

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087454

Vendor Name: Mergent Inc.

Invoice Number: 1673009181

Invoice Date: 10/25/20

PO Number: B0373945

Check Number: E0084909

Check Amount: \$ 3,266.00

Check Date: 06/02/2021

Department ID: 15240

Reviewer Name: Julie Taylor

Voucher Number: V0682814

Redaction Type: None

Document Type: AP Invoice

Document Below



MERGENT

by FTSE Russell

5-27-21 BO # 373945

580 Kingsley Park Drive
Fort Mill, SC 29715
United States of America
Federal Tax ID 36-4233475

Invoice Number
1673009181

Contract Number

Customer Number
568139

Invoice Date
25 OCT 2020

Purchase Order Number

Total Amount Due
1,128.00

Mail To:

LARISA MILLER
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN, IL 60137

Ship To:

LARISA MILLER
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN, IL 60137

APPROVED

05/27/21 - JENNIFER MCINTOSH

The following is a summary of your fee(s). For more information, please review the enclosed detail.

Invoice Summary	Fee Amount
	USD
Current Period Fees	1,117.00
Freight	11.00
Sales Tax	0.00
Current Amount Due	1,128.00 LLM

For questions regarding this invoice please contact Billing at 1-866-205-3950 or billing@mergent.com

For all payment-related inquiries, please contact indexcollections@lseg.com

Your invoice shall serve as your agreement, and to the extent of your intent to be bound by, all the terms hereof, including the Terms of Use attached hereto.

INVOICE REVIEWED

Invoice Number 1673009181	Invoice Date 25 OCT 2020	Customer Number 568139	Payment Terms 30 NET
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OKAY TO PAY

See following pages for additional information

JULIE TAYLOR 05/27/21

REMITTANCE ADVICE

Detach here and return with payment

Remittance Amount: _____

Please make checks payable to: Mergent Inc

Please forward this advice with your payment to:

Invoice Date: 25-OCT-2020
Invoice Number: 1673009181
Customer Number: 568139

Mergent Inc
PO Box 855991
Minneapolis, MN 55485-5991

CUSTOMER NAME
COLLEGE OF DUPAGE LIBRARY

INVOICE NUMBER
1673009181

For Wire and ACH Payments please send to:

Wells Fargo

Account # 4125897157 ABA/ Routing # 121000248

For international wires in USD or unknown currency use: SWIFT WFBIUS6S

For international wires in foreign currency use: SWIFT WFBIUS6WFFX

For domestic wires exclude SWIFT code

Note: If paying by ACH, use CCD+ or CTX format

For further credit to: Mergent Inc.

Credit Card Payment (American Express, Visa and Mastercard accepted);
Please call Mergent at: 1-800-342-5647

Note: Credit card payments of \$2,000.00 or greater are subject to a 3% processing fee.

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu May 27 07:50:54 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 373945 Mergent Invoice # 1673009181

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: mergent invoice # 1673009181.pdf]

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

Description of Services				
COLLEGE OF DUPAGE LIBRARY				
Contract Number: MGT:895950:Mergent Print-Accou				
	No. of Users	PO Number	No of Units	Fee Amount
				USD
Shipping and Handling Billable Amount			1.00	11.00
D&B Career Guide Billable Amount			1.00	1,117.00

Current Amount				1,117.00
Sales Tax	Ship to State	Tax Type	Tax Rates	Tax Amount
Sales Tax	IL	CITY-GLEN ELLYN	0.000	0.00
Sales Tax	IL	COUNTY-DUPAGE	0.000	0.00
Sales Tax	IL	STATE-IL	0.000	0.00
Total Amount				1,128.00 LLM

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



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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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087454
Vendor Name: Mergent Inc.
Invoice Number: 1673009487
Invoice Date: 10/22/20
PO Number: B0373945
Check Number: E0084909
Check Amount: \$ 3,266.00
Check Date: 06/02/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0682815
Redaction Type: None
Document Type: AP Invoice

Document Below



MERGENT
by FTSE Russell

5-27-21 BO # 373945

580 Kingsley Park Drive
Fort Mill, SC 29715
United States of America
Federal Tax ID 36-4233475

Invoice Number
1673009487

Contract Number

Customer Number
568139

Invoice Date
22-OCT-2020

Purchase Order Number

Total Amount Due
1,010.00

Mail To:
LARISA MILLER
COLLEGE OF DUPAGE LIBRARY
415 FAYETTE BLVD
GENESEE, IL 60139

APPROVED

Ship To:
LARISA MILLER
COLLEGE OF DUPAGE LIBRARY
415 FAYETTE BLVD
GENESEE, IL 60139

05/27/21 - JENNIFER MCINTOSH

The following is a summary of your fee(s). For more information, please review the enclosed detail.

