



# The Library Network

## Libraries Working Together

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### Volume Discount Program in Partnership with CDWG

Updated 10/2018

#### *To Access Portal*

1. Go to [www.cdwg.com](http://www.cdwg.com)
2. Click on **Sign In** in the upper right corner of the window
3. Enter User Name: **contact TLN for login credentials**
4. Enter password:
5. Click the Log On button

#### *To Access Discounted Items*

1. **In the Overview Window, Scroll down** to the menu bar on the left and click **'Organization Favorites'**
2. **Choose a product by clicking on the Product Name or Clicking on Add to Cart**
  - a. **Note: the discount is applied after you add the product to the cart. The price that is shown in this section is the price before the discount.**
3. To add an item to the cart, click the **Add to Cart** Button
4. In the **Choose Your Price** window, the lowest price usually appears so you can click **Continue** but if you want to be sure, you're welcome to click on the down arrow of the box that shows the pricing options.
5. **To change the quantity**, click in the quantity box and click the word **'Update'** that's under the box.
6. If you would like to order more items, click on the words: **Continue Shopping** (located Upper Left above the item). If you prefer to order items not on the Favorites list, please feel free to search for the item(s) and add them to the cart. The discount will apply.
7. When you are finished selecting all the desired items, click on the **Quote** button in the Order Summary box.
8. **In the Shipping Address Window click Edit:**
  - a. **If your library purchased items in the past, click on the down arrow of the box in the Existing Shipping Address window and choose your library.** Feel free to edit the information.
    - i. In the **Recipient Contact Information Section**, please **enter your contact information and email address so you'll be notified of the order and shipment.** Press **Continue**
  - b. If your library has not purchased items in the past, click on the button next to **New Shipping Address** and enter your library's address information
    - i. You're welcome to select 'Store for Future Information'. For the short name, please enter the library name.
    - ii. In the **Recipient Contact Information Section**, please **enter your contact information and email address so you'll be notified of the order and shipment.** Press **Continue**

9. For the **Shipping Method**, **ensure that the shipping method with no cost is selected**. Leave the Bill to your Company's Shipping Account area blank. Press **Continue**
10. Scroll down in the **Quote Reference Section**, **enter the quote name (include your library name in the quote name) in the Quote Description box**. It is not necessary to complete the Notes or cost center code sections. Cost center information is left blank.
11. In the lower right corner or scroll down further and click the **Request Quote Button**
  - a. The quote is now completed. A quote number is assigned.
12. A TLN Staff representative will receive the quote and authorize the order. You will be notified via email when the order is placed if you completed step #8.a.i or 8.b.ii above.

### ***How Order Gets Placed***

1. The e-quote is sent to the TLN Technology Services Manager email account.
2. Only TLN is able to place the orders.
3. TLN staff will place the order per the received e-quote.
4. There will ordinarily be no shipping charge.
5. The ordered items will ship direct to your library.

### ***Billing***

1. CDWG will invoice TLN
2. TLN will invoice the Library or Library Cooperative.
  - a. TLN charges a 3% handling fee on all items up to a maximum of \$250
3. The Library or Library Cooperative will submit payment to TLN

### ***Need Help?***

Contact Angie Micheline, [amichelini@tln.lib.mi.us](mailto:amichelini@tln.lib.mi.us), 248.716.5583 or the TLN Helpdesk at 248.536.3100 x134