

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082333

Vendor Name: ProQuest LP,ProQuest LLC - EIN 39--2053

Invoice Number: 70698606

Invoice Date: 9/15/2021

PO Number: P0000695

Check Number: E0086432

Check Amount: \$ 1,800.00

Check Date: 09/29/2021

Voucher Number: V0700499

Document Type: AP Invoice

Document Below



ProQuest LLC
6216 Paysphere Circle
Chicago IL 60674
Telephone (800) 521-0600 ;(734)761-4700
FTID - 39-2053855

Invoice

Page 1 of 3

SHIP TO :

Aaron Harwig
College Of Dupage
Library Periodicals
425 Fawell Blvd
Glen Ellyn IL 60137-6708
US

P0000695

msk 9/16/2021

BILL TO :

Aaron Harwig
College Of Dupage
Library Periodicals
425 Fawell Blvd
Glen Ellyn IL 60137-6708
US

Invoicing and Renewing Simplified

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SUMMARY TOTALS FOR INVOICE NUMBER: 70698606

DATE: 15-Sep-2021

INVOICE DUE DATE: 15-Oct-2021

SUB-TOTAL:	\$ 1,800.00
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SHIPPING & HANDLING :	\$ 0.00
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TAX:	\$ 0.00
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INVOICE TOTAL:	\$ 1,800.00
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PAYMENTS/CREDITS:	\$ 0.00
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AMOUNT DUE (USD):	\$ 1,800.00
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INVOICE NUMBER

70698606

INVOICE DATE

15-Sep-2021

ORDER NUMBER

PQ10093779

PAYMENT DUE DATE

15-Oct-2021

Description	Item	Order Details	Qty.	Cust PO Item Number	Tax	List Price	Dscnt	Net Price
360 CORE	SSEJOU RNAL	01-SEP-21 - 31-AUG-22	1		N	1,800.00		1,800.00

FOR CHANGES TO YOUR INVOICE: Please do not write changes (address, contact person, purchase order number, etc.) directly on your invoice. Rather, if any changes are required, please contact Customer Service at www.proquest.com/go/contactsupport. If you have any questions, please let us know.



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70698606

INVOICE DATE

15-Sep-2021

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15-Oct-2021

OTHER WAYS TO PAY:

You may wire transfer funds directly to our depository bank account: Bank of America, Rockville, MD 20852, ABA routing no. 026009593, for the account of ProQuest LLC, account no. 446011658131. ACH payments should be directed to ABA routing no. 052001633 for the account of ProQuest LLC, account no. 446011658131. When remitting payment, please identify the invoice(s) you are paying and email details to cashoffice@proquest.com. For payment questions, please contact us at 1-734-997-4170.

Please send payment to:

Check payments:

ProQuest LLC

6216 Paysphere Circle

Chicago, IL 60674

ACH Payment Instructions:

Bank of America

ABA Routing: 052001633

Account Name: ProQuest LLC

Account: 446011658131

INTERNAL USE:

Order :

PQ10093779

Ship to Acct :

165214

Bill To Acct :

165214

Invoice :

70698606

Tax ID :

E999733910

SUB-TOTAL :

\$ 1,800.00

SHIPPING & HANDLING :

\$ 0.00

TAX :

\$ 0.00

INVOICE TOTAL :

\$ 1,800.00

PAYMENTS/CREDITS:

\$ 0.00

AMOUNT DUE (USD):

\$ 1,800.00

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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

"Konkel, Mary" <konkel@cod.edu>

ProQuest Serials Solutions360 Core Ready for payment

"Konkel, Mary" <konkel@cod.edu>

Thu, Sep 16, 2021 at 04:40 PM GMT

CC:

BCC:

The attached invoice for ProQuest Serials Solution 360 Core FY22 Renewal is ready for payment and Authorization for Library to Submit Invoices is attached.

Thank you,

MARY

Mary S. Konkel

Professor

Head of Technical Services

OCLC Global Council Delegate for the Americas Regional Council (ARC)

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman Charles Alexandre de Calonne.

1 attachment

ProQuest Serials Solution 360 Core FY 22 Invoice.pdf