

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089521  
Vendor Name: West Payment Center  
Invoice Number: 843994152  
Invoice Date: 03/04/21  
PO Number: B0372210  
Check Number: E0083684  
Check Amount: \$ 1,351.47  
Check Date: 03/09/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0664137  
Redaction Type: None  
Document Type: AP Invoice

Document Below

# Subscription Invoice

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THOMSON REUTERS®

Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan MN 55123-1396

COLLEGE OF DUPAGE  
LIBRARY

Invoice #: 843994152  
Account #: 1000348199  
Invoice date: March 4, 2021

3-5-21 BO # [REDACTED]

# INVOICE REVIEWED

# OKAY TO PAY

# JULIE TAYLOR 03/05/21

COLLEGE OF DUPAGE LIBRARY  
STANDING ORDERS SRC 2021  
CAMPUS PRO  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137-6708

Total Due in USD  
**1,351.47**

Payment Due  
April 3, 2021

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,351.47	0.00	1,351.47
<b>TOTAL INVOICE AMOUNT</b>	<b>1,351.47</b>	<b>0.00</b>	<b>1,351.47</b> LLM

# APPROVED

# 03/05/21 - JENNIFER MCINTOSH

## Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at [legal.thomsonreuters.com/en/support](http://legal.thomsonreuters.com/en/support).

## Self-Service online resources

Sign up for E-delivery of invoices at <http://ebilling.thomsonreuters.com>  
To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw>  
For online support contact us at <http://legal.thomsonreuters.com/en/support>

A

Include this portion with your payment-Folding and stapling may delay your payment

## COLLEGE OF DUPAGE LIBRARY

Invoice #: 843994152  
Invoice date: March 4, 2021  
Account #: 1000348199  
Federal Tax ID: 41-1426973  
VAT reg #: EU826006554

Invoice due date: April 3, 2021  
Amount due in USD: 1,351.47

Amount enclosed \_\_\_\_\_

## Pay online:

Log on to <http://myaccount.tr.com/westlaw>  
to make the payment electronically. Set up your  
payment to be withdrawn electronically using  
direct debit or credit card.

## Please make checks payable to:

Thomson Reuters - West  
Payment Center  
P.O. Box 6292  
Carol Stream, IL 60197-6292

0843994152 000000000000000000000000 20210304 ZCMI 000135147 0010 1000348199 1



## Self-service online resources

### <http://myaccount.tr.com/westlaw>

- Manage payments online and review account balances
- Sign up for automatic payments
- Update addresses and review order status
- Go Green and sign up for eInvoicing
- View and download invoice details
- Manage online users' access
- Usage reports powered by Quickview+

### <http://www.quickview.com>

- Obtain free usage reporting for cost recovery
- Obtain eDiscovery matter details

### <http://ebilling.thomsonreuters.com>

- Go Green with eInvoicing for time savings and convenience

### <https://mytr.thomsonreuters.com/content/MYTR/autopay.html>

- Easily and quickly enroll in our Autopay program
- Easily make updates after setup



## Thomson Reuters tax information

### Canadian registration numbers

Canada GST/HST: 13641 8480 RT0001  
British Columbia PST: PST-1000-4632  
Quebec QST: 1021623993 TQ001  
Saskatchewan PST: 1895663

### Federal Tax ID

41-1426973

### VAT Reg #

EU826006554



## Contact us online

### <https://legal.thomsonreuters.com/en/support>

- Provides answers to commonly asked questions and web forms for submitting account-related requests



## Return policy

- If you are not completely satisfied with the products you purchase from West (Thomson Reuters), you may return them. In order to receive credit, returns must be received within 45 days of the ship date. If a return is received after 45 days, we regret that we cannot issue a refund or send the merchandise back to you. The ship date can be found online at My Account (<http://myaccount.tr.com/westlaw>).
- Please note that products included within programs such as, but not limited to, Library Maintenance Agreement/Library Management Arrangement, Library Savings Plan, West Complete, Assured Print Pricing, WestPack, and Special Offer agreements cannot be separately cancelled or returned and are nonrefundable. These programs provide our most favorable terms, and titles within these programs are not eligible for refund.
- To ensure accurate processing, simply return merchandise in its original packaging via a trackable shipping method and insure the merchandise for its value. Always enclose a copy of the original delivery or billing document and include a brief explanation of the reason for the return. All expenses associated with returns are the responsibility of the customer. Customers will forfeit any applicable discounts when returning part of a promotional sale. To verify our receipt of your return and any credit applied, access the Returns History section in My Account (<http://myaccount.tr.com/westlaw>).
- The return policy does not apply to online, hosted, software, or Thomson Reuters ProView® eBook products. Please refer to your order form.



