

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1539957
Vendor Name: Stylus Publishing Llc
Invoice Number: STY1505224
Invoice Date: 06/22/20
PO Number: P0370081
Check Number: E0080879
Check Amount: \$ 211.20
Check Date: 07/14/2020
Department ID: 00788
Reviewer Name: Barbara Groves
Voucher Number: V0631921
Redaction Type: None
Document Type: AP Invoice

Document Below

From: grovesb16@cod.edu
Sent: Mon Jun 29 11:08:57 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Book Request - PO Included

APPROVED
07/06/20 - MARK CURTIS

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

From: Linda Claudio <linda@booksintl.com>
Sent: Monday, June 29, 2020 10:51 AM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: RE: Book Request - PO Included

Hi Barb,

Here it is.

Thanks,
Linda

INVOICE REVIEWED
OKAY TO PAY
BARBARA GROVES 07/01/20

From: Groves, Barbara [mailto:grovesb16@cod.edu]
Sent: Monday, June 29, 2020 11:43 AM
To: Linda Claudio
Subject: RE: Book Request - PO Included

Hi Linda,

Thank you for sending the invoice, however we'll have an issue paying multiple invoices, as our PO for the 9 books were listed on one order. Is it possible to issue one invoice for the total amount, as referenced on the PO? I'm sorry for the hassle and inconvenience. Please let me know.

Thank you,

Barb Groves
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APPROVED
07/06/20 - MARK CURTIS

From: Linda Claudio <linda@booksintl.com>
Sent: Friday, June 26, 2020 8:13 AM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: RE: Book Request - PO Included

Hi Barb,

Attached are the invoices for the orders that will be shipping out.

Thank you,
Linda😊

From: Groves, Barbara [mailto:grovesb16@cod.edu]
Sent: Thursday, June 25, 2020 12:33 PM
To: Linda Claudio
Subject: RE: Book Request - PO Included
Importance: High

Good morning, Linda,

Thank you again for your assistance with the book order and shipping the new books to all state members. I have attached PO# 370081 for the book order and a final attachment with summary questions for the books defining books and shipping addresses for your reference. I have also included the shipping information in the table below. The College is approaching the end of their fiscal year on the 30th and it is important that we have the books and invoices by June 30th. Please send me the invoice as soon as the books are shipped.

Please let me know if you have any questions.

Ship both books to:		Ship both books to:		Ship both books to:		Ship both books to:	

Best Regards,

Barb Groves
Assistant to the Provost
Office of the Provost

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

From: Linda Claudio <linda@booksintl.com>
Sent: Monday, June 22, 2020 3:01 PM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: RE: Book Request

Thank you. I am off Tomorrow and Wed. But I will be back here Thursday and Friday.

Just in case you get it to me after today

Take Care,
Linda

From: Groves, Barbara [mailto:grovesb16@cod.edu]
Sent: Monday, June 22, 2020 3:58 PM

**INVOICE REVIEWED
OKAY TO PAY**

BARBARA GROVES 07/01/20

**APPROVED
07/06/20 - MARK CURTIS**

Sent: Monday, June 22, 2020 3:58 PM
To: Linda Claudio
Subject: RE: Book Request

Thank you! I'll process this into our system for a purchase order right away.

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

From: Linda Claudio <linda@booksintl.com>
Sent: Monday, June 22, 2020 2:55 PM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: RE: Book Request

Hi Barb,

I processed this with an amount of all the invoices.

If you or the Provost can send me the Po and I can make sure that all go out to a person I get the quotes.

Thanks,
Linda

From: Groves, Barbara [mailto:grovesb16@cod.edu]
Sent: Monday, June 22, 2020 3:26 PM
To: Linda Claudio
Subject: RE: Book Request

Hi Linda,

The Provost would like to ship them with ground shipping. Would you please send one summary order?

Thank you for your help!

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

From: Linda Claudio <linda@booksintl.com>
Sent: Monday, June 22, 2020 1:35 PM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: RE: Book Request

Thank you so much.

Take Care,
Linda

INVOICE REVIEWED

OKAY TO PAY

BARBARA GROVES 07/01/20

APPROVED

07/06/20 - MARK CURTIS

From: Groves, Barbara [mailto:grovesb16@cod.edu]
Sent: Monday, June 22, 2020 2:15 PM
To: Linda Claudio
Subject: RE: Book Request

Hi,

Thank you for the offer. I think one quote would be beneficial, but let's wait until the Provost decides on how he wants to proceed with the shipping, as the cost is vastly different. I will also include information for which books should be shipped to which individuals and will include the shipping address for each as well.

I'll be in touch as soon as I hear back from the Provost.

Thank you for your assistance.

