

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1723406

Vendor Name: AMCP LLC dbc: MarCom Awards, Hermes Awards, Ava Awards, Dotcomm Awards, Viddy Awards, Communitas Award

Check Details:

Check Number: E0107943

Check Amount: \$ 445.00

Check Date: 6/10/2025

Invoice Details:

Invoice Number: H-61457

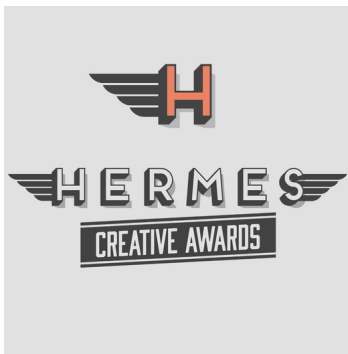
Invoice Date: 6/3/2025

PO Number: P0017821

Voucher Number: V0888461

Document Type: AP Invoice

Document Below

**Hermes Creative Awards**

127 Pittsburg St
Dallas, Texas 75207
United States

www.hermescreativeawards.com

Invoice**BILL TO****College of DuPage**

Edward Kuhs
425 Fawell Boulevard
Glen Ellyn, Illinois 60137
United States

630-942-2255
kuhsed@cod.edu

Invoice Number: H-61457

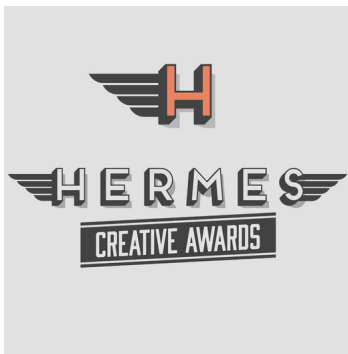
P.O./S.O. Number: PO017821

Invoice Date: June 3, 2025

Payment Due: July 3, 2025

Amount Due (USD): \$445.00

Product	Quantity	Price	Amount
*Hermes Entries	2	\$125.00	\$250.00
Title: COD Trailblazers - Meteorology Major Karissa Klos Category: Electronic Media / Social Media / Interactive Media Video 165. Marketing Client: URL: https://youtu.be/muTEaJpkFQs			
Title: Vietnam Memorial Wall Visits College of DuPage Category: Electronic Media / Social Media / Interactive Media Video 171. Public Relations Client: URL: https://youtu.be/tA-JWRSBq6s			
Hermes Campaign	1	\$195.00	\$195.00
Title: College of DuPage We See Campaign 2025 Category: Electronic Media / Social Media / Interactive Media Video 179c. TV Ad Campaign Client: URL: https://www.youtube.com/playlist?list=PLWBdQ8iSKNHsoxFg1r-g9rEUKD2GtqZkY			

**Hermes Creative Awards**

127 Pittsburg St
Dallas, Texas 75207
United States

www.hermescreativeawards.com

Invoice

Total: \$445.00

Amount Due (USD): \$445.00

Notes / Terms

AMCP. LLC

127 Pittsburg St. Dallas TX 75207 www.amcp.com | 214-377-3524 | info@amcp.com

www.amcp.com

Wire Transfer Information

- Beneficiary (AMCP) is not responsible for any fees associated with this wire transfer.

Account: 675018201

Beneficiary Name & Address: AMCP LLC 127 Pittsburg St. Dallas TX 75207

Beneficiary Bank & Address: CHASE 270 Park Ave New York, NY 10017

Bank's Swift Code: CHASUS33

Currency: US Dollars

Routing Number(s) if needed below:

Routing number for direct deposits & ACH transactions: 111000614

[External] Re: College of DuPage PO # P0017821

Viddy Awards <info@viddyawards.com>

Tue, Jun 3, 2025 at 04:14 PM UTC

CC: Micheli, Max <michelim874@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.

Please see attached for pdf for your Hermes Creative Awards invoice. Link is also attached.
If you have any updates, please let me know.

<https://link.waveapps.com/4hgmrk-z5tdfh>

Regards,
Mardelle Riley

On Mon, Jun 2, 2025 at 3:54PM Frick, Eric <fricke@cod.edu> wrote:

Dear Vendor,

Attached is a College of DuPage (COD) 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

SUMMER HOURS: CLOSED FRIDAYS JUNE 6, 2025, THROUGH AUGUST 8, 2025.

WAREHOUSE HOURS FOR DELIVERIES: MONDAY-THURSDAY 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

From: College of DuPage <Orders@esmsolutions.com>

Sent: Monday, June 2, 2025 3:52 PM

To: Frick, Eric <fricke@cod.edu>

Subject: [External] ACTION REQUIRED - Transaction 4573632 - 06/02/2025 15:17-Micheli-AMCP LLC dbc: MarCom Awards, Hermes Awards Ava Awards, Dotcomm Awards, Vidd

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 Eric,

The following Transaction is complete. Since this is a manual order, you will need to share a copy of the included order with the supplier.

Transaction #: 4573632

Transaction Name: 06/02/2025 15:17-Micheli-AMCP LLC dbc: MarCom Awards, Hermes Awards Ava Awards, Dotcomm Awards, Vidd

Release Method: Manual

Order Type: Purchase Order (PO)

If you have any questions, please contact your system administrator for assistance.

Thank you,

ESM Solutions Customer Support



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VIDDY AWARDS
127 Pittsburg St.
Dallas TX 75207
viddyawards.com

1 attachment

Invoice_H-61457_2025-07-03.pdf