

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1546265  
Vendor Name: Portfolio Media, Inc.  
Invoice Number: 109591  
Invoice Date: 03/28/18  
PO Number: P0357163  
Check Number: 0234995  
Check Amount: \$ 1,256.00  
Check Date: 04/11/2018  
Department ID: 02638  
Reviewer Name: Barbara Groves  
Voucher Number: V0508910  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: alodia.loja@law360.com  
Sent: Mon Apr 09 14:26:09 CDT 2018  
To: carlsonb@cod.edu  
CC:  
fulfillment@law360.com,customeraccounting@law360.com,accounting@law360.com,invoicing@cod.edu  
Subject: Re: PO: College of DuPage  
-----

Hi Bev,  
Invoice was sent last April 5, 2018. If in-case you haven't received it yet. Attached file is a copy of your Law360 Subscription Invoice with PO details.  
Best,

On Mon, Apr 9, 2018 at 2:59 PM, Customer Accounting <customeraccounting@law360.com> wrote:

Hi Team,  
Please find the PO attached for College of DuPage.

----- Forwarded message -----  
From: **Bruce Colwin** <bruce.colwin@law360.com>  
Date: Mon, Apr 9, 2018 at 12:34 PM  
Subject: Fwd: Vendor ACH Instructions  
To: Law360 Accounting <Accounting@law360.com>

Here's the PO for DuPage.

----- Forwarded message -----  
From: **Carlson, Beverly** <carlsonb@cod.edu>  
Date: Mon, Apr 9, 2018 at 12:26 PM  
Subject: RE: Vendor ACH Instructions  
To: Bruce Colwin <bruce.colwin@law360.com>  
Cc: "Murtaugh, Jane" <murtaugh@cod.edu>

Hi Bruce,

Perhaps you received the PO already, but I've attached in case you haven't

Please have any e-mails regarding this product and access go to Jane Murtaugh at murtaugh@cod.edu . I do believe she has complimentary access already, so thank you for that.

I apologize for the delay and let me know if you have any questions.

**APPROVED**  
**04/10/18 - LISA ST**

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**BARBARA GROVES 04/1**



Portfolio Media, Inc.  
111 West 19th Street, 5th FL  
New York, NY 10011  
(646)783-7100  
customerservice@law360.com

**BILL TO**

Beverly Carlson  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137 USA

**SHIP TO**

Beverly Carlson  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137 USA

**INVOICE #** 109591**DATE** 03/28/2018**DUE DATE** 04/27/2018

**APPROVED**  
**04/10/18 - LISA STOCK**

**PRODUCT/SERVICE NAME****AMOUNT**

Employment Law360: Annual subscription (4/1/18 - 3/31/19) with complimentary access 3/23/18 - 3/31/18  
PO #357163

1,256.00

**PLEASE REMIT TO:****BALANCE DUE****\$1,256.00**

Portfolio Media, Inc.  
P.O. Box 9570  
New York, NY 10087-4570

Subject to applicable JCT/GST under the reverse charge mechanism

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**BARBARA GROVES 04/10/18**

Sincerely,

Bev

**Beverly Carlson**

College of DuPage

Program Support Specialist

Business & Technology Division

(630)942-2140

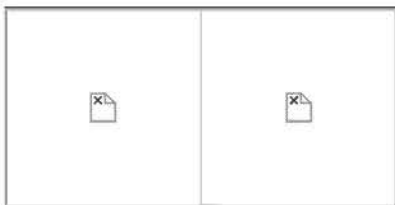
**From:** Bruce Colwin <bruce.colwin@law360.com>

**Sent:** Thursday, April 05, 2018 10:43 AM

**To:** Carlson, Beverly <carlsonb@cod.edu>

**Subject:** Re: Vendor ACH Instructions

Any update on the PO? Accounting has been holding the invoice. Let me know. Thanks!



On Mon, Apr 2, 2018 at 6:06 PM, Carlson, Beverly <carlsonb@cod.edu> wrote:

Hi Bruce,

You should receive an e-mail soon with the PO information. Can any e-mail and the access be given to Jane Murtaugh as soon as you are able to release access. Her e-mail is [murtaugh@cod.edu](mailto:murtaugh@cod.edu).

Thank you,

Bev

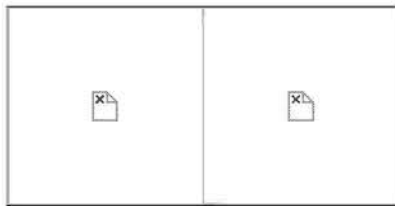
**From:** Bruce Colwin <[bruce.colwin@law360.com](mailto:bruce.colwin@law360.com)>

**Sent:** Thursday, March 29, 2018 11:55 AM

**To:** Carlson, Beverly <[carlsonb@cod.edu](mailto:carlsonb@cod.edu)>

**Subject:** Re: Vendor ACH Instructions

Let me know when we can expect the PO, so we can include the number on the invoice. Also, I wanted to check and make sure someone in accounting sent you the W9.



On Wed, Mar 28, 2018 at 3:44 PM, Carlson, Beverly <[carlsonb@cod.edu](mailto:carlsonb@cod.edu)> wrote:

Hi Bruce,

Here is the signed agreement. PO should be soon to follow.

