



# The Library Network

## Libraries Working Together

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### Volume Discount Program in Partnership with CDWG

#### *To Access Portal*

1. Go to [www.cdwg.com](http://www.cdwg.com)
2. Click on **Account Log On** in the upper right corner of the window
3. Enter User Name: [online@tln.lib.mi.us](mailto:online@tln.lib.mi.us)
4. Enter password: **TLNdiscounts248**
5. Click the Log On button

#### *To Access Discounted Items*

1. Click on the down arrow next to the TLN Account Name in the Upper right hand corner
2. Click on **Go To My Account Center**
3. **Scroll down** to the area that states '**Individual Products**'
4. **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.**
5. Enter the desired **quantity**.
6. To add an item to the cart, click the **Add to Cart** Button
7. If you would like to order more items, click on the **Continue Shopping** button.
8. When you are finished selecting all the desired items, click on the down arrow next to the Quote button and choose **Standard Quote**
9. Click on the button next to new **Shipping Address** and enter your library's address information
  - a. You're welcome to select 'Store for Future Information'. For the short name, please enter the library name.
10. In the **Recipient Contact Information Section**, please **enter your contact information and email address**.
  - a. Press Continue
11. For the Shipping Method, Click **Continue** to accept the default. **Please ensure free shipping is selected if it's not set to the default.**
12. 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.
13. In the lower right corner, click the **Request Quote Button**
  - a. The quote is now completed. A quote number is assigned.
14. 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 #10 above.
15. To Log Off, Select Log Off in the upper left corner of the CDWG portal.

### ***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 except Microsoft software.
3. The Library will submit payment to TLN

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

Contact Angie Michelini, [amichelini@tln.lib.mi.us](mailto:amichelini@tln.lib.mi.us), 248.536.3100 x144 or the TLN Helpdesk at 248.536.3100 x134