

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1386852

Vendor Name: NAVEX Global, Inc.

Invoice Number: INV-226130

Invoice Date: 03/19/20

PO Number: P0369705

Check Number: E0080217

Check Amount: \$ 3,391.97

Check Date: 05/27/2020

Department ID: 00782

Reviewer Name:

Voucher Number: V0622249

Redaction Type: Other

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Invoice #: INV-226130
 Invoice Date: 03/19/2020
 Renewal Date: 05/21/2020
 Due Date: 05/21/2020
 Terms: Due upon renewal

PO#369705

AP VERIFIED

Bill To
 College of DuPage
 Jim Martner
 425 Fawell Blvd
 Glen Ellyn, IL 60137-6599
 United States

Ship To
 College of DuPage
 Jim Martner
 425 Fawell Blvd
 Glen Ellyn, IL 60137-6599
 United States

05/26/20 - BETHANY CRUSE

OK TO PAY
 01-80-10782-
 5309001
Anna Martner

Reference #: College of DuPage - HL - USD May 2020
 Service Term: 5/21/2020 - 5/20/2021

Description	Quantity	Amount
Standard Global Telephony (US Contact Center) Subscription	1.00	\$0.00
Hotline - Per Report Subscription	50.00	\$3,391.97
EP Incident Management - Foundation Subscription	1.00	\$0.00
SUBTOTAL		\$3,391.97
Sales Tax		\$0.00
Total		\$3,391.97
Payments/ Credits		\$0.00
BALANCE DUE		\$3,391.97

YEAR 2 OF 3 YR CONTRACT

Thank you for your business!

For questions about this invoice please email AR@navexglobal.com or call +1-866-297-0224, x2, x2.

Interest will accrue at the contracted rate on past due invoices.

Please remit payment using the following instructions:

Mail Payments To
 NAVEX Global, Inc.
 PO Box 60941
 Charlotte, NC 28260-0941
 (971) 250-4100

From: acctpay@cod.edu
Sent: Wed May 06 10:49:01 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: NAVEX Global Invoice #INV-226130

From: Martner, James <martner@cod.edu>
Sent: Wednesday, May 6, 2020 6:16 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: NAVEX Global Invoice #INV-226130

Attached is invoice for the Ethics Hotline.

Jim Martner
Director of Compliance & Internal Audit
College of DuPage
425 Fawell Blvd. SRC 3110C
Glen Ellyn, IL 60137
martner@cod.edu
630-942-2543

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Bill To
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OK TO PAY
01-80-10782 -
5309001
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Reference #: College of DuPage - HL - USD May 2020
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Total		\$3,391.97
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Interest will accrue at the contracted rate on past due invoices.

Please remit payment using the following instructions:

Wire/ACH Instructions

NAVEX Global, Inc.
Wells Fargo Bank
Account: 2000014800317
Routing: 121000248
SWIFT: WFBUS6S
CHIPS: 0407
Federal Tax ID # 03-0513136

Mail Payments To

NAVEX Global, Inc.
PO Box 60941
Charlotte, NC 28260-0941
(971) 250-4100

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

NAVEX GLOBAL INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

5500 MEADOWS RD., STE 500

6 City, state, and ZIP code

LAKE OSWEGO, OREGON, 97035

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

03 - 0513136

Part II Certification

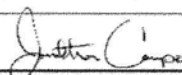
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►



Date ► 01 JANUARY 2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

General Information

Physical Address

NAVEX Global, Inc.
5500 Meadows Rd, Suite 500
Lake Oswego, OR 97035-3626
Clackamas County, USA

Remittance address:

NAVEX Global, Inc.
P.O. Box 60941
Charlotte, NC 28260-0941
United States of America

Billing Contact:

Kimberly Faus
Accounts Receivable Manager
Phone: +1-866-297-0224 (x2, x2)
Fax: +1-971-250-4125
Email: AR@navexglobal.com

Entity type: Corporation

State of Incorporation: Delaware

No. of employees: 1,100+

Business Size: Large Business

Year established // incorporated: 1999 // 2003

Federal Tax ID (FEIN) / Taxpayer ID (TIN): 03-0513136

Dun & Bradstreet D-U-N-S: 13-518-5606

SIC // NAICS classification: 4899 // 511210

CAGE code: 4NWA5

California corporation no.: C274833

Bank Reference

Wells Fargo Bank

420 Montgomery Street
San Francisco, CA 94104
1-800-869-3557
San Francisco Pcs Branch

Wells Fargo Contact:

Debbie Campbell
Relationship Associate
Email: debbie.a.campbell@wellsfargo.com
Phone: +1 (971) 978-4795

