

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1591334
Vendor Name: Watermark Insights LLC
Invoice Number: SI-00003016
Invoice Date: 06/05/21
PO Number: P0000060
Check Number: 0283372
Check Amount: \$ 25,196.38
Check Date: 07/26/2021
Department ID: 16765
Reviewer Name:
Voucher Number: V0690554
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

INVOICE



Watermark Insights, LLC
71 West 23rd Street
New York, NY 10010

Date	05-Jun-2021
Invoice #	SI-00003016
Terms	Net 30
Date Due	05-Jul-2021
PO#	

Bill To:

College of DuPage
Donna Berliner
425 Fawell Blvd. L
Glen Ellyn, Illinois 60137

AP VERIFIED

College of DuPage

Donna Berliner

425 Fawell Blvd

Glen Ellyn, Illinois 60137

07/13/21 - ISABEL BARRIOS

DESCRIPTION	QUANTITY	RATE	AMOUNT
Activity Insight by Watermark License Term - 09/06/2021 - 09/05/2022	1	\$15,860.46	\$15,860.46
Workflow by Watermark License Term - 09/06/2021 - 09/05/2022	1	\$9,335.92	\$9,335.92
SUBTOTAL			\$25,196.38
Tax@0%			\$0.00
TOTAL			\$25,196.38
TOTAL PAID			\$0.00
AMOUNT DUE			\$25,196.38

Thank you for your business!

Invoices not paid within 30 days of the invoice due date may be charged a late fee of 1% per month.

Bank Information:

Beneficiary: **Watermark Insights LLC**
Beneficiary's Bank: **Webster Bank**
Routing Number: **211170101**
Account Number: **1918057041**

Checks sent via U.S Postal :

Watermark Insights, LLC
PO Box 844703
Boston, MA 02284-4703

Bank Address:

185 Asylum Street
HFD640
Hartford, CT 06103
United States

Checks sent via Courier (Fed EX, UPS, etc.)

FIS Lockbox – Webster Bank
Attn: Lockbox Processing – Watermark Insights
10 Dan Road – Dock #2
Canton, MA 02021

"We are delighted to provide Watermark's systems to put better data into the hands of administrators, faculty, and students everywhere in order to empower them to make meaningful improvements. For inquiries regarding this invoice please email ar@watermarkinsights.com and for inquiries regarding product and technical support please email support@watermarkinsights.com".

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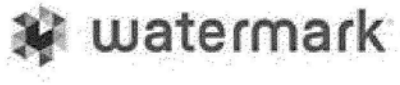
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From: Trost, Nicole <gattonen@cod.edu>
Sent: Tue Jul 13 15:45:34 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Watermark Digital Measures req

Please process the attached invoice.

[attachment: P0000060-Watermark DM.pdf]
[attachment: SI-00003016.pdf]



July 24, 2020

To whom it may concern:

This letter confirms that Watermark Insights LLC ("Watermark") is the sole holder of copyright and other intellectual property rights in the following products:

- Aqua by Watermark
- Digital Measures by Watermark
- EvaluationKIT by Watermark
- LiveText by Watermark
- Smart Catalog by Watermark
- Taskstream by Watermark (Learning Achievement Tools and Accountability Management Software)
- TK20 by Watermark
- Via by Watermark

Watermark is the sole source of these products, and the products are solely distributed through Watermark and can only be purchased directly from Watermark.

Watermark's suite of solutions has unparalleled support advantages over other competitive products. Watermark provides a unique combination of client-specific implementation design, outcomes assessment, accreditation planning, custom reporting, survey tools, rubric building, faculty activity reporting, course evaluations, curriculum and syllabus management, training and support that is unmatched in the market.

If you have any questions regarding intellectual property rights in Watermark's products or their distribution, please do not hesitate to contact Liz Mellon at 212-868-2700 or lmellon@watermarkinsights.com.

Regards,

Harris Hwang
Chief Financial Officer, Watermark Insights LLC

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

Watermark Insights, LLC

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) ► **P**
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) _____

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.

71 W 23rd St, Ste 1500

6 City, state, and ZIP code

New York, NY 10010

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

1 3 - 4 0 9 2 7 4 3

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 ► 7-13-2020

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.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

Purchase Order

Purchase Order #: P0000060

Order Total: 25,196.38 USD



WATERMARK INSIGHTS LLC

Date: 07/13/2021
Transaction #: 2464348
Authorized By: Kevin Casey

Requested By: Nicole Trost
Requester Email: gattonen@cod.edu
Phone: 630-942-3928

CONFIRMING REQUEST

Supplier Address:

WATERMARK INSIGHTS LLC
71 W 23rd St Ste 1500
New York, NY 10010
United States
Attn: Jaci Autrey
Phone: 999-999-9999

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Donna Berliner
Phone: 630-942-2238

Bill To:

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Watermark Digital Measures Annual Renewal for FY22 (9/6/21-9/5/22) Ship To Attn: Donna Berliner	Each	1	25,196.38 USD	25,196.38 USD

Subtotal: 25,196.38 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 25,196.38 USD

General Terms

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

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