

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1558485

Vendor Name: Mintel Group, LTD

Check Details:

Check Number: E0109621

Check Amount: \$ 16,234.00

Check Date: 9/16/2025

Invoice Details:

Invoice Number: INUS01001414

Invoice Date: 8/29/2025

PO Number: P0019331

Voucher Number: V0900366

Document Type: AP Invoice

Document Below

Bill To

COLLEGE OF DUPAGE
425 FAWELL BLVD.
Glen Ellyn IL 60137
United States

D\$\$\$% ' ' %

msk 9/11/2025

Total

\$16,234.00

Customer Information	Issuer Information
Customer Number: COLDU01 - COLLEGE OF DUPAGE	Issuer: Mintel US (Branch)
	Tax Reg. Number: 36-4204612

Currency	Due Date
USD	10/28/2025

Comments: College of DuPage - US - Reports - Contract - 2025

Ln.	Description	Start Date	End Date	Net Amount
1	Mintel Products and Services purchased	09/01/2025	08/31/2026	\$16,234.00

Tax Summary (USD)

State	Net Amount	Tax Amount	Amount incl. Tax
IL	16,234.00	0.00	16,234.00

Total (exc. Tax)

16,234.00

Tax Total

0.00

TOTAL

\$16,234.00

Payment information

Payment Terms: Net 60

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



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>
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>

Mintel FY26 Renewal is ready for payment

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

Thu, Sep 11, 2025 at 03:06 PM UTC

CC:

BCC:

The attached invoice for Mintel 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

Mintel FY26 Invoice and Authorization.pdf