(Checking) Account Number: 2000014800317

ABA / Routing / Transit Number: 121000248

Swift Code / IBAN: WFBIUS6S

Business Classification

NOT a non-profit organization

NOT a joint venture

NOT a woman- or minority-owned business

NOT a certified small or disadvantaged business concern

NOT 8(A) certified

NOT SBA certified

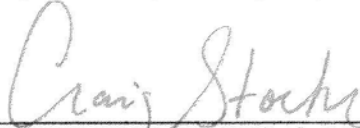
NOT in the HUB Zone

NOT classified to any of the following: Black Americans, Hispanic, Native Americans, Asian-Indian Americans, Asian-Pacific Americans

NOT owned or operated by a disabled veteran or Vietnam War veteran

NOT currently debarred, suspended, proposed for debarment or declared ineligible from government (sub) contracting

NOT presently, or in the preceding 3+ year period, indicted for or otherwise criminally charged



Craig Stoehr, CFO



Jon Campo, Controller

Payment Remittance Information

Please remit payment according to the following banking information. Reference your invoice number on all payments to ensure proper credit to your customer account.

Physical Check:

Via Standard Mail	NAVEX Global, Inc. PO Box 60941 Charlotte, NC 28260-0941
Via Courier — (FedEx, UPS, etc.)	Wells Fargo Lockbox #60941 NAVEX Global, Inc. 1525 West WT Harris Blvd BLDF. 2C2, MAC-D1113-020 Charlotte, NC 28262 United States of America

Domestic Wire Transfer or ACH Deposit:

Pay To	Wells Fargo Bank 420 Montgomery Street San Francisco, CA 94104 1-800-869-3557
For Credit of	NAVEX Global, Inc. 5500 Meadows Road, Suite 500 Lake Oswego, OR 97035
Bank Routing No.	121000248
Credit Account No.	2000014800317

International Wire Transfer:

Pay To	Wells Fargo Bank 420 Montgomery Street San Francisco, CA 94104 1-800-869-3557
For Credit of:	NAVEX Global, Inc. 5500 Meadows Road, Suite 500 Lake Oswego, OR 97035
SWIFT Code	WFBIUS6S
CHIPS Code	0407
Routing & Transit	121000248
Credit Account No.	2000014800317

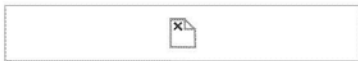
If you have any questions, please contact NAVEX Global Accounts Receivable by email (AR@navexglobal.com) or by phone (+1-866-297-0224).

From: dandoa@cod.edu
Sent: Thu May 21 08:27:51 CDT 2020
To: invoicing@cod.edu
CC: martner@cod.edu
Subject: Navex Invoice #226130 - PO#369705

Kindly process for payment. If you have any questions, regarding this invoice, please contact Mr. Martner
Thank you.

Best,

Anne Marie Dando
Purchasing Assistant



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

[Click Here for current bids/Rfps!](#)

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SIC // NAICS classification: 4899 // 511210

CAGE code: 4NWA5

California corporation no.: C274833

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1-800-869-3557
San Francisco Pcs Branch

Wells Fargo Contact:

Debbie Campbell
Relationship Associate
Email: debbie.a.campbell@wellsfargo.com
Phone: +1 (971) 978-4795

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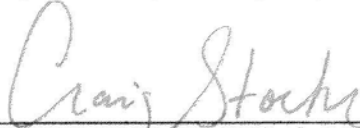
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Credit Account No.	2000014800317

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Pay To	Wells Fargo Bank 420 Montgomery Street San Francisco, CA 94104 1-800-869-3557
For Credit of:	NAVEX Global, Inc. 5500 Meadows Road, Suite 500 Lake Oswego, OR 97035
SWIFT Code	WFBIUS6S
CHIPS Code	0407
Routing & Transit	121000248
Credit Account No.	2000014800317

If you have any questions, please contact NAVEX Global Accounts Receivable by email (AR@navexglobal.com) or by phone (+1-866-297-0224).

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1386852
NAVEX Global, Inc.
6000 Meadows Rd
Ste 200
Lake Oswego, OR 97035
Attn: Brittainy Blair

Phone: 503-748-8670
Fax:

PURCHASE ORDER

369705

Page: 1

Release Method: Hard Copy

Release Date: 05/21/2020

Created Date: 05/21/2020

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Martner, James**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 680229**Requisitioner Name(s):** James Martner

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	2020-2021 NAVEX Contract Renewal	\$3,391.97	\$3,391.97
Deliver To: Martner, James						
						Sub Total: \$ 3,391.97
						Total: \$ 3,391.97
Account Code Summary						
Account Code	Account Description					Amount
01-80-00782-5309001						\$3,391.97

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpays@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

369705

Page: 2

Release Method: Hard Copy

Release Date: 05/21/2020

Created Date: 05/21/2020