Invoice Summary	Fee Amount
	USD
Current Period Fees	1,000.00
Freight	10.00
Sales Tax	0.00
Current Amount Due	1,010.00 LLM

For questions regarding this Invoice please contact Billing at 1-866-205-3950 or billing@mergent.com

For all payment-related inquiries, please contact indexcollections@lseg.com

Your payment shall serve as your agreement to, and confirmation of your intent to be bound by, all the terms hereof, including the Terms of Use attached hereto

Invoice Number 1673009487	Invoice Date 22-OCT-2020	Customer Number 568139	Payment Terms 30 NET
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See following pages for additional information

INVOICE REVIEWED

OKAY TO PAY

Detach here and return with payment

REMITTANCE ADVICE

JULIE TAYLOR 05/27/21

Remittance Amount:

Invoice Date:
Invoice Number:
Customer Number:

22-OCT-2020
1673009487
568139

Please make checks payable to: Mergent Inc

Please forward this advice with your payment to:

Mergent Inc
PO Box 855991
Minneapolis, MN 55485-5991

TO PREVENT ANY DELAY IN THE ALLOCATION OF PAYMENTS AGAINST INVOICE, FOR EACH PAYMENT PLEASE ENSURE THE BELOW REFERENCES ARE INCLUDED WITH YOUR PAYMENT:

CUSTOMER NAME
COLLEGE OF DUPAGE LIBRARY

INVOICE NUMBER
1673009487

For Wire and ACH Payments please send to:
Wells Fargo

Account # 4125897157 ABA/ Routing # 121000248

For international wires in USD or unknown currency use: SWIFT WFBIUS6S

For international wires in foreign currency use: SWIFT WFBIUS6WFFX

For domestic wires exclude SWIFT code

Note: If paying by ACH, use CCD+ or CTX format

For further credit to: Mergent Inc.

Credit Card Payment (American Express, Visa and Mastercard accepted);
Please call Mergent at: 1-800-342-5647

Note: Credit card payments of \$2,000.00 or greater are subject to a 3% processing fee.

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu May 27 07:51:44 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 373945 Mergent Invoice # 1673009487

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: mergent invoice # 1673009487.pdf]

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

Description of Services				
COLLEGE OF DUPAGE LIBRARY				
Contract Number: MGT:895950:Mergent Print-Accou				
	No. of Users	PO Number	No of Units	Fee Amount
				USD
Shipping and Handling Billable Amount			1.00	10.00
Regional Business Directory - Chicago Suburb Billable Amount			1.00	1,000.00

Current Amount				1,000.00
Sales Tax	Ship to State	Tax Type	Tax Rates	Tax Amount
Sales Tax	IL	CITY-GLEN ELLYN	0.000	0.00
Sales Tax	IL	COUNTY-DUPAGE	0.000	0.00
Sales Tax	IL	STATE-IL	0.000	0.00
Total Amount				1,010.00 LLM

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



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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

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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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087454
Vendor Name: Mergent Inc.
Invoice Number: 1673011445
Invoice Date: 11/25/20
PO Number: B0373945
Check Number: E0084909
Check Amount: \$ 3,266.00
Check Date: 06/02/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0682816
Redaction Type: None
Document Type: AP Invoice

Document Below

**MERGENT**

by FTSE Russell

5-27-21 BO # 373945

580 Kingsley Park Drive
Fort Mill, SC 29715
United States of America
Federal Tax ID 36-4233475

Invoice Number
1673011445

Contract Number

Customer Number
568139

Invoice Date
25-NOV-2020

Purchase Order Number

Total Amount Due
1,128.00

Mail To:

ARIS MILLER
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLEN, IL 60137

Ship To:

ARIS MILLER
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLEN, IL 60137

APPROVED**05/27/21 - JENNIFER MCINTOSH**

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Invoice Summary	Fee Amount
	USD
Current Period Fees	1,117.00
Freight	11.00
Sales Tax	0.00
Current Amount Due	1,128.00
	LLM

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INVOICE REVIEWED

Invoice Number
1673011445

Invoice Date
25-NOV-2020

Customer Number
568139

Payment Terms
30 NET

See following pages for additional information

OKAY TO PAY**JULIE TAYLOR 05/27/21**

Detach here and return with payment

REMITTANCE ADVICE

Remittance Amount: _____

Please make checks payable to: Mergent Inc

Please forward this advice with your payment to:

Invoice Date:
Invoice Number:
Customer Number:

25-NOV-2020
1673011445
568139

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CUSTOMER NAME
COLLEGE OF DUPAGE LIBRARY

INVOICE NUMBER
1673011445

Mergent Inc
PO Box 855991
Minneapolis, MN 55485-5991

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For international wires in foreign currency use: SWIFT WFBIUS6WFFX
For domestic wires exclude SWIFT code
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Please call Mergent at: 1-800-342-5647
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From: Miller, Larisa <millerl@cod.edu>
Sent: Thu May 27 07:52:13 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 373945 Mergent Invoice # 1673011445

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: mergent invoice # 1673011445.pdf]

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

Description of Services				
COLLEGE OF DUPAGE LIBRARY				
Contract Number: MGT:895950:Mergent Print-Accou				
	No. of Users	PO Number	No of Units	Fee Amount
				USD
Shipping and Handling Billable Amount			1.00	11.00
D&B Business Rankings Billable Amount			1.00	1,117.00

Current Amount				1,117.00
Sales Tax	Ship to State	Tax Type	Tax Rates	Tax Amount
Sales Tax	IL	CITY-GLEN ELLYN	0.000	0.00
Sales Tax	IL	COUNTY-DUPAGE	0.000	0.00
Sales Tax	IL	STATE-IL	0.000	0.00
Total Amount				1,128.00 LLM

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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SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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