Thanks,

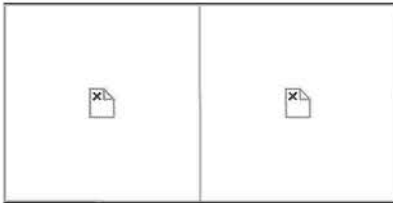
Bev

**From:** Bruce Colwin [mailto:[bruce.colwin@law360.com](mailto:bruce.colwin@law360.com)]

**Sent:** Wednesday, March 28, 2018 11:10 AM

**Sent:** Wednesday, March 28, 2018 11:10 AM  
**To:** Carlson, Beverly < carlsonb@cod.edu>  
**Subject:** Re: Vendor ACH Instructions

ok. got it.



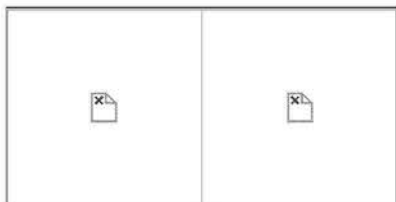
On Wed, Mar 28, 2018 at 12:09 PM, Carlson, Beverly < carlsonb@cod.edu> wrote:

No, unfortunately there is another COD form that is included with your document.

Bev

**From:** Bruce Colwin [mailto: bruce.colwin@law360.com]  
**Sent:** Wednesday, March 28, 2018 11:06 AM  
**To:** Carlson, Beverly < carlsonb@cod.edu>  
**Subject:** Re: Vendor ACH Instructions

OK, thanks for the update, Bev. Let me know if it would be easier to send Elizabeth or someone one else the electronic copy to esign.



On Wed, Mar 28, 2018 at 12:03 PM, Carlson, Beverly <carlsonb@cod.edu> wrote:

I received confirmation that the contract is in process. I'm not in Thursday and Friday, but I will be checking my e-mail and will forward to you as soon as I receive it.

Thanks,

Bev

**From:** Bruce Colwin [mailto:bruce.colwin@law360.com]

**Sent:** Wednesday, March 28, 2018 10:37 AM

**To:** Cernick, Elizabeth <cernicke@cod.edu>

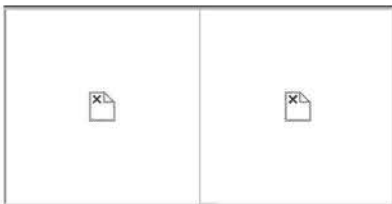
**Cc:** Carlson, Beverly <carlsonb@cod.edu>

**Subject:** Re: Vendor ACH Instructions

Thanks, I've forwarded this to our Accounting Department for completion, though generally we would wait until we receive the subscription order form back before providing payment information, since we do not need payment at the time we setup access.

Let me know if you have any questions.

Bruce



On Wed, Mar 28, 2018 at 11:32 AM, <cernicke@cod.edu> wrote:

Dear Portfolio Media, Inc.  
D/B/A Law60:

The College of DuPage Purchasing Department has received a request to conduct business with your company. To avoid the risk of delayed purchase order and payments, it is extremely important to complete your registration immediately.

Please take a moment to complete the vendor registration form by logging into the College's myACCESS website.

- 1) Access the myACCESS self-service website at <https://myaccess.cod.edu>.
- 2) Click Log In (top right on the screen) and enter your myACCESS Username VN1546265
- 3) Enter your temporary password ACH6265
- 4) Click Submit.
- 5) You'll be asked to change your password. Please complete the fields and click Submit. Remember, your myACCESS ID number cannot be changed. Only your password can be changed.
- 6) You will now be brought to the Vendor screen.
- 7) Click the Vendors tab in the upper right section of the screen.
- 8) On the Vendors Menu, click on the Vendor Information Intake/Modification link.
- 9) Enter the required information to complete the Vendor registration.
- 10) After you successfully complete the registration, you are encouraged to provide your banking information to receive ACH payments. Click on the Bank Information link on the Vendors Menu.

REMEMBER TO MAKE A NOTE OF YOUR PASSWORD. Email contacts, phone number and your address must be current at all times.

If you experience any login issues, please email the COD Information Technology help desk at [ach-help@cod.edu](mailto:ach-help@cod.edu). Please include your myACCESS Username (VN1546265), company name, and your contact information in your email.

Thank you.

College of DuPage, Purchasing Department  
425 Fawell Boulevard, BIC 1540C  
Glen Ellyn, IL 60137  
(630) 942-2217  
[purchasing@cod.edu](mailto:purchasing@cod.edu)

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## **Bruce M. Colwin**

Sr. Account Executive, Corporate



Portfolio Media Inc | Legal News & Data

a LexisNexis Company

**Note New Office Location:**

111 West 19th Street | 4th Floor | New York, NY 10011

646-783-7116 | [bruce.colwin@law360.com](mailto:bruce.colwin@law360.com)

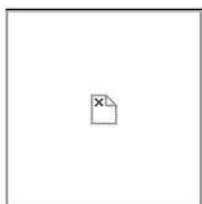
<http://www.law360.com/about>

<https://www.gotomeet.me/BruceColwin>

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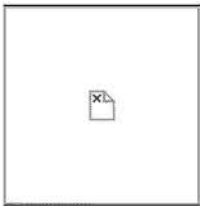
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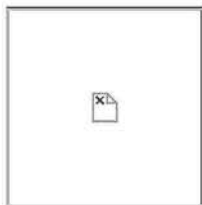
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<http://www.law360.com/about>  
<https://www.gotomeet.me/BruceColwin>

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Best,  
Shakeyia Thomas-McMillan  
Customer Accounting Associate



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**New York, NY 10011**  
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Thanks,  
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[alodia.loja@law360.com](mailto:alodia.loja@law360.com)



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