The invoices are ready!

Letter of Agreement

There are still a few Letters of Agreement out. Please get yours submitted. The deadline is Sept. 1, 2021. If you're not that person at your library, please pass this on.

Letter of Agreement

Invoices

The invoices started loading over the weekend. OverDrive will be handling the invoicing for us this year. You will only need to send one check. Yay!

Your invoice will be available in your Marketplace account.

1. Log in to Marketplace. Double check you've logged in with your consortium log in (it should have .lib in the middle and not .adv)

2. Retrieve your invoice by choosing Billing then View invoices.

3. Click on Search Invoices in the grey bar in the middle of the page.

4. Run the report by the parameters in the screenshot above. **the Billing Account information crossed out belongs to a different library, but any Bridges billing account is going to start with 6497-0*** (the last 3 is dependent upon the member library).

5. From here, your contract fee invoice will appear and the invoice number itself is hyperlinked. It will open as a PDF and can be saved/downloaded/printed. You can pay directly by credit card in Marketplace or mail a check, whichever is most convenient.

6. Please make checks payable to OverDrive, Inc. and mail them to:
OverDrive, Inc., PO Box 72117, Cleveland, OH 44192-0002

Contact your District Office if you have trouble logging in to your Marketplace account.

Report options ⊠

Period Type:	Specific ▾
Start Date:	▢
End Date:	▢
Payment status:	Unpaid ⊠ Partially paid ⊠ ▾
Flag:	Any ▾
Order ID:	
Internal purchase order ID:	
Invoice type:	Contract fees ⊠ ▾
Billing accounts:	▾

Update   Cancel

Thank you for being a Bridges member library!

1112 East Grand Avenue
Des Moines, Iowa 50319