFIRMING REQUEST****Supplier Address:**HOPKINS FULFILLMENT SERVICE
P.o. Box 50370
Baltimore, MD 21211-4370
United States
Attn: Unknown Unknown
Phone: 999-999-9999**Ship To:**College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Larisa Miller
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:** cust acct # 555791

Quote # 18310048

30% discount applied.

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1	97814 21442 570	Book - The Great Upheaval	Each	30	20.97 USD	628.95 USD
Ship To Attn: Larisa Miller						
2		Delivery Charges	Each	1	52.65 USD	52.65 USD
Ship To Attn: Larisa Miller						

Subtotal: 681.60 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 681.60 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

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

2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu, with one document per email. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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 the 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. The Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

"Frick, Eric" <fricke@cod.edu>

Check Enclosed P0004300

"Frick, Eric" <fricke@cod.edu>

Fri, Sep 2, 2022 at 07:38 PM GMT

CC: Miller, Larisa <millerl@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Larisa Miller. Kindly work directly with her as needed.

Thank you.

Best,

Eric Frick

Purchasing Expeditor

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

T: (630) 942.2813 | fricke@cod.edu

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

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

2 attachments

image001.jpg

P0004300.pdf

HOPKINS FULFILLMENT SERVICE

HOPKINS FULFILLMENT SERVICE
P.O. BOX 50370
BALTIMORE, MARYLAND, USA 21211 4370

E-MAIL: HIFSCUSTSERV@PRESS.JHU.EDU
FEDERAL ID #: 52-0595110
PHONE: (410) 516 6956
FAX: (410) 516-6998

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COLLEGE OF DUPAGE
BOOK ACQUISITIONS
425 FAWELL BLVD
GLEN ELLYN IL 60137-

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COLLEGE OF DUPAGE
BOOK ACQUISITIONS
425 FAWELL BLVD
GLEN ELLYN IL 60137-

QUOTATION		
PROCESS NO.	PAGE	QUOTE DATE
18310048	1	8/29/22

--- IMPORTANT ---

INCLUDE THIS DOCUMENT
WHEN REMITTING PAYMENT

PRICE FIRM
FOR 90 DAYS
FROM QUOTE DATE.

All Orders: FOB Origin

DIST. ACCT #		CUSTOMER REFERENCE		QUOTE REF. DATE		--- Proforma Quotation Only ---					
555791		MILLER L		8/15/22		Order processed when prepayment received.					
PUR	ISBN	QUANTITY	RD	AUTHOR	BOOK TITLE	TDS	ORG	FS	UNIT PRICE	DIS	NET
JHU	9781421442570	30	HB	LEVINE RFB P22241 JCAS 30% NON-REFURNABLE DTSCOUNT	THE GREAT UPRHEAVAL	AA	N	N	29.95	30	628.95
SHIPPING METHOD: (UG) UPS-GROUND-COMMERCIAL PPD										SALES TAX	
TOTAL QUANTITY 30										DELIVERY CHARGES 52.65	
										QUOTATION TOTAL \$US 681.60	

FOR CREDIT CARD PAYMENT:

☐ VISA ☐ Mastercard ☐ AMEX ☐ Discover

ACCOUNT HOLDER'S NAME

Please Print:

ACCOUNT NUMBER

EXP. DATE

ACCOUNT HOLDER'S SIGNATURE

FOR CASH PAYMENT

MAKE CHECKS PAYABLE TO:

HOPKINS FULFILLMENT SERVICE
P.O. BOX 50370
BALTIMORE, MD USA 21211-4370

Payment must be made by a
check in U.S. dollars drawn
on a U.S. bank or by
International Money Order.

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

[External] Information Only - Order Notification - 3029344 - Hopkins Fulfillment Center PO

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

Fri, Sep 2, 2022 at 07:40 PM GMT

CC:

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.

Dear Check,

The following transaction has been sent to HOPKINS FULFILLMENT SERVICE on behalf of Eric Frick.

If you wish to contact the requester, please do so at fricke@cod.edu

Thank you,
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



College of DuPage

1 attachment

97f5fb77-f57e-466c-aa82-0405b88d56b6_COLLEGE OF DUPAGE.pdf

Invoice ID: 0500-1282-2773

Purchase Order

Purchase Order #: 00004300
HOPKINS FULFILLMENT SERVICE
Check Enclosed Request - Needs Payment to send to Hopkins Fulfillment Service. 9-2-2023 EF
 Requested By: Laria Miller
 Requester Email: laria@hopkins.edu
 Phone: 850 942 3864

College of DuPage
 Order Number: 00004300
 Order Total: \$81.60 USD

Supplier Address:
 HOPKINS FULFILLMENT SERVICE
 P.O. Box 34370
 Baltimore MD 21211-4370
 United States
 Phone: 959-999-9999

Ship To:
 College of DuPage
 College of DuPage Shipping & Receiving
 415 Toward Blvd.
 Glen Ridge, IL 60032
 United States
 Attn: Laria Miller
 Phone: 630-942-2230

Bill To:
 College of DuPage
 College of DuPage Accounts Payable
 415 Toward Blvd.
 Glen Ridge, IL 60032
 United States
 Attn: Laria Miller
 Phone: 630-942-2230

Order Comments: Contract # 003791
 Quote # 18010048
 30% discount applied

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1	WHITE, Book The Great Offshoot 21442 579		Each	10	20.00 USD	200.00 USD
Ship To John Laria Miller						
2	Delivery Charges		Each	1	0.60 USD	0.60 USD
Ship To John Laria Miller						
Subtotal: \$200.60 USD						
Tax: \$0.00 USD						
S & H: \$0.00 USD						
Order Total: \$200.60 USD						

Standard Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL BECAUSE OF DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. A D.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COO Purchase Order Number. Invoices are to be emailed to invoices@hopkins.edu with one document per email. For questions about payment status or other inquiries, please email invoices@hopkins.edu or call 630-942-4238.

3. All payments are processed via ACH transfer. You are strongly encouraged to set up your ACH account with a credit union. All payments are processed via ACH transfer. All payments are processed via ACH transfer. All payments are processed via ACH transfer.

4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within 30 days of receipt of properly substantiated invoices in accordance with the Local Government Prompt Payment Act.

5. All subcontractors must be directed to the Purchasing Department. Any vendor setting directly to any faculty or staff is against official procurement from the Purchasing Department and will be removed from our vendor list.