

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087360
Vendor Name: Open Table, Inc
Invoice Number: 68560-082022CM
Invoice Date: 8/31/2022
PO Number:
Check Number: 0307248
Check Amount: \$ 60.50
Check Date: 01/18/2023
Voucher Number: V0757688
Document Type: AP Invoice

Document Below

Vendor	Open Table, Inc
Created By	Joyce Sekerka [0353607 sekerkaj]
Create Date	09/08/2022

Invoice Information

Vendor	Open Table, Inc [1087360]
Address	[ed7335bf-115c-4ea2-ab87-6b7a75ff8423] 29109 Network Place Chicago, IL 60673-1291
Invoice Number	INV-68560-082022
Invoice Date	09/07/2022
Invoice Amount	124.50 USD
Fiscal Year	FY23
EthINVAPType	IM
EthINVHDBank	IM

Invoice Notes

- L Reichman** 09/22/2022 10:45 AM
I spoke to Katrina at Open Table about issuing us a CM for the \$373.50 overpayment on the account. She said her system does not have a way to issue a CM for the overpayment but will talk to her team to see if something can be worked out.
- L Reichman** 09/16/2022 11:58 AM
I sent Joyce an email concerning this invoice and Vendor communications. See attached.
- L Reichman** 09/16/2022 11:26 AM
Steven at Open Table said they received an online payment on 08/18/22 with a Master Card ending in 9049. I will refer this account to Joyce Sekerka to track down who made the payment and provide advise to the AP Team what needs to be done moving forward.
- J Sekerka** 09/15/2022 03:40 PM
BO is closed.
- J Sekerka** 09/08/2022 06:02 PM

Invoice ID: 0500-1284-7942

Email address of sender: opentableinvoices@opentable.com.

Email received timestamp: 09/08/2022 23:02 GMT

Expense Summary

Amount (USD)



Waterleaf Restaurant - Glen Ellyn
425 Fawell Blvd
Glen Ellyn Illinois 60137-6708

Address OpenTable, Inc
One Montgomery Street, Ste. 500
San Francisco, CA 94104, USA

Phone (866) 941-8494
Email usaccounts@opentable.com

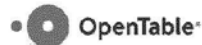
Account # 68560

Statement Date 09/07/2022
Terms NET 30
Payment Method Non Autopay
Restaurant ID 68560

Billing Summary

Thank you for choosing OpenTable.	
OpenTable is committed to supporting our restaurant partners. We encourage you to actively manage your availability, as we expect even more diners will be looking for a seat at restaurants like yours. Here are some steps on how to manage your availability. If you need help or have questions, you can find resources and chat with our support team here . Additionally, you can stay up to date on new features recently released and coming to your system by visiting New on OpenTable . Lastly, any credits validly issued to you will automatically be applied to your account balance, unless otherwise agreed or not legally permitted.	
Current Charges	\$124.50
1-30 Days Overdue	\$-373.50
31-60 Days Overdue	\$0.00
61+ Days Overdue	\$0.00
Past Due Balance	\$-373.50
Balance Due: \$-249.00	
Thank you for your business. We are grateful for you and your partnership.	

Please Detach Along This Line



Balance Due

\$-249.00

Send Payment To

OpenTable, Inc.
29109 Network Place
Chicago, IL 60673-1291

Account Information

Account Number: 68560
Waterleaf Restaurant - Glen Ellyn
425 Fawell Blvd
Glen Ellyn Illinois 60137-6708



Address OpenTable, Inc
One Montgomery Street, Ste. 500
San Francisco, CA 94104, USA

Phone (866) 941-8494
Email usaccounts@opentable.com

Account # 68560
Restaurant ID 68560

Billing Details			Thank you for choosing OpenTable.
Current			
Document	Document Date	Total	OpenTable is committed to supporting our restaurant partners. We encourage you to actively manage your availability, as we expect even more diners will be looking for a seat at restaurants like yours. Here are some steps on how to manage your availability. If you need help or have questions, you can find resources and chat with our support team here .
Invoice INV-68560-082022	08/31/2022	\$124.50	
Current Charges		\$124.50	Additionally, you can stay up to date on new features recently released and coming to your system by visiting New on OpenTable . Lastly, any credits validly issued to you will automatically be applied to your account balance, unless otherwise agreed or not legally permitted.
Past Due			
Document	Document Date	Total	Thank you for your business. We are grateful for you and your partnership.
Unapplied Payment 301767	08/22/2022	\$-373.50	
Past Due Balance		\$-373.50	
Total Due: \$-249.00			



