

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088816
Vendor Name: Cengage Learning, Inc.
Invoice Number: 74308695
Invoice Date: 05/19/21
PO Number: B0370468
Check Number: E0084885
Check Amount: \$ 1,058.27
Check Date: 06/02/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0682679
Redaction Type: None
Document Type: AP Invoice

Document Below

DIRECT ALL CORRESPONDENCE TO:

CENGAGE Learning
10650 Toebben Drive
Independence, KY 41051

Phone: 1-800-354-9706

Cengage is no longer accepting FAX communications

Bringing you resources from:

Cengage Learning
National Geographic Learning
WebAssign, Learning Objects, Ed2Go

ORIGINAL INVOICE

NO. 74308695

Date 05/19/21

Page 1 of 1

Order No. 38418886SE

Federal ID No.: 59-2124491

Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001

Canadian Q.S.T.#/T.V.Q.: 1023272543

SAN: 2002213

ACCOUNT NO.

4235767

ACCOUNT NO.

4235767

BILL TO COLLEGE OF DUPAGE LIBRARY

425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

SHIP TO COLLEGE OF DUPAGE LIBRARY

425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

APPROVED

05/25/21 - JENNIFER MCINTOSH

		PURCHASE ORDER NUMBER		PAYMENT DUE		TERMS		FOB SHIPPING POINT	
QUANTITY		370468		06/18/21		Net 30 Days		COL/3RD P	
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION			PRICE	DISCOUNT	NET AMOUNT	
1		9780357423837	RESPONSIVE WEB DESIGN WITH HTML 5 & CSS Minnick			149.95	10.00	134.96	
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 05/25/21</div>									

1	Total Qty	TAX INFORMATION		SUBTOTAL	134.96
				TRANS & HDLG	12.93

From: Miller, Larisa <millerl@cod.edu>
Sent: Tue May 25 08:50:59 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370468 Cengage Learning Invoice # 74308695

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

[attachment: cengage invoice # 74308695.pdf]

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]

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



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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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088816
Vendor Name: Cengage Learning, Inc.
Invoice Number: 73401164
Invoice Date: 01/28/21
PO Number: B0370468
Check Number: E0084885
Check Amount: \$ 1,058.27
Check Date: 06/02/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0682680
Redaction Type: None
Document Type: AP Invoice

Document Below

DIRECT ALL CORRESPONDENCE TO:
 CENGAGE Learning
27500 Drake Rd.
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. 73401164

Date 01/28/21

Page 1 of 2

Order No. 37434707S#

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
 DUNELLYN IL 601376708

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

APPROVED

05/25/21 - JENNIFER MCINTOSH

5-25-21 BO # 370468

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT			
			02/27/21	Net 30 Days	UPS GRD &	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		9780028667829	COLLEGE BLUE BOOK 48 6V SET ** Comprises the following **		802.00	5.00	761.90	
1		9780028667836	COLLEGE BLUE BOOK 48 V1 NARRATIVE DESCRIPTIONS		0.00	0.00		
1		9780028667843	COLLEGE BLUE BOOK 48 V2 TABULAR DATA		0.00	0.00		
1		9780028667850	COLLEGE BLUE BOOK 48 V3 DEGREES OFFERED BY COLLEGE AND SUBJ		0.00	0.00		
1		9780028667867	COLLEGE BLUE BOOK 48 V4 OCCUPATIONAL EDUCATION		0.00	0.00		
1	Total Qty					SUBTOTAL		761.90

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

761.90

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
BO326700	01/28/21	73401164	156699	02/27/21	LLM 761.90

RETURN THIS STUB WITH PAYMENT

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 Toebber 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 a future invoice payment, email ACH vendor forms to clarv@cengage.com

JULIE TAYLOR 05/25/21

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

From: Miller, Larisa <millerl@cod.edu>
Sent: Tue May 25 08:50:32 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370468 Cengage Learning Invoice # 73401164

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

[attachment: cengage invoice # 73401164.pdf]

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]

QUANTITY		PURCHASE ORDER NUMBER		INVOICE DATE		INVOICE NUMBER		CUSTOMER ACCOUNT NUMBER	
		BO326700		01/28/21		73401164		156699	
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION				PRICE	DISCOUNT	NET AMOUNT
1		9780028667874	COLLEGE BLUE BOOK 48 V5 SCHOLARSHIPS FELLOWSHIPS GRANTS LOAN				0.00	0.00	
1		9780028667881	COLLEGE BLUE BOOK 48 V6 DISTANCE LEARNING PROGRAMS				0.00	0.00	
			** End of Package **						

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](#)

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Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088816
Vendor Name: Cengage Learning, Inc.
Invoice Number: 74339237
Invoice Date: 05/24/21
PO Number: B0370468
Check Number: E0084885
Check Amount: \$ 1,058.27
Check Date: 06/02/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0683659
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Tue Jun 01 12:25:28 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370468 Cengage Invoice # 74339237

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

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]
[attachment: cengage invoice 74339237.pdf]

From: [Brady, Scott](#)
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Subject: RE: Vendor Invoicing Procedures
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Attachments: [image001.png](#)
[image002.png](#)

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10650 Toebben Drive
Independence, KY 41051

Phone: 1-800-354-9706

Cengage is no longer accepting FAX communications

Bringing you resources from:
Cengage Learning
National Geographic Learning
WebAssign, Learning Objects, Ed2Go

ORIGINAL INVOICE

NO. 74339237

Date 05/24/21

Page 1 of 1

Order No. 38448861SE

Federal ID No.: 59-2124491

Canadian G.S.T./T.P.S.: 14074 8831 RT0001

Canadian Q.S.T./T.V.Q.: 1023272543

SAN: 2002213

ACCOUNT NO. 4235767

ACCOUNT NO. 4235767

BILL TO

COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

APPROVED

COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

06/01/21 - JENNIFER MCINTOSH

6-1-21 BO # 370468

QUANTITY		PURCHASE ORDER NUMBER		PAYMENT DUE		TERMS		FOB SHIPPING POINT		
		370468		06/23/21		Net 30 Days		COL/3RD P		
SHIPPED	PENDING	ISBN	TITLE AUTHOR EDITION				PRICE	DISCOUNT	NET AMOUNT	
1		9780357516010	3-2-1 CODE ITI 2021 EDITION				149.95	10.00	134.96	
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 06/01/21</div>										
1	Total Qty	TAX INFORMATION						SUBTOTAL TRANS & HDLG		134.96 13.52

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.

Currency : USD

PAY THIS AMOUNT

148.48

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
370468	05/24/21	74339237	4235767	06/23/21	LLM 148.48

RETURN THIS STUB WITH PAYMENT TO:

MAIL CHECKS TO: Cengage Learning Inc
PO BOX 936743
ATLANTA, GA 31193-6743

WIRE TRANSFERS:

Wells Fargo
ABA 121000248
ACCT 4437861149
SWIFT WFBIUS6S

RETURN BOOKS TO:
CENGAGE LEARNING
Distribution Center
10650 Toebben Drive
Location 02
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 30 DAYS AFTER THE INVOICE DATE