

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1345390
Vendor Name: World Trade Press
Invoice Number: INV677564
Invoice Date: 7/1/2022
PO Number: P0003728
Check Number: E0090947
Check Amount: \$ 2,160.00
Check Date: 08/10/2022
Voucher Number: V0749487
Document Type: AP Invoice

Document Below



616 E. Eighth Street, Suite 7 | Traverse City, MI 49686 USA
T: +1 707.778.1124 | accounting@worldtradeexpress.com

P0003728

msk 7/11/2022

Invoice

Federal Tax ID (USA) 94-2737301

Bill To:

College of DuPage Library
425 Fawell Blvd
Glen Ellyn, IL 60137

Account No.:	10239
Licensee:	College of DuPage Library 425 Fawell Blvd Glen Ellyn, IL 60137
Contact:	Aaron Harwig
Billing E-mail:	konkel@cod.edu

Effective Date:	7/1/2022
Invoice No.:	INV677564
P.O. Number:	

Order Type:	Regular - Direct
Terms:	Net 60 Start Date
Due Date:	8/30/2022

Subscription Details

License/Billing Period

Item Code	Product/Description	Start Date	End Date	Amount
R-WB	AtoZ World Business (Renewal)	7/1/2022	6/30/2023	1,800.00
U-IB	Upgrade AtoZ World Business to AtoZ International Business	7/1/2022	6/30/2023	360.00
Thank you for your business!		Total Subscription Cost		USD 2,160.00
Your account has been updated. Please contact us with any questions.		Payments/Credits		USD 0.00
		Balance Due		USD 2,160.00

Please remit payment to:

World Trade Press
616 E. Eighth Street, Suite 7
Traverse City, MI 49686

To pay by credit card, complete the Credit Card
Authorization Form or call 510-318-9239.*



*Credit card payments will be processed in USD. Foreign currencies will be converted to USD using current exchange rates.

For billing questions contact 707-774-7403 or email accounting@worldtradeexpress.com. Thank you!

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicutt, 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

"Konkel, Mary" <konkel@cod.edu>

AtoZ World Business Invoice ready for payment

"Konkel, Mary" <konkel@cod.edu>

Mon, Jul 11, 2022 at 01:26 PM GMT

CC:

BCC:

The attached invoice for AtoZ World Business FY23 is ready for payment and Authorization for Library to Submit invoices is attached.

--MARY

Mary S. Konkel

Professor

Head of Technical Services

OCLC Global Council Delegate for the Americas Regional Council (ARC)

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman Charles Alexandre de Calonne

1 attachment

AtoZ World Business FY 23 Invoice and Authorization.pdf



616 E. Eighth Street, Suite 7 | Traverse City, MI 49686 USA
T: +1 707.778.1124 | accounting@worldtradeexpress.com

P0003728

msk 7/11/2022

Invoice

Federal Tax ID (USA) 94-2737301

Bill To:

College of DuPage Library
425 Fawell Blvd
Glen Ellyn, IL 60137

Account No.:	10239
Licensee:	College of DuPage Library 425 Fawell Blvd Glen Ellyn, IL 60137
Contact:	Aaron Harwig
Billing E-mail:	konkel@cod.edu

Effective Date:	7/1/2022
Invoice No.:	INV677564
P.O. Number:	

Order Type:	Regular - Direct
Terms:	Net 60 Start Date
Due Date:	8/30/2022

Subscription Details

License/Billing Period

Item Code	Product/Description	Start Date	End Date	Amount
R-WB	AtoZ World Business (Renewal)	7/1/2022	6/30/2023	1,800.00
U-IB	Upgrade AtoZ World Business to AtoZ International Business	7/1/2022	6/30/2023	360.00
Thank you for your business!		Total Subscription Cost		USD 2,160.00
Your account has been updated. Please contact us with any questions.		Payments/Credits		USD 0.00
		Balance Due		USD 2,160.00

Please remit payment to:

World Trade Press
616 E. Eighth Street, Suite 7
Traverse City, MI 49686

To pay by credit card, complete the Credit Card
Authorization Form or call 510-318-9239.*



*Credit card payments will be processed in USD. Foreign currencies will be converted to USD using current exchange rates.

For billing questions contact 707-774-7403 or email accounting@worldtradeexpress.com. Thank you!

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

"Konkel, Mary" <konkel@cod.edu>

AtoZ World Business Invoice ready for payment

"Konkel, Mary" <konkel@cod.edu>

Mon, Jul 11, 2022 at 01:26 PM GMT

CC:

BCC:

The attached invoice for AtoZ World Business FY23 is ready for payment and Authorization for Library to Submit invoices is attached.

--MARY

Mary S. Konkel

Professor

Head of Technical Services

OCLC Global Council Delegate for the Americas Regional Council (ARC)

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman Charles Alexandre de Calonne

1 attachment

AtoZ World Business FY 23 Invoice and Authorization.pdf