Address OpenTable, Inc
One Montgomery Street, Ste. 500
San Francisco, CA 94104, USA

Phone (866) 941-8494
Email usaccounts@opentable.com

Account # 68560
Restaurant ID 68560

Current Charge Details				
Invoice INV-68560-082022		BO000284 • 68560 • Waterleaf Restaurant - Glen Ellyn • 08/31/2022		
Restaurant ID: 68560		Waterleaf Restaurant - Glen Ellyn 425 Fawell Blvd Glen Ellyn Illinois 60137-6708		
Description	Quantity	Unit Price	Discount	Extended Price
OpenTable Core	1	\$249.00	\$124.50	\$124.50
Payment Processing Fee	1	\$20.00	\$20.00	\$0.00
Period:08/2022 Due Date:09/30/2022		Subtotal		\$124.50
		Tax		\$0.00
		Total		\$124.50

OpenTable Invoices <opentableinvoices@opentable.com>

[External] OpenTable | Your New Invoice is Ready [68560]

OpenTable Invoices <opentableinvoices@opentable.com>

Thu, Sep 8, 2022 at 10:05 PM GMT

CC:

BCC:

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Dear OpenTable restaurateur,

Thank you for choosing OpenTable. Attached you will find copies of your most recent bills. Please review and feel free to let us know if you have any questions or concerns.

OpenTable is committed to supporting our restaurant partners. We encourage you to continue to actively manage your availability, as we expect even more diners will be looking for a seat at restaurants like yours. [Here are some easy steps on how to manage your availability](#). If you need help or have questions, you can find resources and chat with a member of our support team [here](#).

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OpenTable, Inc.

(866) 941-8494

billing@opentable.com

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1 attachment

68560-USD-2022-8-31-Email.pdf

From: [Reichman, Loydeen](#)
To: [Solomon, Joyce](#)
Subject: Open Table issue
Date: Friday, September 16, 2022 11:57:00 AM
Attachments: [Open Table issue.pdf](#)

Hi Joyce,

Please see the attachment concerning the Open Table Vendor.

A little background-David Kramer had reached out to me back in early August to say this Vendor was going to cancel his service due to non-payment. I looked in Colleague and the last time this Vendor was paid was back in **April**. He said he submits invoices each month to invoicing@cod.edu but he has not received a payment for the April through July services. I had him resend all the past due invoices to invoicing@cod.edu and I processed them before the August check run. They are not set up for ACH since their company only takes credit card payments or checks, I asked. David Kramer was very happy to know I was taking care of the overdue invoices from **April thru July** and that his service was not going to be discontinued due to delinquency. I contacted the Vendor to let him know when the check was sent out and how much it was for.

Now there is an invoice for August services, and it lists a credit on the invoice. I called the Vendor to find out why. Steven in accounting said someone accessed their payment portal and made a payment on account using a MasterCard with the last 4 digits of * 9049. I am not sure who this card belongs to or how to deal with how this payment should be processed in the system.

Thank you for your attention to this matter. I would not want the new AP lead to have to rehash all of this with this Vendor when they come on board.

