

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1697600

Vendor Name: OnPoint Productions LLC

Check Details:

Check Number: E0107873

Check Amount: \$ 1,805.00

Check Date: 6/3/2025

Invoice Details:

Invoice Number: 250426-2II

Invoice Date: 5/16/2025

PO Number: P0017007

Voucher Number: V0887059

Document Type: AP Invoice

Document Below

OnPoint Productions LLC

PO BOX 301181
Chicago, IL 60630
+18665532007
accounting@onptpro.com



INVOICE

BILL TO
College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

INVOICE 250426-211
DATE 05/16/2025
TERMS Due on receipt
DUE DATE 05/16/2025

DATE	DESCRIPTION	QTY	EACH	AMOUNT
04/26/2025	Equipment Rental	1	900.00	900.00
04/26/2025	Equipment Rental Discount	1	-270.00	-270.00
04/26/2025	Labor	1	925.00	925.00
04/26/2025	Delivery / Freight	1	250.00	250.00

COD STEMCON
PO # P0017007

BALANCE DUE

\$1,805.00

[External] Re: College of DuPage PO # P0017007

OnPoint Accounting <accounting@onptpro.com>

Wed, May 21, 2025 at 01:00 PM UTC

CC: Juarez Suarez, Susana <juarezsuarezs@cod.edu>

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.

Attached is the invoice for PO # P0017007. Thank you

Accounting

accounting@onptpro.com

OnPoint Productions | onptpro.com

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From: Frick, Eric <fricke@cod.edu>
Sent: Tuesday, April 22, 2025 8:50 AM
To: Jennifer Hausheer <jen@onptpro.com>
Cc: Juarez Suarez, Susana <juarezsuarezs@cod.edu>
Subject: College of DuPage PO # P0017007

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

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](mailto:purchasing@cod.edu)

Purchase Order



OnPoint Productions LLC

PO Box 301181

Chicago , IL 60630

United States

Attn: Jennifer Hausheer

Phone: 847-542-1759

Ship To

College of DuPage

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

United States

Attn: Susana Juarez Suarez

Phone: 630-942-2238

Bill To

College of DuPage

College of DuPage Accounts Payable

Date: 04/22/2025

Purchase Order #: P0017007

Transaction #: 4475095

Requested By: Susana Juarez Suarez

Requester Email: juarezsuarezs@cod.edu

Authorized By: Eric Frick

:

Blanket Order:

:

425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Need audio for Kate the Chemist at StemCon that includes a lavalier and wireless mic. Our multimedia team does not have the PA support the guest speaker needs.	Each	1	1,555.00 USD	1,555.00 USD
Ship To Attn:			Susana Juarez Suarez			
					Subtotal:	1,555.00 USD
					Tax:	0.00 USD
					S & H:	250.00 USD
					Order Total:	1,805.00 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 **only one PDF document per email**. For questions about payment status or other inquiries, please email acctpays@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, and 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.
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.

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