

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1089469

**Vendor Name:** West Publishing Corporation,D/B/A Thomson Reuters -  
Thomson West or West Group

**Check Details:**

**Check Number:** E0106277

**Check Amount:** \$ 1,197.60

**Check Date:** 3/11/2025

**Invoice Details:**

**Invoice Number:** 850827753

**Invoice Date:** 10/1/2024

**PO Number:** B0002545

**Voucher Number:** V0875819

**Document Type:** AP Invoice

---

**Document Below**



Invoice #: 850827753  
Account #: 1000188878  
Invoice date: October 1, 2024  
Purchase order #: B0002545

Payment Due by  
**October 31, 2024**

# Information and **payment details**



## Do more with your account online

### <http://myaccount.tr.com/westlaw>

- Manage payments online and review account balances
- Update addresses and review order status
- View and download invoice details
- Manage online users' access
- Manage Autopay

### <http://www.quickview.com>

- Obtain free usage reporting for cost recovery
- Obtain eDiscovery matter details

### <https://legal.thomsonreuters.com/billing-portal-request>

- Sign up to receive your invoice through a billing portal

### <http://ebilling.thomsonreuters.com>

- Go Green with eInvoicing for time savings and convenience

### <https://www.tr.com/guestpay-autopay>

- Easily and quickly enroll in our Autopay program



## Contact us online

### <https://legal.thomsonreuters.com/en/support>

- Provides answers to commonly asked questions and web forms for submitting account-related requests



## Thomson Reuters Enterprise Centre GmbH tax information

### VAT Reg Numbers

CHE107904015MWST  
EU: EU372043281  
UK: 398 1554 53

### Federal Tax ID

98-0435183



## Payment options and terms

Include your invoice number to assist with applying your payment or email the remittance to [west.arpaymentcenter@thomsonreuters.com](mailto:west.arpaymentcenter@thomsonreuters.com)

### Pay online

To make a payment online or sign up for Autopay, please visit  
<https://www.tr.com/guestpay-autopay>

### Electronic payments in US currency should be issued to The following, as agent for Thomson Reuters Enterprise Centre GmbH

West Publishing Corporation  
BMO Harris Bank N.A.,  
320 S. Canal Street Chicago IL 60606  
Bank Routing #: 071000288  
Bank Account #: 4445615  
SWIFT Code: HATRUS44

### Electronic payment details for other currencies

<http://legal.tr.com/electronic-funds-transfer>

### Pay via phone

To make a payment via telephone, please call 1-800-328-4880  
Say "Account Services," then provide account number, say "make  
a payment."

- Terms: Net 30; products are shipped FOB shipping point
- We reserve the right to charge a late fee for each invoice not paid by the due date.
- Please do not enclose cash or additional correspondence
- Payments marked "paid in full," or with any other restrictive language, shall not operate as an accord and satisfaction without the prior written approval of West (Thomson Reuters).

# Invoice



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Thomson Reuters  
West Publishing Corporation, as agent for  
Thomson Reuters Enterprise Centre GmbH  
610 Opperman Drive  
Eagan, MN 55123-1396

COLLEGE OF DUPAGE

Invoice #: 850827753  
Account #: 1000188878  
Invoice date: October 1, 2024  
Purchase order #: B0002545

## Account location detail

Product Detail	Units	Charge USD	Tax USD	Total USD
1000188878 Reference # 6163263630 COLLEGE OF DUPAGE GENERAL COUNSEL LILIANNA KALIN 425 FAWELL BLVD GLEN ELLYN IL 60137-6708				
<b>Online/Software Subscription Charges</b>				
The charge reflects a prorated amount and not a full month's charge. September 1, 2024 - September 24, 2024 Westlaw Proflex, Multi-Loc Agreement, Enterprise (Unique Identifier 0000219166)				
DATABASE CHARGES		399.82	0.00	399.82
September 1, 2024 - September 30, 2024 Westlaw Proflex, Multi-Loc Agreement, Enterprise (Unique Identifier 0000277820)				
DATABASE CHARGES		0.00	0.00	0.00
The charge reflects a prorated amount and not a full month's charge. September 25, 2024 - September 30, 2024 Westlaw Proflex, Multi-Loc Agreement, Enterprise (Unique Identifier 0000316478)				
DATABASE CHARGES		199.60	0.00	199.60
<b>Online/Software Subscription Charges Total USD</b>				<b>599.42</b>
<b>Location Total USD</b>				<b>599.42</b>
				<b>Total USD</b>
				<b>599.42</b>