Loydeen Reichman
Accounts Payable Team Lead
College of DuPage
 425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
 Office phone 630-942-4294 | reichmanl@cod.edu

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087360
Vendor Name: Open Table, Inc
Invoice Number: INV-68560-082022
Invoice Date: 8/31/2022
PO Number: B0000823
Check Number: 0307248
Check Amount: \$ 60.50
Check Date: 01/18/2023
Voucher Number: V0757690
Document Type: AP Invoice

Document Below



Address OpenTable, Inc
One Montgomery Street, Ste. 500
San Francisco, CA 94104, USA

Phone (866) 941-8494
Email usaccounts@opentable.com

Account # 68560

Statement Date 09/07/2022
Terms NET 30
Payment Method Non Autopay
Restaurant ID 68560

Waterleaf Restaurant - Glen Ellyn
425 Fawell Blvd
Glen Ellyn Illinois 60137-6708

Billing Summary

		Thank you for choosing OpenTable.
		OpenTable is committed to supporting our restaurant partners. We encourage you to actively manage your availability, as we expect even more diners will be looking for a seat at restaurants like yours. Here are some steps on how to manage your availability. If you need help or have questions, you can find resources and chat with our support team here .
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1-30 Days Overdue	\$-373.50	
31-60 Days Overdue	\$0.00	
61+ Days Overdue	\$0.00	
Past Due Balance	\$-373.50	
Balance Due: \$-249.00		Thank you for your business. We are grateful for you and your partnership.

Please Detach Along This Line



Balance Due

\$-249.00

Send Payment To

OpenTable, Inc.
29109 Network Place
Chicago, IL 60673-1291

Account Information

Account Number: 68560
Waterleaf Restaurant - Glen Ellyn
425 Fawell Blvd
Glen Ellyn Illinois 60137-6708



Address OpenTable, Inc
One Montgomery Street, Ste. 500
San Francisco, CA 94104, USA

Phone (866) 941-8494
Email usaccounts@opentable.com

Account # 68560
Restaurant ID 68560

Billing Details		
Current		
Document	Document Date	Total
Invoice INV-68560-082022	08/31/2022	\$124.50
Current Charges		\$124.50
Past Due		
Document	Document Date	Total
Unapplied Payment 301767	08/22/2022	\$-373.50
Past Due Balance		\$-373.50
Total Due: \$-249.00		

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Address OpenTable, Inc
One Montgomery Street, Ste. 500
San Francisco, CA 94104, USA

Phone (866) 941-8494
Email usaccounts@opentable.com

Account # 68560
Restaurant ID 68560

Current Charge Details

Invoice INV-68560-082022
Restaurant ID: 68560

BO000284 • 68560 • Waterleaf Restaurant - Glen Ellyn •
08/31/2022

Waterleaf Restaurant - Glen Ellyn
425 Fawell Blvd
Glen Ellyn Illinois 60137-6708

Description	Quantity	Unit Price	Discount	Extended Price
OpenTable Core	1	\$249.00	\$124.50	\$124.50
Payment Processing Fee	1	\$20.00	\$20.00	\$0.00
Period:08/2022 Due Date:09/30/2022		Subtotal		\$124.50
		Tax		\$0.00
		Total		\$124.50

[External] OpenTable | Your New Invoice is Ready [68560]

Opentable Invoices <opentableinvoices@opentable.com>

Thu, Sep 8, 2022 at 10:05 PM GMT

CC:

BCC:

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Thank you for your business. We are grateful for you and your partnership.

OpenTable, Inc.

(866) 941-8494

billing@opentable.com

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1 attachment

68560-USD-2022-8-31-Email.pdf

From: [Reichman, Loydeen](#)
To: [Sekerka, Joyce](#)
Subject: Open Table issue
Date: Friday, September 16, 2022 11:57:00 AM
Attachments: [Open Table issue.pdf](#)

Hi Joyce,

Please see the attachment concerning the Open Table Vendor.

A little background-David Kramer had reached out to me back in early August to say this Vendor was going to cancel his service due to non-payment. I looked in Colleague and the last time this Vendor was paid was back in **April**. He said he submits invoices each month to invoicing@cod.edu but he has not received a payment for the April through July services. I had him resend all the past due invoices to invoicing@cod.edu and I processed them before the August check run. They are not set up for ACH since their company only takes credit card payments or checks, I asked. David Kramer was very happy to know I was taking care of the overdue invoices from **April thru July** and that his service was not going to be discontinued due to delinquency. I contacted the Vendor to let him know when the check was sent out and how much it was for.

