

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1461107  
Vendor Name: Springshare, LLC  
Invoice Number: 18-A1006  
Invoice Date: 01/05/18  
PO Number: P0355669  
Check Number: E0064845  
Check Amount: \$ 583.00  
Check Date: 01/10/2018  
Department ID: 15240  
Reviewer Name: Nancy Haines  
Voucher Number: V0490709  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: cernicke@cod.edu  
Sent: Mon Jan 08 11:42:29 CST 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: College of DuPage PO 355669  
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Kind Regards,

Beth Cernick  
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2813 | F: (630) 942.4201 | [cernicke@cod.edu](mailto:cernicke@cod.edu)

**From:** Yiguo Cheng [<mailto:yi@springshare.com>]  
**Sent:** Monday, January 08, 2018 11:40 AM  
**To:** Cernick, Elizabeth <[cernicke@cod.edu](mailto:cernicke@cod.edu)>; Haines, Nancy <[hainesn@cod.edu](mailto:hainesn@cod.edu)>  
**Subject:** RE: College of DuPage PO 355669

Hello Beth,

Thank you for sending over the PO. I have received it.

I am attaching a copy of the invoice for PO 355669.

Let me know if you need anything else.

Regards,

**Yiguo Cheng**

**Accountant**

1-850-261-3515 - Office

1-646-417-6439 - Fax

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**Springshare – Easy to Use, Practical, Hosted Apps for Libraries**

**From:** Cernick, Elizabeth [<mailto:cernicke@cod.edu>]  
**Sent:** Monday, January 08, 2018 10:44 AM  
**To:** Haines, Nancy <[hainesn@cod.edu](mailto:hainesn@cod.edu)>; [yi@springshare.com](mailto:yi@springshare.com)  
**Subject:** College of DuPage PO 355669

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (**Reply ALL**) and process accordingly.

*Shipping questions? Contact the COD Warehouse at: 630-942-2250*

*Invoices questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228*

*Respectfully,  
Beth Cernick  
Purchasing Assistant*



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2813 | F: (630) 942.4201 | [cernicke@cod.edu](mailto:cernicke@cod.edu)



**College of DuPage**

## Springshare LLC

801 Brickell Ave, Suite 900

Miami, FL 33131-2979

Tel: 800.451.3160 Fax: 646.417.6439

Fed. EIN: 27-3852735

## Invoice # 18-A1006

Date	Terms
1/5/2018	Net 30

Overdue accounts accrue finance charges at a rate of 1.5% per month

### Bill To

College of DuPage

Glen Ellyn, IL

Nancy Haines

hainesn@cod.edu

(630) 422-3454

**APPROVED**

**01/08/18 - JENNIFER MCINTOSH**

P.O. No.

355669

Qty	Description	License Start	License End	Amount
1	LibInsight	Jan 2018	Jul 2018	583.00
Balance Due				\$583.00

### Ways to pay this invoice:

#### Online

For under USD 5,000 our online payment card at <https://springshare.com/pay>

#### By Check

Send the check, payable at US bank and made to Springshare LLC, to the address in the top left corner of this invoice.

#### Domestic Wire

Webster Bank, N.A., 145 Bank Street, Waterbury, CT 06702

Bank Routing Transit # (ABA #): 211170101

Credit Beneficiary: Springshare LLC Account Number: 1918096730

#### Intl. Wire

First Republic Bank, 148 East 79th Street, New York, NY 10075

Bank Routing Transit # (ABA #): 321081669

Swift code: FRBBUS6S

Credit (Beneficiary): Springshare, LLC Account Number: 9741 000 1451

Please reference Invoice # on all bank transfers. The amount paid must be the amount shown on this invoice, net of any bank fees. Questions? Call (800) 451-3160 x2 or [info@springshare.com](mailto:info@springshare.com)

Download our W9 at <http://springshare.com/w9>