

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

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

Check Details:

Check Number: E0109741

Check Amount: \$ 17,784.65

Check Date: 9/23/2025

Invoice Details:

Invoice Number: 999200003218

Invoice Date: 7/1/2025


PO Number: P0019398

Voucher Number: V0904530

Document Type: AP Invoice

Document Below

**CENGAGE
GROUP**

 Cengage

 NATIONAL
GEOGRAPHIC
LEARNING

 Cengage

 ed2go

INFOSEC

 readytohire

 GALE

 Milady

 NATIONAL
GEOGRAPHIC
LEARNING

 Nelson

INVOICE

Page Number

1 of 2

P0019398

msk 9/15/2025

IN CASE OF QUERY PLEASE QUOTE

| | |
|-------------------------|-------------------|
| Invoice Number | 999200003218 |
| Document Date | 07/01/2025 |
| Order Number / Type | 0000067351/ZOR |
| Delivery Document | 0080336237 |
| Cengage Federal ID | 59-2124491 |
| Canadian G.S.T.#/T.P.S. | 14074 8831 RT0001 |
| Canadian Q.S.T#/T.V.Q. | 1023272543 |

ACCOUNT NO 100298269

BILL TO COLLEGE OF DUPAGE
LIBRARY ACQ
425 FAWELL BLVD
GLEN ELLYN Illinois 60137-6708 USA

ACCOUNT NO 100298269

SHIP TO COLLEGE OF DUPAGE
LIBRARY ACQ
425 FAWELL BLVD
GLEN ELLYN Illinois 60137-6708 USA

Freight Forwarder -

| | | | | | | | | | | | | |
|----------|-----------------------|------|---------------------------|--|---------------------|-------|-------------|------------|---------------------------|--|-----------|-------------|
| | PURCHASE ORDER NUMBER | | PAYMENT TO BE RECEIVED BY | | REQUESTED SHIP DATE | | TERMS | | FOB DESTINATION | | INCOTERMS | |
| QUANTITY | . | | 07/31/2025 | | 07/01/2025 | | Net 30 Days | | Per Sales Contract | | DAP | |
| SHIPPED | PENDING | ISBN | TITLE / AUTHOR / EDITION | | PO NUMBER | PRICE | DISCOUNT | YOUR PRICE | TRANSPORT & HANDLING FEES | | TAX | TOTAL VALUE |

| | | | | | | | | | | |
|---|---|----------|--|---|---------|------|----------|------|------|----------|
| 1 | 0 | 16527815 | GALE IN CONTEXT: COLLEGE Subscription Start & End Date :07/01/2025 & 06/30/2026 | . | 4196.64 | 0.00 | 4196.64 | 0.00 | 0.00 | 4196.64 |
| 1 | 0 | 182413 | GALE LITERATURE RESOURCE CENTER DA FEE Subscription Start & End Date :07/01/2025 & 06/30/2026 | . | 0.00 | 0.00 | 13588.01 | 0.00 | 0.00 | 13588.01 |

| | | | | | | | | |
|---|-------|------------------------|------------------|-----------------------|------------------|---------------------------------|-----------|----------|
| 2 | UNITS | Net Weight - 0.002 LBS | Invoice Lines- 2 | Invoice Currency- USD | Total Your Price | Total Transport & Handling Fees | Total Tax | Total |
| | | | | | 17784.65 | 0.00 | 0.00 | 17784.65 |

Carrier -

Master Tracking No -

| | Your Price | Transportation & Handling | Tax | Grand Total |
|-----------------|------------|---------------------------|------|-------------|
| Total | 17784.65 | 0.00 | 0.00 | 17784.65 |
| Amount Prepaid | 0.00 | 0.00 | 0.00 | 0.00 |
| Pay this Amount | 17784.65 | 0.00 | 0.00 | 17784.65 |

Cengage Group

10650 Toebben Drive Independence, KY 41051

RETURNS POLICY

Please note:

All returns require pre-authorization prior to return.
For Gale returns, please visit <https://www.gale.com/help> and complete a Support form to request Returns Pre-Authorization (RMA).

Returns Window:

- K-12 accounts: except for exclusions noted below, we permit returns for up to 30 days from the date of the original invoice.
- Higher Education accounts: except for exclusions noted below, we permit returns for up to 12 months from the date of the original invoice.

Returns Conditions:

- Returns are permitted for products bought directly from Cengage USA. Product purchased from overseas and returned to the Cengage Distribution Center will be refused back to the sender and no credit will be issued.
- Counterfeit products are ineligible for return credit. Product returned to Cengage and found to be counterfeit will be destroyed with no credit due.
- Product received in damaged & defective condition must be reported within 30 days from the date of receipt and returned promptly following return authorization.
- Returns must be shipped prepaid via a traceable means and be accompanied by a copy of your Cengage approved RMA (return material authorization). Returns must be in salable condition. All digital products and bundles must be returned to Cengage with the original envelope seal or package seal unbroken and intact.
- Products outside of our return policy will be shipped at the applicable carrier cost and charged back to the customer based upon weight and destination of the refused product.
- Cengage will match invoices back to the individual account (the "ship to" account) based on its historical purchases. If that amount exceeds the individual account's purchases, we will match the invoice back against the total historical invoices within the customer's family of accounts (based on "bill to" account, including any other ship to accounts associated with it). Returns that cannot be matched against invoices within the family of accounts will not receive credit and will be returned at the customer's expense.
- Cengage does not accept returns for products where stickers have been applied by the customer. This includes customer barcode stickers, price stickers, or any other stickers. These items will be destroyed with no credit due.

Returns Address:
CENGAGE LEARNING
Distribution Center
10650 Toeppen Drive
Location 04
Independence KY 41051

Mail Checks

Cengage Learning Inc/Gale
PO Box 936754, Atlanta,
GA 31193-6754

ACH/Wire Transfers

Wells Fargo
ABA 121000248
ACCT 4437861156
SWIFT WFBUS6S

Credit / Debit Cards Accepted

Accepted only at point of sale for proforma and sales orders.

Credit Services

Phone: 1-877-201-3962
Email: CreditServices@cengage.com, CreditServicesGale@cengage.com
CreditServicesCanada@cengage.com, CreditServicesEd2Go@cengage.com
and CreditServicesInfosec@cengage.com

Customer Services

Phone: 1-248-699-4253
1-800-877-4253
Create a case: <https://www.gale.com/help>
Email: gale.customerexperience@cengage.com

Tax Support

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.

Claims

Please report all claims(shortages ,overages ,damages, defectives) directly to Customer Service immediately upon receipt.

Terms and Conditions

Please visit: <https://www.cengagegroup.com/legal/terms-gale>

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>

Gale Cengage Databases FY26 Renewal is ready for payment

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

Mon, Sep 15, 2025 at 08:09 PM UTC

CC:

BCC:

The attached invoice for Gale Cengage Databases FY26 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

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>

You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose / Dr. Seuss

1 attachment

Gale Cengage Databases FY26 Invoice and Authorization.pdf