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Loydeen Reichman
Accounts Payable Team Lead
College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
Office phone 630-942-4294 | reichmanl@cod.edu

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087360
Vendor Name: Open Table, Inc
Invoice Number: INV-68560-112022
Invoice Date: 11/30/2022
PO Number:
Check Number: 0307248
Check Amount: \$ 60.50
Check Date: 01/18/2023
Voucher Number: V0767221
Document Type: AP Invoice

Document Below



Address OpenTable, Inc
One Montgomery Street, Ste. 500
San Francisco, CA 94104, USA

Phone (866) 941-8494
Email usaccounts@opentable.com

Account # 68560
Restaurant ID 68560

Current Charge Details

Invoice INV-68560-112022
Restaurant ID: 68560

BO000284 • 68560 • Waterleaf Restaurant - Glen Ellyn • 11/30/2022

Waterleaf Restaurant - Glen Ellyn
425 Fawell Blvd
Glen Ellyn Illinois 60137-6708

Description	Quantity	Unit Price	Discount	Extended Price
OpenTable Core	1	\$249.00	\$124.50	\$124.50
Guests Seated from OpenTable Diner Network (Core)	185	\$1.00	\$0.00	\$185.00
Payment Processing Fee	1	\$20.00	\$20.00	\$0.00
Subtotal				\$309.50
Tax				\$0.00
Total				\$309.50

Period: 11/2022
Due Date: 12/30/2022



Waterleaf Restaurant - Glen Ellyn
425 Fawell Blvd
Glen Ellyn Illinois 60137-6708

Address	OpenTable, Inc One Montgomery Street, Ste. 500 San Francisco, CA 94104, USA
Phone	(866) 941-8494
Email	usaccounts@opentable.com
Account #	68560
Statement Date	12/06/2022
Terms	NET 30
Payment Method	Non Autopay
Restaurant ID	68560

Billing Summary

Thank you for choosing OpenTable.

Current Charges

1-30 Days Overdue
31-60 Days Overdue
61+ Days Overdue

Past Due Balance

\$309.50
\$331.50
\$0.00
\$-249.00

OpenTable is committed to supporting our restaurant partners. We encourage you to actively manage your availability, as we expect even more diners will be looking for a seat at restaurants like yours. [Here](#) are some steps on how to manage your availability. If you need help or have questions, you can find resources and chat with our support* team [here](#).

\$82.50
Balance Due: \$392.00

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Thank you for your business. We are grateful for you and your partnership.

Please Detach Along This Line



Send Payment To

OpenTable, Inc.
29109 Network Place
Chicago, IL 60673-1291

Balance Due

\$392.00

Account Information

Account Number: 68560
Waterleaf Restaurant - Glen Ellyn
425 Fawell Blvd
Glen Ellyn Illinois 60137-6708



Address OpenTable, Inc
One Montgomery Street, Ste. 500
San Francisco, CA 94104, USA

Phone (866) 941-8494
Email usaccounts@opentable.com

Account # 68560
Restaurant ID 68560

Billing Details

Current

Document	Document Date
Invoice INV-68560-112022	11/30/2022

Current Charges

Past Due

Document	Document Date
Invoice INV-68560-082022	08/31/2022
Invoice INV-68560-102022	10/31/2022
Unapplied Payment 301767	08/22/2022

Past Due Balance

Total	
\$309.50	OpenTable is committed to supporting our restaurant partners. We encourage you to actively manage your availability, as we expect even more diners will be looking for a seat at restaurants like yours. Here are some steps on how to manage your availability. If you need help or have questions, you can find resources and chat with our support team here .
\$309.50	
\$124.50	Additionally, you can stay up to date on new features recently released and coming to your system by visiting New on OpenTable . Lastly, any credits validly issued to you will automatically be applied to your account balance, unless otherwise agreed or not legally permitted.
\$331.50	
\$-373.50	
\$82.50	

Total Due: \$392.00 Thank you for your business. We are grateful for you and your partnership.

"Sekerka, Joyce" <sekerkaj@cod.edu>

Attached Image

"Sekerka, Joyce" <sekerkaj@cod.edu>

Tue, Dec 13, 2022 at 09:39 PM UTC

CC:

BCC:

1 attachment

2302_001.pdf