

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1790646 **Vendor Name:** Vocational Instruction and Software Incorporated, dba,VIASINC

Check Details:

Check Number: E0114104 **Check Amount:** \$ 719.94 **Check Date:** 6/2/2026

Invoice Details:

Invoice Number: 826887 **Invoice Date:** 11/26/2025 **PO Number:** P0021097
Voucher Number: V0938999

Document Type: AP Invoice

Document Below



Invoice

Sold To: College of DuPage
425 Fawell Blvd
Glen Ellyn
IL
60137
742

Order/Invoice Number: 826887

Order Date: 26Nov25

Product	Qty	Unit Price	Amount
How to Operate the Sabre GDS — 45-hour training course with worksheets	6	119.99	719.94
Sub Total			USD 719.94
Total			USD 719.94

*** This Pro Forma Invoice has been prepared as a formal quote for College of DuPage ***

For inquiries, please contact:

Vocational Instruction and Software, Incorporated
2070 N. Broadway #37
Walnut Creek, CA 94597
(+1) 925-932-0130
accting@viasinc.com

RE: [External] Re: College of DuPage PO # P0021097

VIASINC Business Development Group <sales@viasinc.com>

Tue, May 19, 2026 at 01:07 AM UTC

CC:

BCC:

Dear Tracey

Thanks much for your email. It does not look like the invoice was sent to invoicing@cod.edu. I'm sending it now to both you and invoicing@cod.edu.

Let me know if you need anything further. Also, please let me know your the method of payment.

Kind regards,

Jennifer Stauff
VIASINC Customer Sales and Support
Vocational Instruction and Software, Incorporated
viasinc.com

On Mon, 18 May 2026, Dulceak, Tracey wrote:

> Good afternoon,
>
> Checking to see if an invoice was sent in to invoicing@cod.edu we don't show that this has been paid.
Thank you!
>
> Thank you,
> Tracey Dulceak
> Program
> Support Specialist; Cosmetology, Culinary Arts,
> Hospitality,
> Travel & Tourism & Photography
> Arts,
> Communication & Hospitality Division
>
> College of DuPage - McAninch Arts Center 294
>
> 425 Fawell Blvd. l Glen Ellyn, IL 60137-6599
> 630-942-2514
> -----Original Message-----
> From: Santos, Christine
> Sent: Monday, May 18, 2026 2:34 PM
> To: Dulceak, Tracey
> Subject: FW: [External] Re: College of DuPage PO # P0021097
>

> Hi Tracey,
>
> Hope you are doing well! Do you happen to have the invoice for VASINC PO# P0021097? It looks like this has not been paid.
>
> Thank you,
>
> Christine
> Santos
> College of DuPage
> CTE Program Specialist
> (630)942-3226
>
> -----Original Message-----
> From: Santos, Christine
> Sent: Friday, January 16, 2026 7:43 AM
> To: Ellis, Jonita
> Subject: FW: [External] Re: College of DuPage PO # P0021097
>
> Hi Jonita,
>
> Tracey has confirmed that Kathleen Talenco has access to VIASINC. Ok to pay.
>
> Thank you,
>
> Christine
> Santos
> College of DuPage
> CTE Program Specialist
> (630)942-3226
>
> -----Original Message-----
> From: Dulceak, Tracey
> Sent: Thursday, January 15, 2026 4:03 PM
> To: Santos, Christine
> Subject: RE: [External] Re: College of DuPage PO # P0021097
>
> Hi - Kathleen is in! thank you for your help!
>
> Thank you,
> Tracey Dulceak
> Program Support Specialist; Cosmetology, Culinary Arts, Hospitality, Travel & Tourism & Photography Arts, Communication & Hospitality Division College of DuPage - McAninch Arts Center 294
> 425 Fawell Blvd. l Glen Ellyn, IL 60137-6599
> 630-942-2514
>
> -----Original Message-----
> From: Santos, Christine
> Sent: Thursday, January 15, 2026 1:54 PM
> To: Dulceak, Tracey
> Subject: FW: [External] Re: College of DuPage PO # P0021097
>
> Hi Tracey,

>
> FYI - email below from VIASINC.
>
> Thank you,
>
> Christine
> Santos
> College of DuPage
> CTE Program Specialist
> (630)942-3226
>
> -----Original Message-----
> From: VIASINC Business Development Group
> Sent: Thursday, January 15, 2026 11:47 AM
> To: Frick, Eric
> Cc: Santos, Christine
> Subject: [External] Re: College of DuPage PO # P0021097
>
> 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 Eric
>
> I can confirm receipt of your PO.
>
> The order has been processed and the courses sent to Kathleen Talenco electronically.
>
> Please let me know if anything else is required on our end. For example, do you require a new invoice with the PO number? Also, please advise that payment will be made via funds transfer using our banking information stored in the College's myACCESS system.
>
> Kind regards,
>
>
> Jennifer Stauff
>
> VIASINC Customer Sales and Support
> Vocational Instruction and Software, Incorporated viasinc.com
>
> On Tue, 13 Jan 2026, Frick, Eric wrote:
>
>>
>> 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

