

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1558485  
Vendor Name: Mintel Group, LTD  
Invoice Number: ORD-000000274  
Invoice Date: 06/14/21  
PO Number: P0374115  
Check Number: E0085616  
Check Amount: \$ 4,395.00  
Check Date: 07/13/2021  
Department ID: 00443  
Reviewer Name: None  
Voucher Number: V0687011  
Redaction Type: None  
Document Type: AP Invoice

Document Below



PO# 374115

# INVOICE

Invoice Number: ORD-000000274

Invoice Date: 6/14/2021

Terms: Net 30

Purchase Order Number: Purchase order number: PO# 374115

Customer Name: College of DuPage

Customer Signor: Jennifer McIntosh

Billing Contact: Aaron Harwig

Report(s): Emerging Gaming Technology - US - February 2021

Subtotal: USD 4,395.00

Tax: USD 0.00

Total: USD 4,395.00

Location of Service:

425 Fawell Blvd, Glen Ellyn, Illinois, 60137, IL, United States

*Note: Tax is calculated using the location of service address. If the billing address used to make payment is different, this will not change your tax calculation. Please contact your sales representative if the location of service needs to be updated.*

**APPROVED**  
**07/06/21 - MARK CURTIS**

-----  
From: Taylor, Julie <taylorj410@cod.edu>  
Sent: Tue Jun 15 14:09:17 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Mintel Gaming Technology Invoice  
-----

Hi Invoicing,

Please process.

Thanks,  
Julie

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

**From:** [Brady, Scott](#)  
**To:** [McIntosh, Jennifer](#)  
**Cc:** [Hunnicutt, 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](mailto:bradys310@cod.edu)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**From:** McIntosh, Jennifer <[mcintoshj144@cod.edu](mailto:mcintoshj144@cod.edu)>  
**Sent:** Thursday, January 7, 2021 10:41 AM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto: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

**Taylor, Julie**

---

**Subject:** FW: Mintel Gaming Industry Invoice ORD-000000274 - Payment Link

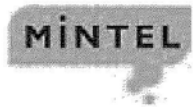
**From:** Steve Leske <sleske@mintel.com>

**Sent:** Monday, June 14, 2021 4:09 PM

**To:** Harwig, Aaron

**Subject:** [External] Mintel Invoice ORD-000000274 - Payment Link

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.



Hello Aaron Harwig

Thank you for choosing Mintel!

Please note our invoicing and payment process have changed.

**Important Information for Accounts Payable:**

- Payment is to be made using the provided payment link below, which offers credit card or ACH (eCheck) options. A receipt for proof of payment will be emailed to the Billing Contact provided below.
- We no longer provide a PDF of our Invoice for purchase of Mintel Single Copy Products. Your Invoice is listed below and contains the same information you previously received in a PDF form. Please save a copy of this email for internal records.

[Click here to pay your Invoice](#)

Thank you,

Mintel Accounts Receivable

[accounts.receivable@mintel.com](mailto:accounts.receivable@mintel.com)

(312) 932-0400

Attached is a W-9 for your records.