

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 6140089995
Invoice Date: 02/23/21
PO Number: B0372210
Check Number: E0083919
Check Amount: \$ 694.80
Check Date: 03/24/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0665442
Redaction Type: None
Document Type: AP Invoice

Document Below

New Sale Invoice



THOMSON REUTERS®

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

3-16-21 BO # 372210

COLLEGE OF DUPAGE LIBRARY

Invoice #: 6140089995
Account # 1000348199
Invoice date: February 23, 2021
Purchase order #:

Ship to

COLLEGE OF DUPAGE LIBRARY
STANDING ORDERS SRC 2034
CAMPUS PRO
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6708

COLLEGE OF DUPAGE LIBRARY
STANDING ORDERS SRC 2034
CAMPUS PRO
425 FAWELL BLVD
GLEN ELYN, IL 60137-6708

Total Due In USD

694.80

Payment due
March 25, 2021

APPROVED

03/19/21 - JENNIFER MCINTOSH

Product Detail	Quantity	Unit price USD	Charge price USD	Tax USD	Total USD
03/19/21 - JENNIFER MCINTOSH					
IL PRACTICE V.12-13 FAMILY LAW FULL SET	1	694.80	694.80	0.00	694.80
					LLM

Billing note

Order Information

Order #: 204339113
Order date: 01/11/2021
Shipment date: 02/23/2021
Delivery #: 438764683

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 03/16/21

In the unfortunate event your order delivery is incomplete, payment from you is not expected until full shipment is received.

Self-service online resources available:

Sign up for E-delivery of the invoice at <http://ebilling.thomsonreuters.com>.

Sign up for Auto Pay at <http://mytr.thomsonreuters.com/content/MYTR/autopay.html>.

Sign up for MyAccount at <http://myaccount.tr.com/westlaw>.

Contact us online at <http://thomsonreuters.com/en/support>.

A

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

COLLEGE OF DUPAGE LIBRARY

Invoice #: 6140089995
Invoice date: February 23, 2021
Account #: 1000348199
Federal Tax ID: 41-1426973
VAT req #: EU826006554

Invoice due date: March 25, 2021
Amount due in USD: 694.80

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 Set up your payment to be withdrawn electronically using direct debit or credit card.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

Amount enclosed

[illegible]

Information and **payment details**



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

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>

When making payment please include your invoice number to assist with correctly applying your payment or email the remittance to west.arpaymentcenter@thomsonreuters.com

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).

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](#)

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



Disclosure Statement:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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

From: Miller, Larisa <millerl@cod.edu>
Sent: Tue Mar 16 13:29:46 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 372210 West Payment Center Invoice # 6140089995

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

[attachment: west invoice 6140089995.pdf]

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