>>

>>

>> Purchase Order

>>

>> [<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2F%2F&data=05%7C02%7Cdulceakt%40cod.edu%7Cc6aac4f51ff64e84d94e08deb5146457%7Cbe87d92eecd84586b47ca50466d04f4d%7C0%7C0%7C639147296400239000%7CUknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIiIlAiOiJXaW4zMlIsIkFOIjoIjoiTWfPbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Y0OabgJR5NWp5Wu9w3O3E6FftqGwL2S2gge49MEeNqE%3D&reserved=0>]

>> %2F&data=05%7C02%7Cdulceakt%40cod.edu%7Cc6aac4f51ff64e84d94e08deb51464

>> 57%7Cbe87d92eecd84586b47ca50466d04f4d%7C0%7C0%7C639147296400239000%7CU

>> nknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIiIlAiOiJXaW4zMlIsIkFOIjoIjoiTWfPbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Y0OabgJ

>> iJXaW4zMlIsIkFOIjoIjoiTWfPbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Y0OabgJ

>> R5NWp5Wu9w3O3E6FftqGwL2S2gge49MEeNqE%3D&reserved=0

>> %2F&data=05%7C02%7Csantosc489%40cod.edu%7C586e01aae15f40330da108de5481

>> e1a1%7Cbe87d92eecd84586b47ca50466d04f4d%7C0%7C0%7C639041114005041952%7

>> CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIiIlAiOiJXaW4zMlIsIkFOIjoIjoiTWfPbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=1HjrP

>> iOiJXaW4zMlIsIkFOIjoIjoiTWfPbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=1HjrP

>> PsOyKWOPjQbRDPSPLLvjEECZ73oAmpRJepOAMI%3D&reserved=0

>> %2F&data=05%7C02%7Cdulceakt%40cod.edu%7C84546f8e908649f105fd08de546fdf

>> 51%7Cbe87d92eecd84586b47ca50466d04f4d%7C0%7C0%7C639041036634456505%7CU

>> nknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIiIlAiOiJXaW4zMlIsIkFOIjoIjoiTWfPbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=HQjXXQS

>> iJXaW4zMlIsIkFOIjoIjoiTWfPbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=HQjXXQS

>> 3RZily2QvFuKJ%2FLyZ2qRTnEjAx3Yiu5G%2FMwE%3D&reserved=0

>> ocurement.esmsolutions.com%2FUploadedImages%2F519_LE_LOGO_637339597283

>> 928158.jpg&data=05%7C02%7Csantosc489%40cod.edu%7C5b882d5e789f4232b6e80

>> 8de54652a38%7Cbe87d92eecd84586b47ca50466d04f4d%7C0%7C0%7C6390409906599

>> 54850%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAw

>> MCIiIlAiOiJXaW4zMlIsIkFOIjoIjoiTWfPbCIiIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdat

>> a=vkrm4yFffbm109BCh6VzduqC%2BNouEnAnaSU2BUpV670%3D&reserved=0]

>>
>>
>> Vocational Instruction and Software Incorporated, dba VIASINC
>>
>> 2070 N. Broadway
>>
>> #37
>>
>> Walnut Creek, CA 94597
>>
>> United States
>>
>> Attn:
>>
>> Phone: 925-932-0130
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>>
>>
>> Ship To
>>
>> College of DuPage
>>
>> College of DuPage Shipping & Receiving
>>
>> 425 Fawell Blvd.
>>
>>
>> Glen Ellyn, IL 60137
>>
>> United States
>>
>> Attn: Kathleen Talenco
>>
>> Phone: 630-942-2238
>>
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>> Date:
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>> 01/13/2026
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>> Purchase Order #:
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>> P0021097
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>> Transaction #:
>>
>> 4856287
>>
>> Requested By:
>>

>> Christine Santos
>>
>> Requester Email:
>>
>> santosc489@cod.edu
>>
>> Fiscal Date:
>>
>> 01/13/2026
>>
>> Authorized By:
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>> Eric Frick
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>> :
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>> Blanket Order:
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>> :
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>> Bill To
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>> College of DuPage
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>> College of DuPage Accounts Payable
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>> 425 Fawell Blvd.
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>> Glen Ellyn, IL 60137
>>
>> United States
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>> Attn: invoicing@cod.edu
>>
>> Phone: 630-942-2228
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>> Order Comments:
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>> Line #
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>> Item #
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>> Description
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>> UOM
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>> QTY
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>> Unit Price
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>> Line Total
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>> 1
>>
>> How to Operate the Sabre GDS ? 45-hour training course with worksheets
>>
>> Each
>>
>> 6
>>
>> 119.99 USD
>>
>> 719.94 USD
>>
>> Ship To Attn:
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>> Kathleen Talenco
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>> Subtotal:
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>> 719.94 USD
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>> Tax:
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>> 0.00 USD
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>> S & H:
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>> 0.00 USD
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>> Order Total:
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>>
>> 719.94 USD
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>>
>> 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 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, 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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>> Powered By: ESM Solutions.

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>

1 attachment

viasinc-invoice-dupage-26nov2025.pdf