

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 80960047

Invoice Date: 3/28/2023

PO Number: B0000736

Check Number: E0095549

Check Amount: \$ 2,514.72

Check Date: 06/06/2023

Voucher Number: V0786974

Document Type: AP Invoice

Document Below

DIRECT ALL CORRESPONDENCE TO:
 CENGAGE Learning
27555 Executive Drive, Suite 350
Farmington Hills, MI 48331
 PHONE: 248-699-4253, 800-877-4253
 FAX: 248-699-8061



BRINGING YOU RESOURCES FROM:

Gale
 Macmillan Library Ref USA
 Primary Source Microform

ORIGINAL INVOICE

NO. 80960047

Date 03/28/23

Page 1 of 1

Order No. 45199912S#

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T#/T.V.Q.: 1023272543

ACCOUNT NO. **156699**

ACCOUNT NO. **156699**

BILL TO LARISA MILLER
 COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

SHIP TO LARISA MILLER
 COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

5/22/23 BO # 0000736

		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS		FOB SHIPPING POINT	
QUANTITY		D COTE	04/27/23	Net 30 Days		EXW	
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT
			Your account has an established Standing Order for the product. This invoice is for the latest edition/volume of this product. Thank you for your Standing Order!				
1		9780028672946	GALE LIT CRIT: CONTEMPORARY LITERARY CRITICISM V516		595.35	29.63	418.95
1		9780028672953	GALE LIT CRIT: CONTEMPORARY LITERARY CRITICISM V517		595.35	29.63	418.95
1		9780028673066	GALE LIT CRIT: DRAMA CRITICISM V68		442.80	29.63	311.60
1		9780028673486	GALE LIT CRIT: SHORT STORY CRITICISM V330		469.80	29.63	330.60
1		9780028673493	GALE LIT CRIT: SHORT STORY CRITICISM V331		469.80	29.63	330.60
5	Total Qty	SUBTOTAL				1,810.70	

Tax Information

Currency : USD

If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.

PAY THIS AMOUNT

1,810.70

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
D COTE	03/28/23	80960047	156699	04/27/23	1,810.70

RETURN THIS STUB WITH PAYMENT TO:

MAIL CHECKS TO: Cengage Learning Inc / Gale
 PO BOX 936754
 ATLANTA, GA 31193-6754

WIRE TRANSFERS: Wells Fargo
 ABA 121000248
 ACCT 4437861156
 SWIFT WFBIUS6S

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toebben Drive
 Location 04
 Independence, KY 41051

As of 04/01/16, Cengage accepts credit & debit cards for proforma and point of sale orders only. To set up ACH or update your existing ACH information for after invoice payments, email ACH vendor forms to clarky@cengage.com

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE

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

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

BO # 0000736 Cengage Invoice 80960047

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

Tue, May 23, 2023 at 01:58 PM UTC

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

cengage invoice 80960047.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088816
Vendor Name: Cengage Learning, Inc.,D/B/A Gale
Invoice Number: 80984965
Invoice Date: 3/31/2023
PO Number: B0000736
Check Number: E0095549
Check Amount: \$ 2,514.72
Check Date: 06/06/2023
Voucher Number: V0786975
Document Type: AP Invoice

Document Below

DIRECT ALL CORRESPONDENCE TO:
 CENGAGE Learning
27555 Executive Drive, Suite 350
Farmington Hills, MI 48331
 PHONE: 248-699-4253, 800-877-4253
 FAX: 248-699-8061



BRINGING YOU RESOURCES FROM:

Gale
 Macmillan Library Ref USA
 Primary Source Microform

ORIGINAL INVOICE

NO. 80984965

Date 03/31/23

Page 1 of 1

Order No. 45232890S#

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T#/T.V.Q.: 1023272543

ACCOUNT NO. **156699**

ACCOUNT NO. **156699**

BILL TO LARISA MILLER
 COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

SHIP TO LARISA MILLER
 COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

5/22/23 BO # 0000736

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT			
		L MILLER	04/30/23	Net 30 Days	EXW			
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT	
			Your account has an established Standing Order for the product. This invoice is for the latest edition/volume of this product. Thank you for your Standing Order!					
1		9780028673608	GALE LIT CRIT: SOMETHING ABOUT THE AUTHOR V392		426.60	17.49	352.01	
1		9780028673615	GALE LIT CRIT: SOMETHING ABOUT THE AUTHOR V393		426.60	17.49	352.01	
2		Total Qty				SUBTOTAL		704.02
<div><div>Tax Information</div><div>Currency : USD</div><div>If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.</div></div>								
PAY THIS AMOUNT								704.02

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
L MILLER	03/31/23	80984965	156699	04/30/23	704.02

RETURN THIS STUB WITH PAYMENT TO:

MAIL CHECKS TO: Cengage Learning Inc / Gale
 PO BOX 936754
 ATLANTA, GA 31193-6754

WIRE TRANSFERS: Wells Fargo
 ABA 121000248
 ACCT 4437861156
 SWIFT WFBIUS6S

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toebben Drive
 Location 04
 Independence, KY 41051

*As of 04/01/16, Cengage accepts credit & debit cards for proforma and point
 of sale orders only. To set up ACH or update your existing ACH information
 for after invoice payments, email ACH vendor forms to clarky@cengage.com*

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE

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

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

BO # 0000736 Cengage Invoice 80984965

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

Tue, May 23, 2023 at 01:58 PM UTC

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

cengage invoice 80984965.pdf