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# Monthly account summary

Account #: 1000188878

## Charges cleared between September 2, 2024 and October 1, 2024

Document date	Document #	Description	Amount USD	Notes
09/01/2024	0850682265	Invoice	780.76	
09/25/2024	6163026388	Online Credit Note Reference #: 6162786367	-83.65	WN GLOBAL SRCH
08/23/2024	23083711	Open Item Pre-Payment	-9,508.00	Auto Prepay ID 0000075263
09/01/2024	0850682267	Invoice	2,377.00	

## Open charges as of October 1, 2024

Document date	Document #	Description	Amount USD	Notes	Due Date
08/01/2024	0850562597	Online Invoice Partial Balance	697.11		08/31/2024
09/01/2024	0850682265	Online Invoice Partial Balance	697.11		10/01/2024
10/01/2024	0850827752	Online Invoice Partial Balance	224.79		10/31/2024
10/01/2024	0850827753	Invoice	599.42		10/31/2024

Open charges in USD as of October 1, 2024

2,218.43



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# Monthly **account summary**

**Account #:** 1000188878

**Open prepayment as of October 1, 2024**

Document date	Description	Amount USD
10/01/2024	Auto Prepay ID 0000075263	-4,754.00

The Monthly account summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices or payments.

---

**[External] Acct No. 1000188878: Your Invoice from TR eBill Delivery is attached**

---

TR eBill Delivery <trebilldelivery@thomsonreuters.com>

Fri, Oct 4, 2024 at 11:13 AM UTC

CC:

BCC:

**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.

This is an automatically generated email, please do not reply.



Thomson Reuters  
West Publishing Corporation, as agent for  
Thomson Reuters Enterprise Centre GmbH  
610 Opperman Drive  
Eagan, MN 55123-1396

Dear **COLLEGE OF DUPAGE**

Please find your Invoice attached.

**Account Number**  
1000188878

**Invoice Number**  
850827753

**PO Number**  
B0002545

Total Due in USD  
**599.42**

Payment Due by  
**October 31, 2024**

**Pay Now**

If you are signed up for Autopay, your payment will be automatically withdrawn from your account.

Thank you for your continued business.

**Thomson Reuters**

### Need help and support?

- You can now find answers 24/7 to [commonly asked questions](#) .
- If you want to [sign up for Autopay](#) , it's fast, convenient, & secure.
- Want to save some time and effort? We now can provide your invoice information in an Easy Import file. Click [Here](#) to choose your TRUSLEGAL Custom Easy Import Invoice Summary and get setup today.

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[Privacy policy](#)

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### 1 attachment

1000188878\_20241004\_29369342\_13449100920.pdf



**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1089469

**Vendor Name:** West Publishing Corporation,D/B/A Thomson Reuters -  
Thomson West or West Group

**Check Details:**

**Check Number:** E0106277

**Check Amount:** \$ 1,197.60

**Check Date:** 3/11/2025

**Invoice Details:**

**Invoice Number:** 851559670

**Invoice Date:** 3/1/2025

**PO Number:** B0002545

**Voucher Number:** V0875927

**Document Type:** AP Invoice

---

**Document Below**



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Thomson Reuters  
West Publishing Corporation, as agent for  
Thomson Reuters Enterprise Centre GmbH  
2900 Ames Crossing Rd  
Eagan, MN 55121

## COLLEGE OF DUPAGE

Invoice #: 851559670  
Account #: 1000188878  
Invoice date: March 1, 2025  
Purchase order #: B0002545

COLLEGE OF DUPAGE  
LILIANA KALIN  
GENERAL COUNSEL  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

Total Due in USD

**998.00**

Payment Due by  
**March 31, 2025**

Summary	Charge USD	Tax USD	Total USD
ONLINE/SOFTWARE SUBSCRIPTION CHARGES	998.00	0.00	998.00
<b>TOTAL INVOICE AMOUNT</b>	<b>998.00</b>	<b>0.00</b>	<b>998.00</b>

### Billing Note

Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at [legal.thomsonreuters.com/en/support](http://legal.thomsonreuters.com/en/support).

### Self-Service online resources

To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw>

For online support contact us at <http://legal.thomsonreuters.com/en/support>

We reserve the right to charge a late fee for each invoice not paid by the due date. Avoid potential late fees by enrolling in Autopay at: [www.tr.com/guestpay-autopay](http://www.tr.com/guestpay-autopay).

1000188878 A

**Include this portion with your payment - Folding and stapling may delay your payment.**

### COLLEGE OF DUPAGE

Invoice #: 851559670  
Account #: 1000188878  
Invoice date: March 1, 2025

### Pay online:

To make a payment electronically log on to  
<https://www.tr.com/guestpay-autopay>  
Set up your payment to be withdrawn electronically using  
direct debit or credit card.

