

August 20, 2021

Invoices FY2022

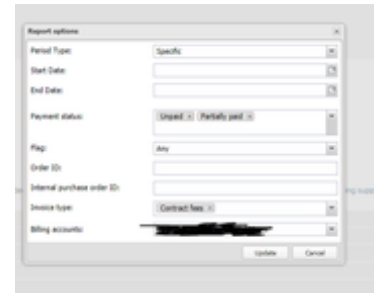
Letter of Agreement

First, the reminder . If you haven't yet signed your [Letter of Agreement](#) for this year, please do so. The deadline is **Sept. 1, 2021**. If you're not that person at your library, please pass this on. We're asking for a quick turnaround after the delays caused by the new contract process. We want to ensure no interruptions in service to your patrons.

Invoicing

Our new system is almost in place. OverDrive will be handling the invoicing for us this year. You will only need to send one check. Yay! We expect this to be ready by the end of August. You'll be notified at that time.

Your invoice will be available in your [Marketplace](#) account.



A screenshot of a 'Report options' dialog box. The fields are: Report Type: Specific; Start Date: [dropdown]; End Date: [dropdown]; Payment status: Unpaid (1) Partially paid (1); Flag: Any; Order ID: [dropdown]; Internal purchase order ID: [dropdown]; Service type: Contract fee (1); Billing account: [redacted]. Buttons: Update, Cancel.

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.

Marketplace

Thank you for being a Bridges member library!

1112 East Grand Avenue
Des Moines, Iowa 50319

Bridges is made possible in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the State Library of Iowa.