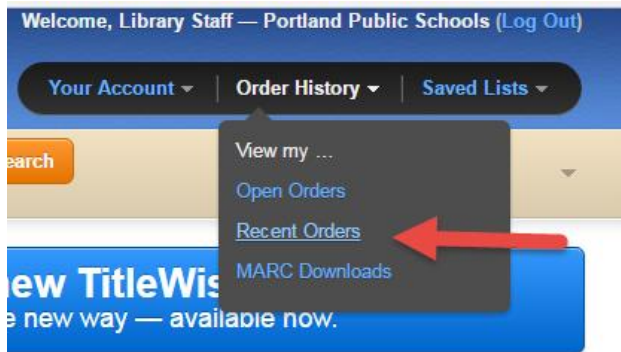


Follett TitleWave Invoices-PCARDS

Follett orders paid for with a PCARD will post to WORKS when the order has been SHIPPED from Follett. This can create split orders and multiple PCARD transactions when the entire order does not ship complete. **PCARD requires an itemized invoice, with credit card confirmation, matching the dollar amount of the purchase.** Follow the below instructions to access the accurate invoice from the Follett TitleWave website.

DO NOT UPLOAD- Email order confirmations, Packing slips or other incomplete documentation

- Log in: <https://www.titlewave.com/login/>
- Log in with your school's account (get from librarian or purchaser)
- Click on RECENT ORDERS:



- Download matching invoice related to your PCARD transaction and upload to transaction in WORKS.

Order History			
Using Follett's Destiny® Library Manager™? You can now easily import MARC records — all from within Destiny. Learn how to get started >>			
Are you a Destiny Discover user yet? Read about the best practices for managing your library's eBooks.			
Looking for your MARC Records? Find your MARC Downloads here.			
View Orders for: <input type="text" value="LLEWELLYN ELEMENTARY SCHOOL"/> <input type="button" value="Go"/>			
6 Orders, Last Updated 04/21/2017 < Prev Page 1 of 2 Next > > Jump to Page: <input type="text"/>			
Date Received: 03/09/2017 School: LLEWELLYN ELEMENTARY SCH Contact Name: List Name: Start New: 2/9/2017	Customer #: 3800905 PO #: 030917 Invoice #: 578102	89 Wanted Titles (Qty. 91): DNE: n/a	\$ 1,288.09
Shipment #1 - Status: Shipped (Invoice #578102) 03/15/2017	<input type="button" value="View Invoice"/>	74 Titles (Qty. 76):	\$ 1,005.13
Shipment #2 - Status: Shipped (Invoice #578102F) 04/10/2017 via Federal Express : 0611019238912874789605 Unshipped Titles	<input type="button" value="View Invoice"/>	12 Titles (Qty. 12):	\$ 172.84
Date Received: 02/09/2017 School: LLEWELLYN ELEMENTARY SCH Contact Name: List Name: Non-fiction #2	Customer #: 3800905 PO #: 020917 Invoice #: 557571	116 Wanted Titles (Qty. 123): DNE: \$ 1,892.00	\$ 1,931.29
Shipment #1 - Status: Shipped (Invoice #557571) 02/14/2017	<input type="button" value="View Invoice"/>	88 Titles (Qty. 88):	\$ 1,348.70
Shipment #2 - Status: Shipped (Invoice #557571F) 03/07/2017 via Federal Express : 0611019238912874280721 Unshipped Titles	<input type="button" value="View Invoice"/>	24 Titles (Qty. 25):	\$ 360.99

Transactions - Accountant										
>>	Pending Sign Off	Open	Ready to Batch	Flagged	All					
	Document	Primary Accountholder	Vendor	Account ID	Uploaded Receipt	GL06: Grant/Project	Purchase Amount	Date Purchased	Amount Allocated	
<input type="checkbox"/>	<input type="text" value="TXN00180212"/>	Robb, Mark	FOLLETT SCHOOL SOLUTIO	9084	Yes	00000	360.99	03/07/2017	360.99	
<input type="checkbox"/>	<input type="text" value="TXN00181211"/>	Robb, Mark	FOLLETT SCHOOL SOLUTIO	9084	Yes	00000	1,005.13	03/15/2017	1,005.13	