

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 75809827

Invoice Date: 9/20/2021

PO Number: B0000320

Check Number: E0086398

Check Amount: \$ 2,966.70

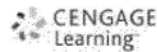
Check Date: 09/29/2021

Voucher Number: V0700589

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. 75809827

Date 09/20/21

Page 1 of 1

Order No. 399270175#

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
 GLEN ELLYN IL 601376708

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

9/21/21 BO # 0000320

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT			
D COTE		10/20/21	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		9781410394989	GALE LIT CRIT: CONTEMPORARY LITERARY CRITICISM V486		558. 90	29. 63	393. 30	
1		9781410398116	GALE LIT CRIT: SHORT STORY CRITICISM V306		441. 45	29. 63	310. 65	
1		9781410398123	GALE LIT CRIT: SHORT STORY CRITICISM V307		441. 45	29. 63	310. 65	
3		Total Qty				SUBTOTAL		1, 014. 60
<div><div>Tax Information</div><div>Currency : USD</div><div>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.</div></div>								
PAY THIS AMOUNT								1, 014. 60

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
D COTE	09/20/21	75809827	156699	10/20/21	1,014.60

RETURN THIS STUB WITH PAYMENT TO:

LLM

MAIL CHECKS TO: Cengage Learning Inc / Gale
 PO BOX 936754
 ATLANTA, GA 31193-6754

WIRE TRANSFERS: Wells Fargo
 ABA 121000248
 ACCT 4437861156
 SWIFT WFBUS65

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toebben 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 after invoice payments, email ACH vendor forms to clarky@cengage.com

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

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

"Miller, Larisa" <millerl@cod.edu>

BO # 0000320 Cengage Invoice # 75809827

"Miller, Larisa" <millerl@cod.edu>

Tue, Sep 21, 2021 at 05:50 PM GMT

CC:

BCC:

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

1 attachment

cengage invoice 75809827.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 75810039

Invoice Date: 9/20/2021

PO Number: B0000320

Check Number: E0086398

Check Amount: \$ 2,966.70

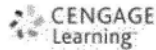
Check Date: 09/29/2021

Voucher Number: V0700590

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



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 Primary Source Microform

ORIGINAL INVOICE

NO. 75810039

Date 09/20/21

Page 1 of 1

Order No. 399272405#

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
 GLEN ELLYN IL 601376708

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

9/21/21 BO # 0000320

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT			
		L MILLER	10/20/21	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		9781410397164	GALE LIT CRIT: SOMETHING ABOUT THE AUTHOR V371		400.95	17.49	330.84	
1		9781410397171	GALE LIT CRIT: SOMETHING ABOUT THE AUTHOR V372		400.95	17.49	330.84	
2		Total Qty				SUBTOTAL		661.68
<div><div>Tax Information</div><div>Currency : USD</div><div>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.</div></div>								
<div>PAY THIS AMOUNT</div>								661.68

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
L MILLER	09/20/21	75810039	156699	10/20/21	661.68

RETURN THIS STUB WITH PAYMENT TO:

MAIL CHECKS TO: Cengage Learning Inc / Gale
 PO BOX 936754
 ATLANTA, GA 31193-6754

WIRE TRANSFERS: Wells Fargo
 ABA 121000248
 ACCT 4437861156
 SWIFT WFBUS65

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toebben Drive
 Location 04
 Independence, KY 41051

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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](#)

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Email: bradys310@cod.edu



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Subject: RE: Vendor Invoicing Procedures

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BO # 0000320 Cengage Invoice # 75810039

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Tue, Sep 21, 2021 at 05:50 PM GMT

CC:

BCC:

Larisa Miller

Supervisor – Acquisitions

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425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664 (v)

630.942-4646 (f)

millerl@cod.edu

1 attachment

cengage invoice 75810039.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 75828521

Invoice Date: 9/21/2021

PO Number: B0000320

Check Number: E0086398

Check Amount: \$ 2,966.70

Check Date: 09/29/2021

Voucher Number: V0700591

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



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 Primary Source Microform

ORIGINAL INVOICE

NO. 75828521

Date 09/21/21

Page 1 of 1

Order No. 39943431S#

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**

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 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

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9/22/21 BO # 0000320

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT			
		millerl	10/21/21	Net 30 Days	UPS GRD &	EXW		
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT	
1		9780028669601	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! GDL: MARKET SHARE REPORTER 32		1518.14	15.00	1,290.42	
1	Total Qty					SUBTOTAL		1,290.42
<div><div><div>Tax Information</div><div>Currency : USD</div><div>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.</div></div><div>PAY THIS AMOUNT</div></div>								1,290.42

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PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
millerl	09/21/21	75828521	156699	10/21/21	1,290.42

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MAIL CHECKS TO: Cengage Learning Inc / Gale
 PO BOX 936754
 ATLANTA, GA 31193-6754

WIRE TRANSFERS: Wells Fargo
 ABA 121000248
 ACCT 4437861156
 SWIFT WFBUS6S

RETURN BOOKS TO:
 CENGAGE LEARNING
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 10650 Toebben Drive
 Location 04
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