

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1426002
Vendor Name: Red River Press Inc.
Invoice Number: 9896
Invoice Date: 06/07/21
PO Number: P0373628
Check Number: 0282346
Check Amount: \$ 540.00
Check Date: 06/22/2021
Department ID: 15290
Reviewer Name: Cynthia Yearman
Voucher Number: V0685462
Redaction Type: None
Document Type: AP Invoice

Document Below

Invoice # 9896



Sandra Marchetti
marchettis@cod.edu
6309423681
College of DuPage
425 Fawell Boulevard, Glen Ellyn, Illinois
60137

ESLlibrary.com

Red River Press Inc.
Unit 777 - 70 Arthur Street
Winnipeg, MB
R3B 1G7
Canada

APPROVED
06/14/21 - CYNTHIA SIMS

Description

Hello Sandra,

Here is your invoice for six-teacher licenses on our annual Plus plan.

Your subscription has been renewed and will run until May 7, 2022.

If you or the teachers need anything throughout your term, we're here to help.

Thanks for choosing ESL Library to continue supporting you and your students!

Kind regards,

Lei

Details

Created:

05.07.21

Sent from:

hello@eslibrary.com

Sent to:

marchettis@cod.edu

Due:

30 days from invoice date

Amount:

\$540.00

Purchase Order:

Products

| Description | Qty | Duration | Code | Unit price | Tax | Price |
|---|-----|----------|------------|------------|-----|------------|
| Annual Plus USD | 6 | 1 | plus12_usd | \$204.00 | -- | \$1,224.00 |
| Discount To reflect projected new 2021 pricing | 6 | 1 | | -\$24.00 | -- | -\$144.00 |
| Standard Plan Discount Standard plan & legacy discount being discontinued. (Discount only applicable for this renewal.) | 6 | 1 | | -\$90.00 | -- | -\$540.00 |

Payment terms

Net-60 Days. Refunds must be requested within 7 days of account activations.

| | |
|---------------|-----------------------|
| Subtotal: | \$540.00 |
| Total: | \$540.00 (USD) |

If submitting a purchase order, please email a copy to hello@eslibrary.com.

Make checks payable to Red River Press Inc., or pay online from the link on the digital invoice, using Visa or Mastercard.

Details

GST/HST No. 868359316

Thanks for choosing ESLlibrary.com!

INVOICE REVIEWED
OKAY TO PAY
CYNTHIA YEARMAN 06/07/21

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Mon Jun 07 13:03:34 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Assistance needed with unpaid invoice, please.

From: Yearman, Cynthia <yearmanc@cod.edu>
Sent: Monday, June 7, 2021 1:00 PM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: RE: Assistance needed with unpaid invoice, please.

Isabel,

Thank you so much. Attached is a copy of the invoice. It was initially sent to Sandra Marchetti, who requested the vendor submit directly to invoicing@cod.edu. The vendor replied that had been done, but you are unable to locate it. If you are able to process the attached for payment of PO 373628, it is much appreciated.

Cindy

From: Barrios, Isabel
Sent: Monday, June 07, 2021 12:02 PM
To: Yearman, Cynthia <yearmanc@cod.edu>
Subject: RE: Assistance needed with unpaid invoice, please.

Hi Cynthia,
I just checked the system and nothing has come in for this vendor under that PO in that amount. You may want to reach out to the vendor and see about obtaining a copy of it and forwarding to me so that I can process it.

If you have any other question, please let me know.

Thanks.

From: Yearman, Cynthia <yearmanc@cod.edu>
Sent: Monday, June 7, 2021 11:33 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: Assistance needed with unpaid invoice, please.

Good morning Isabel,

Please help me with an unpaid invoice. The vendor is Red River Press, and the purchase is for ESL Library for use by Tutoring Services for a one year subscription. This is PO 373628 for \$540.00. I've been told the invoice was submitted to invoicing@cod.edu by the vendor. Can you tell me if it is being processed for payment, and when that will occur? Thanks so much for your help.

Cindy

[attachment: 9896.pdf]