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
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From: Linda Claudio <linda@booksintl.com>
Sent: Monday, June 22, 2020 1:09 PM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: RE: Book Request

Hi Barb,

if you like you can send a PO for all of them combine.

Would they be able to send it to me or would you be able to send me the PO and maybe remind me of the 5 orders and the shipping method for each.

Thank you,
Linda

From: Groves, Barbara [mailto:grovesb16@cod.edu]
Sent: Monday, June 22, 2020 2:07 PM
To: Linda Claudio
Subject: RE: Book Request

Hi Linda,

Thank you for the information, I have passed it onto the Provost for his consideration for the shipping.

When I place a purchase order, do I need to create a PO for each order or can I process one order for all five book shipments?

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
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From: Linda Claudio <linda@booksintl.com>
Sent: Friday, June 19, 2020 9:21 AM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: RE: Book Request

Hi Barb,

I attached all the quotes for you.
Each quote has the UPS Ground shipping cost and I put on the invoice itself like a note that gives overnight shipping for each.

Thank you,
Linda Claudio
Stylus

From: Groves, Barbara [mailto:grovesb16@cod.edu]
Sent: Thursday, June 18, 2020 12:59 PM
To: Linda Claudio
Subject: RE: Book Request

Hi Linda,

Thank you for your response to my inquiry about the books. I have since learned that I will need 4 copies of Teach Students How to Learn and 5 copies of Teach Yourself How to Learn sent directly to the recipients. I have provided the addresses below and notated which books need to be sent to each individual. The Provost has asked for overnight shipping, so please provide an estimated cost for that as well as for the 3 business days, so I can share the difference in shipping costs.

Ship both books to:		Ship both books to:		Ship both books to:		Ship both books to:		

Thank you,

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

From: Linda Claudio <linda@booksintl.com>
Sent: Thursday, June 18, 2020 9:51 AM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: RE: Book Request

Hi Barbara,

I spoke with my manager and he suggested if you are able to send me the addresses for all five so we can give you quotes for each one.
He said we can offer a 20% discount for each order and we were wondering when you mention expedited shipping would that mean like a UPS 2 day or overnight?
If they are shipping to Illinois the time usually is around 3 business days.

Thank you,

Linda Claudio

From: Groves, Barbara [mailto:grovesb16@cod.edu]

Sent: Monday, June 15, 2020 6:40 PM

To: linda@booksintl.com

Subject: Book Request

Hello Linda,

I received your contact information from Larisa Miller, College of DuPage Library, and I was wondering if you would be interested in providing a quote for the purchase of a couple of books? We are looking for five books of each of the titles below and would like them shipped to five different addresses. Could you please let me know if you can accommodate the request to purchase five copies of each title and ship to five addresses with expedited shipping? If you can fulfill this request, please provide a quote for the purchase of the ten books and confirm that you'll accept a purchase order.

- **Teach Students How to Learn: Strategies You Can Incorporate Into Any Course to Improve Student Metacognition, Study Skills, and Motivation** by Sandra McGuire
- **Teach Yourself How to Learn: Strategies You Can Use to Ace Any Course at Any Level** by Sandra McGuire

Thank you,

Barb Groves

Assistant to the Provost

Office of the Provost

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137

630-942-2005 (ph) | 630-942-3925 (fax)

P.O. Box 605
Herndon, VA 20172-0605
(703) 661-1581
(800) 232-0223
FAX: (703) 661-1504

B1340

STY1505224

FEDERAL ID #
31-1521176

31 561 1501 31 1521176

INVOICE REVIEWED

SHIP TO

**COLLEGE OF DUPAGE
ADULT ACADEMIC AFFAIRS
425 FAWCETT BLVD
GLEN ELLYN, IL 60137**

BARBARA GROVES 07/01/20

ISBN #	QTY	LOCATION	TITLE	LIST PRICE	DISC	AMOUNT
9781620363164	4		TEACH STUDENTS HOW TO LEARN PB	32.00	20.00%	102.40
9781620367568	5		TEACH YOURSELF HOW TO LEARN P	19.95	20.00%	79.80
DO NOT SHIP!!!!!!						

APPROVED

07/06/20 - MARK CURTIS

***** Indicates non-shipping item.

Main Ware
Qty: 9, Wt: 5.30#
Currency of settlement: USD

ALL RETURNS MUST BE MADE TO:

Returns Department
Stylus Publishing, LLC
22880 Quicksilver Drive
Dulles, VA 20166

Shortages and defective books should be reported within 15 days.

SUBTOTAL	182.20
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SHIPPING & HANDLING	29.00
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SALES TAX	0.00
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AMOUNT DUE	211.20
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AMOUNT PAID	0.00
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BALANCE DUE \$	211.20
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