

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1673349 **Vendor Name:** Softdocs Sc Llc

Check Details:

Check Number: 0352860 **Check Amount:** \$ 11,250.00 **Check Date:** 6/9/2026

Invoice Details:

Invoice Number: INV4740 **Invoice Date:** 4/29/2026 **PO Number:** P0023060 **Voucher Number:** V0940208

Document Type: AP Invoice

Document Below



INVOICE

Softdocs SC, LLC
807 Bluff Rd
Columbia SC 29201
United States

Phone 888-457-8879 | Fax 803-695-6911

BILL TO:

College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137-6599
United States

SHIP TO:

College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137-6599
United States

Invoice Number	INV4740
Payment Terms	Net 30
Billing Date	4/29/2026
Billing Due Date	5/29/2026
Amount Due	\$11,250.00
Sales Representative	
Customer PO	Ellen Roberts - P0023060

PRODUCT	PRODUCT DESCRIPTION	COMMENT	QUANTITY	UNIT PRICE	TOTAL
Professional Services			1	\$11,250.00	\$11,250.00

Total	\$11,250.00
Amount Paid	\$0.00
Credits Applied	\$0.00
Amount Due	\$11,250.00

Remit Payment To:

Wire/Ach Payments:

SVB, a division of First Citizens
Bank
3003 Tasman Drive
Santa Clara, CA 95054

Account Number: 3304354294
Routing Number: 121140399
SWIFT Code: SVBKUS6S

**Please note new bank details
effective 11/12/2024**

US Customers Only:

Check Payments:
Softdocs SC, LLC
Dept 1999
PO Box 121999
Dallas TX 75312-1999

**Via Courier (FedEx,
UPS):**
Softdocs SC LLC
807 Bluff Road
Columbia, SC 29201

Invoice Inquiries:

accounting@softdocs.com

TAX ID: 57-1072887

[W9 Form](#)

Dawn Woodrow <DWoodrow@softdocs.com>

[External] RE: College of DuPage Purchase Order No. P0023060 for Enterprise Content Management Solution

Dawn Woodrow <DWoodrow@softdocs.com>

Mon, May 4, 2026 at 03:40 PM UTC

CC: Vandermyde, Monica <vandermydem4429@cod.edu>, Invoicing <invoicing@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.

Good morning,

Thank you for the purchase order. Attached is an updated copy of the invoice to include the PO#.

Have a great day,

Dawn Woodrow | Senior Revenue Accountant
Softdocs

p 888.457.8879x108

d 803.727.1085

f 803.695.6911

m 803.876.0053

DWoodrow@softdocs.com

www.softdocs.com

From: Casey, Kevin <caseyk650@cod.edu>

Sent: Thursday, April 30, 2026 3:28 PM

To: Dawn Woodrow <DWoodrow@softdocs.com>

Cc: Vandermyde, Monica <vandermydem4429@cod.edu>

Subject: College of DuPage Purchase Order No. P0023060 for Enterprise Content Management Solution

You don't often get email from caseyk650@cod.edu . [Learn why this is important](#)

Dear Vendor,

Attached is a College of DuPage Purchase Order for processing.

Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email. Please work directly with them to ensure this order is processed accordingly.

SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

WAREHOUSE HOURS FOR DELIVERIES: MONDAY-FRIDAY 7:00 A.M.-4:30 P.M. CST.

Shipping & Receiving Questions should be directed to the COD Warehouse at: 630-942-2550

INVOICE QUESTIONS (Procurement Services does not process payments)

Invoice Questions should be directed to the Accounts Payable department at acctpay@cod.edu or 630-942-2228

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 must clearly indicate Purchase Order Number on the invoice.

- Invoices must be submitted electronically in PDF format only.
- **One invoice per e-mail is required.**

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor 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

Thank you!

Procurement Services

Purchasing@cod.edu

1 attachment

cod INV4740.pdf