

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1193525

Vendor Name: Rittenhouse Book Distributors Inc

Invoice Number: 5690182

Invoice Date: 2/14/2022

PO Number: P0001943

Check Number: E0088822

Check Amount: \$ 968.40

Check Date: 03/22/2022

Voucher Number: V0733748

Document Type: AP Invoice

Document Below

RITTENHOUSE

distributing information for the 21st century
511 Fehleay Drive, King of Prussia, PA 19406-8555
Phone: 800-345-6425, Fax: 800-223-7488
customer.service@rittenhouse.com
www.rittenhouse.com

2/14/22 PO # 0001943

| | |
|-----------|----------|
| INVOICE # | 5690182 |
| LOCATION | 01 |
| DATE | 02/08/22 |
| PAGE | 1 of 2 |

BILL TO

024042
COLLEGE OF DUPAGE
LIBRARY
425 FAWELL BLVD
GLEN ELLYN, IL 60137

SHIP TO

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

Invoice

| | | | | | | | | | |
|--|------------------------|--------------------------------|--------------------------|----------------|------------|---------------------------------------|-----------|--------------------------|------------|
| ORDER NUMBER 16164505 | ORDER DATE 02/07/22 | WRITTEN BY Web Direct Order | CUSTOMER SAN NUMBER | | | PAYMENT TERMS NET 30 DAYS | | | |
| CUSTOMER P/O NUMBER 1943 | | JOB NUMBER R244654268 | CONTACT Larisa Miller | | | SHIP VIA R2 Content Access Enabled | | | |
| PRODUCT/DESCRIPTION | | | QTY OPEN | QTY SHIPPED | QTY B/O | UNIT PRICE L-LIST N-NET | % DISC | UNIT PRICE AFTER DISC | NET AMOUNT |
| R2P1119611989 Abushousheh | | | 1 | 1 | 0 | 299.00 L | 10.00 | 269.10 | 269.10 |
| 9781119611981 ISBN-13 | | | | | | | | | |
| Person-Centered Care | | | | | | | | | |
| Wiley-Blackwell R2 Medicine: Geriatrics | | | | | | | | | |
| R2P1284207293 Carlson | | | 1 | 1 | 0 | 229.00 L | 10.00 | 206.10 | 206.10 |
| Human Health and the Climate Crisis | | | | | | | | | |
| Jones & Bartlett Lea R2 Medicine: Public Health | | | | | | | | | |
| R2P1284197972 Carpenito | | | 1 | 1 | 0 | 149.00 L | 10.00 | 134.10 | 134.10 |
| Handbook of Nursing Diagnosis | | | | | | | | | |
| Jones & Bartlett Lea R2 Nursing: Process/ Diagnosis | | | | | | | | | |
| R2P1284230325 Porche | | | 1 | 1 | 0 | 399.00 L | 10.00 | 359.10 | 359.10 |
| Health Policy | | | | | | | | | |
| Jones & Bartlett Lea R2 Nursing: Nursing as a Profession | | | | | | | | | |
| Thank you for this R2 Digital | | | | | | | | | |
| Library Purchase! | | | | | | | | | |

As of April 19, 2021 Rittenhouse has a New Remittance address for all

Continued

RITTENHOUSE

distributing information for the 21st century
511 Fehleley Drive, King of Prussia, PA 19406-9855
Phone: 800-345-8425, Fax: 800-223-7488
customer.service@rittenhouse.com
www.rittenhouse.com

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payments:

Rittenhouse Book Distributors, LLC,
P.O. Box 896842
Charlotte, NC 28289-6842

Rittenhouse Book Distributors, LLC also accepts ACH payments. Please
contact accountsreceivable@rittenhouse.com to initiate this process.

| TOTAL AT RETAIL | | | | | | 1,076.00 | |
|----------------------|----------|-------------|------|---------|-------------------|--------------------|---------------|
| MERCHANDISE TOTAL | HANDLING | MISC CHARGE | TAX | FREIGHT | DEPOSIT AMOUNT | DEPOSIT APPLIED | INVOICE TOTAL |
| 968.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 968.40 |

All claims for damaged shipments or shortages must be reported within 10 days.
This invoice includes both 10-digit as well as 13-digit ISBN's. Please visit www.bisg.org for more information.
Tax Id# 23-1661952 Thank you for choosing Rittenhouse. DUNS# 014798433

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

"Miller, Larisa" <millerl@cod.edu>

PO # 0001943 Rittenhouse Invoice 5690182

"Miller, Larisa" <millerl@cod.edu>

Mon, Feb 14, 2022 at 08:13 PM GMT

CC:

BCC:

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

1 attachment

rittenhouse invoice 5690182.pdf