Invoice due date: March 31, 2025  
Amount due in USD: 998.00

Amount enclosed: \_\_\_\_\_

**Please make checks payable to the following, as agent for  
Thomson Reuters Enterprise Centre GmbH:**

Thomson Reuters - West  
Payment Center  
P.O. Box 6292  
Carol Stream, IL 60197-6292

0851559670 000000000000000000000000 20250301 ZCPG 000099800 0010 1000188878 9

# Information and **payment details**



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EU: EU372043281  
UK: 398 1554 53

### Federal Tax ID

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# Invoice



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Thomson Reuters Enterprise Centre GmbH  
2900 Ames Crossing Rd  
Eagan, MN 55121

COLLEGE OF DUPAGE

Invoice #: 851559670  
Account #: 1000188878  
Invoice date: March 1, 2025  
Purchase order #: B0002545

## Account location detail

Product Detail	Units	Charge USD	Tax USD	Total USD
1000188878 Reference # 6165834618 COLLEGE OF DUPAGE GENERAL COUNSEL LILIANNA KALIN 425 FAWELL BLVD GLEN ELLYN IL 60137-6708				
<b>Online/Software Subscription Charges</b>				
February 1, 2025 - February 28, 2025 Westlaw Proflex, Multi-Loc Agreement, Enterprise (Unique Identifier 0000316478) DATABASE CHARGES		998.00	0.00	998.00
<b>Online/Software Subscription Charges Total USD</b>				<b>998.00</b>
<b>Location Total USD</b>				<b>998.00</b>
<b>Total USD</b>				<b>998.00</b>



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COLLEGE OF DUPAGE

## Monthly **account summary**

Account #: 1000188878

### **Charges cleared between February 2, 2025 and March 1, 2025**

Document date	Document #	Description	Amount USD	Notes
01/01/2025	0851271671	Invoice	998.00	
02/01/2025	0851416022	Invoice	998.00	
02/21/2025	029854701	Electronic Payment	-1,996.00	PAYMENT RECEIVED - THANK YOU
10/01/2024	0850827752	Online Invoice Partial Balance	224.79	+ WN DOC DISPLAY 06
02/04/2025		Write-Off Write Off - Good Will Chargeable to Cust	-224.79	Goodwill

### **Open charges as of March 1, 2025**

Document date	Document #	Description	Amount USD	Notes	Due Date
10/01/2024	0850827753	Online Invoice Partial Balance	199.60		10/31/2024
03/01/2025	0851559670	Invoice	998.00		03/31/2025

Open charges in USD as of March 1, 2025

**1,197.60**

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Sheena Mayel Delamar <TRAccountsReceivable@thomsonreuters.com>

[External] Prevent service shutdown – Urgent payment required to Thomson Reuters account  
1000188878

Sheena Mayel Delamar <TRAccountsReceivable@thomsonreuters.com>  
Thu, Mar 6, 2025 at 01:29 PM UTC  
CC: traccountsreceivable@thomsonreuters.com <traccountsreceivable@thomsonreuters.com>  
BCC:

**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.

# Pay immediately or lose access

Date 03 05, 2025

Without immediate payment, your services will be interrupted. For a full account standing, please [log into your account](#).

Past Due Amount    199.60 USD  
Total Account  
Balance                    1,197.60 USD

\*Total balance includes invoices not yet due, as well as any open credit and dispute

**IMPORTANT NOTE:** If your service is suspended, it could take at least 2-3 business days to reinstate . To avoid this disruption, please remit your past due payment urgently .

For easy reference, we’ve attached copies of your invoices and included them in the detailed chart below.

Invoice Number	Document Number	Product Type	Currency	Amount	Invoice Date
0850827753	1300868205	Hassle-free payments	USD	199.60	10/01/2024
Make secure payments quickly, without needing to log in. Enroll in autopay for on-time payments and no late fees!					03/01
ONLINE					

0851559670	6165834618	LEGAL	USD	998.00	/2025
		INFORMATION			
TOTAL	-		-	1,197.60	

## Avoid check payment problems

Check fraud schemes are on the rise. Safeguard your finances and avoid processing delays by using digital payments.

---

[Click to open a chat session or connect with a live agent](#)

## Still need help?

Find [FAQs and additional support](#) or reply to this email.

Sheena Mayel Delamar

1-800-522-0552 Ext. 230015

Replies to this email will come directly to your accounts receivable representative

### Thomson Reuters

Clarifying the complex so our customers can know today and navigate tomorrow.

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Eagan, MN 55121

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[For CA: Do not sell my personal information](#)

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### 5 attachments

ATT00001.png

ATT00003.png

ATT00002.png

ATT00004.png

WEST\_1000188878\_0851559670\_ZCPG\_03012025.pdf