

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1619670 **Vendor Name:** WGSN LLC

**Check Details:**

**Check Number:** E0110818 **Check Amount:** \$ 15,750.00 **Check Date:** 11/25/2025

**Invoice Details:**

**Invoice Number:** SINUS5033 **Invoice Date:** 10/22/2025 **PO Number:** P0019668 **Voucher Number:** V0914726

**Document Type:** AP Invoice

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**Document Below**



**INVOICE**  
WGSN LLC  
1411 Broadway 17th Floor  
New York NY 10018  
United States  
+1-212-506-6244

College of Dupage  
College of DuPage Library  
425 Fawell Blvd  
Glen Ellyn IL 60137  
United States

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Account Number (*)	W-100291
Invoice Number (*)	SINUS5033
Invoice Date	10/22/2025
Tax Total	\$0.00
WGSN Opportunity Number	OPP253381
WGSN Sales Contact	Sean O'Connor

Purchase Order Number	
Finance Customer Contact	Jaimie Huber
Finance Customer Email	<a href="mailto:e-resources@cod.ed">e-resources@cod.ed</a>
Finance Customer Phone	6309422092
Admin Contact	Jennifer McIntosh
Invoice Description	

(\*) Please quote your account number and Invoice Number on payments and related correspondence.  
Raise any queries relating to this invoice within 10 days using the contact details above

Contract Period: 10/26/2025 - 10/25/2026

Ln.	Description	Net Amount	Tax%	Tax	Currency	Total incl.tax
1	Subscription Services: WGSN and Fashion Design. Region: NAM. Licensed for 1 Team(s) (See appendix to Order Form for list of teams).	15,750.00	0.00%	0.00	USD	15,750.00

Payment information

Payment Terms: 60 Days

Due Date: 12/26/2025

Company Registered Office:  
251 Little Falls Drive, Wilmington, DE 19808, United States. File Number: 4123379.



## INVOICE

WGSN LLC  
1411 Broadway 17th Floor  
New York NY 10018  
United States  
+1-212-506-6244

### REMITTANCE

Please send this with your payment or ensure that you quote your account number and all invoice numbers on your remittance to us

If paying electronically please use the details below and quote: W-100291 SINUS5033

Bank Account Number	000167134	Sort Code	
IBAN Number	021001088	Swift Number	MRMDUS33
Bank Address	HSBC Bank USA - 452 Fifth Avenue, New York NY 10018 USA		

If Paying by check please make it payable to WGSN LLC and send the check with this remittance to:

WGSN LLC  
Accounts Receivable  
PO BOX 18436  
Palatine, IL  
United States  
60055-8436



**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](#)

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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](mailto:bradys310@cod.edu)



**Disclosure Statement:**

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**From:** McIntosh, Jennifer <[mcintoshj144@cod.edu](mailto:mcintoshj144@cod.edu)>  
**Sent:** Thursday, January 7, 2021 10:41 AM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto: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>

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**WGSN FY26 Renewal is ready for payment**

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

Thu, Nov 13, 2025 at 06:29 PM UTC

CC:

BCC:

The attached invoice for WGSN FY26 Renewal is ready for payment and Authorization for Library to Submit invoices is attached.

Thank you,

MARY

=====

**Mary S. Konkel**

Professor

Head of Technical Services

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](mailto:konkel@cod.edu)

<https://library.cod.edu>

*You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose / Dr. Seuss*

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**1 attachment**

WGSN FY26 Invoice and Authorization.pdf