## Payment options and terms

Include your invoice number to assist with applying your payment or email the remittance to [west.arpaymentcenter@thomsonreuters.com](mailto:west.arpaymentcenter@thomsonreuters.com)

### Pay Online

To make a payment online or sign up for Autopay, please visit <http://myaccount.tr.com/westlaw>

### Electronic payments in US currency should be issued to

West Publishing Corporation  
BMO Harris Bank N.A.,  
111 West Monroe Street, 9th Floor West, Chicago IL 60603  
Bank Routing #: 071000288  
Bank Account #: 4445615  
SWIFT Code: HATRUS44

Electronic payment details for other currencies

<http://legal.tr.com/electronic-funds-transfer>

### Pay via Phone

To make a payment via telephone, please call 1-800-328-4880 Say "Account Services", then provide account number, say "make a payment."

### Check

Check payments should be mailed to the address on the front of invoice in the remittance section. To ensure timely application, return the remittance portion with your check payment.

- Terms: Net 30; products are shipped FOB shipping point
- Please do not enclose cash or additional correspondence
- Payments marked "paid in full," or with any other restrictive language, shall not operate as an accord and satisfaction without the prior written approval of West (Thomson Reuters).

# Subscription Invoice

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Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan MN 55123-1396

**COLLEGE OF DUPAGE  
LIBRARY**

Invoice #: 843994152  
Account #: 1000348199  
Invoice date: March 4, 2021

## Library Plan Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000348199 COLLEGE OF DUPAGE LIBRARY STANDING ORDERS SRC 2034 CAMPUS PRO 425 FAWELL BLVD GLEN ELLYN IL 60137-6708  Ship/Post date: March 1 March 1, 2021 - March 31, 2021  WEST COMPLETE LIBRARY SUB (Unique identifier 0000778991) BOOKS & BOUND VOLUMES	6140481695			1,351.47	0.00	1,351.47

Library Plan Charges Total USD  
**1,351.47**

Continued on next page



Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan MN 55123-1396

COLLEGE OF DUPAGE  
LIBRARY

## Monthly Account Summary

Account #: 1000348199

### Cleared Charges within February 5, 2021 to March 4, 2021

Document date	Document #	Description	Amount USD	Notes
02/12/2021	028741175	Eletronic Payment	-1,351.47	PAYMENT RECEIVED - THANK YOU
02/04/2021	0843833195	Subscription Invoice	1,351.47	
03/01/2021	0843923824	Online Invoice	1,927.57	
01/18/2021	1300062072	Open Item Pre-Payment	-21,203.27	Auto Prepay ID 0000062086

### Open Balance Through March 4, 2021

Document date	Document #	Description	Amount USD	Notes	Due Date
02/23/2021	6140089995	New Sale Invoice	694.80	IL PR V12-13 FAMILY LAW FULL SET	03/25/2021
03/04/2021	0843994152	Subscription Invoice	1,351.47		04/03/2021

Open Balance in USD as of March 4, 2021 **2,046.27**

Your prepayment of 0.00 for invoice 843994152 has been scheduled but may not be reflected on this Account Summary.

### Open Prepayment through March 4, 2021

Document date	Description	Amount USD
03/01/2021	Auto Prepay ID 0000062086	-19,275.70

Open prepayments may not reflect pending activity. Please review main invoice page for current remaining prepayment balance.

The Monthly Account Summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices and payments.

If you have questions about your outstanding balance, please contact our Account Receivable area by calling 1-800-522-0552 and select account information.

**From:** [Brady, Scott](#)  
**To:** [McIntosh, Jennifer](#)  
**Cc:** [Hunnicut, Marianne](#); [Stock, Lisa](#)  
**Subject:** RE: Vendor Invoicing Procedures  
**Date:** Thursday, January 7, 2021 2:57:04 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

**Scott L. Brady, CPA**  
**Interim Chief Financial Officer**  
**College of DuPage**  
425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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**From:** McIntosh, Jennifer <[mcintoshj144@cod.edu](mailto:mcintoshj144@cod.edu)>  
**Sent:** Thursday, January 7, 2021 10:41 AM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
**Subject:** RE: Vendor Invoicing Procedures

Hi Scott,

Happy New Year—hope you had a restorative break.

I'm working through the implications of the procedural change you announced just before break with the Library acquisitions team. As procurement is an embedded, core function of the Library (ordering, receiving, and creating a controlled inventory of physical and virtual items), having vendors submit invoices to AP directly without our acquisitions team receiving/reviewing them first creates a number of problems. I'm hoping you may consider making an exception to this policy for

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Fri Mar 05 08:52:18 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 370485 West Payment Center Invoice # 843994152  
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**Larisa Miller**

Supervisor – Acquisitions  
College of DuPage Library  
425 Fawell Blvd.  
SRC 2034  
Glen Ellyn, IL 60137  
630.942.3664 (v)  
630.942-4646 (f)  
[millerl@cod.edu](mailto:millerl@cod.edu)

[attachment: west payment invoice 843994152.pdf]

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]