

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 846190763
Invoice Date: 4/4/2022
PO Number: B0000318
Check Number: E0089023
Check Amount: \$ 2,677.72
Check Date: 04/06/2022
Voucher Number: V0735625
Document Type: AP Invoice

Document Below

Subscription Invoice

Page 1 of 3



THOMSON REUTERS®

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

4/5/22 BO # 0000318

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 846190763
Account #: 1000348199
Invoice date: April 4, 2022

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

Total Due in USD
1,446.07

Payment Due
May 4, 2022

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,446.07	0.00	1,446.07
TOTAL INVOICE AMOUNT	1,446.07	0.00	1,446.07

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.

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 #: 846190763
Invoice date: April 4, 2022
Account #: 1000348199

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payment to be withdrawn electronically using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.

Invoice due date: May 4, 2022
Amount due in USD: 1,446.07

Amount enclosed _____

Please make checks payable to:

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

0846190763 000000000000000000000000 20220404 ZCMI 000144607 0010 1000348199 1

Information and **payment details**



Self-service online resources

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

- Manage payments online and review account balances
- Update addresses and review order status
- View and download invoice details
- Manage online users' access

<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



Contact us online

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

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



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

VAT Reg Numbers

EU372021573
GB369490158

Federal Tax ID

41-1426973



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

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

Page 3 of 3



THOMSON REUTERS®

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

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 846190763
Account #: 1000348199
Invoice date: April 4, 2022

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: April 1 April 1, 2022 - April 30, 2022 West's Complete Library, Print and Proview, Subscription~ (Unique identifier 0000778991) BOOKS & BOUND VOLUMES	6147631730			1,446.07	0.00	1,446.07

Library Plan Charges Total USD
1,446.07

Continued on next page

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>

BO # 0000318 West Payment Center Invoice 846190763

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

Tue, Apr 5, 2022 at 01:51 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

west invoice 846190763.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 6147196757
Invoice Date: 3/21/2022
PO Number: B0000318
Check Number: E0089023
Check Amount: \$ 2,677.72
Check Date: 04/06/2022
Voucher Number: V0735649
Document Type: AP Invoice

Document Below

New Sale Invoice

Page 1 of 1



THOMSON REUTERS

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

4/5/22 BO # 0000318

COLLEGE OF DUPAGE LIBRARY

Invoice #: 6147196757
Account #: 1000348199
Invoice date: March 21, 2022
PO#:

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 ELLYN, IL 60137-6708

Total Due In USD

1,231.65

Payment due
April 20, 2022

Product Detail	Quantity	Unit price USD	Charge price USD	Tax USD	Total USD
IL PRACTICE SERIES V25 DUI LAW AND PRACTICE GUIDEBOOK 2022	1	476.85	476.85	0.00	476.85
The Illinois Practice of Family Law, Volume 12-13, Set	1	754.80	754.80	0.00	754.80
Total					1,231.65

Billing note



Order Information

Order #: 205108626
Order date: 03/17/2022
Shipment date: 03/21/2022
Delivery #: 441297126

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 Autopay at: <https://ue.thomsonreuters.com/en-us/account/billing/guest/pay>.
Sign up for MyAccount at: <http://myaccount.tr.com/westlaw>.
Contact us online at: <http://thomsonreuters.com/en/support>.

A

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Invoice #: 6147196757
Invoice date: March 21, 2022
Account #: 1000348199

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.

Invoice due date: April 20, 2022
Amount due in USD: 1,231.65

Please make checks payable to:

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

Amount enclosed _____

6147196757 000000000000000000000000 20220321 ZINV 000123165 0010 1000348199 2

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- 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.



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111 West Monroe Street, 9th Floor West, Chicago IL 60603

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Bank Account #: 4445615

SWIFT Code: HATRUS44

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Email: bradys310@cod.edu



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BO # 0000318 West Payment Center Invoice 6147196757

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

Tue, Apr 5, 2022 at 01:42 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

west invoice 6147196757.pdf