



The Library Network

Libraries Working Together

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Volume Discount Program in Partnership with CDWG

Updated 6/2020

To Access Portal

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

To Access Discounted Items

1. **In the Overview Window on the left side of the screen, Scroll down** to the menu bar and click **Bundles and Favorites/Organization Favorites or Bundles**
2. **Choose a product by clicking on the Product Name or Click the checkbox next to the product. The Product reflects the discounted price.**
3. To add an item to the cart, click the **Add to Cart** Button
4. **To change the quantity**, click in the quantity box and click the word **'Update'** that's under the box.
5. If you would like to order more items, click on the words: **Continue Shopping** (located Upper Left corner of the window). If you prefer to order items not on the Organization Favorites or Bundles list, please feel free to search for the item(s) and add them to the cart. The discount will apply.
6. When you are finished selecting all the desired items, click on the **Quote** button in the Order Summary box. (please do not select Checkout button)
7. **For Shipping Address, click Edit:**
 - a. **If your library purchased items in the past**, click on the down arrow of the box in the **Saved 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

8. 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**
9. Scroll down and 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.
10. 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.
11. A TLN Staff representative will receive the quote and authorize the order. You will be notified via email from CDWG when the order is placed if you completed step #7.a.i or 7.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. If the order cost is more than \$500, you will receive a request to authorize the purchase.
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.
 - a. TLN charges a 3% handling fee on all items up to a maximum of \$250
3. The Library will submit payment to TLN

Need Help?

Contact Angie Michelini, amichelini@tln.lib.mi.us, 248.716.5583