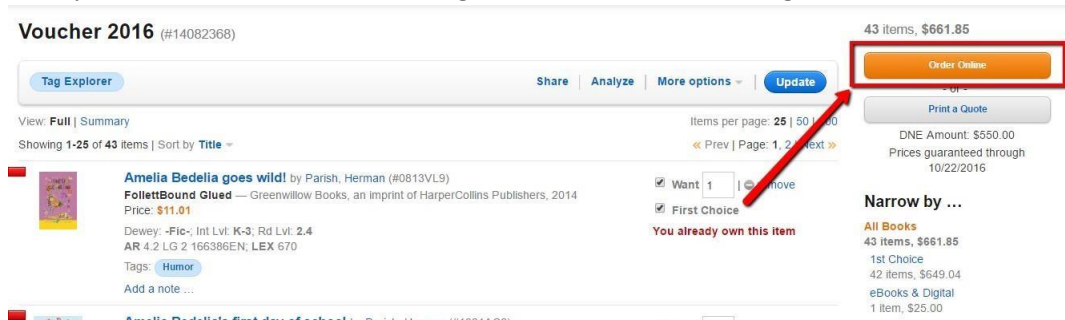


## TitleWave Ordering Procedures

1. Log into **Destiny > Exit Destiny Discover > Catalog tab > Titlewave** on left sidebar > **Access your account.**
2. Pull down the **Saved Lists** menu on the top right to open the List for this order.
3. Go to your **order list**. Click on the orange **"Order Online"** on the right side of the screen.



4. You will see a Review page called **Does everything look good?** In addition to your self-audit, use this page to review key metrics. Ex: reviews, average age, audience, product, pre-order, large print, etc. Once you have done that, click **Looks good, continue to the next step** at the bottom of the page.

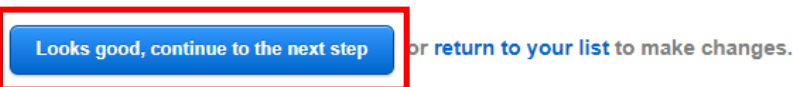
### Does everything look good?...

We realize that sometimes unexpected titles may find their way onto your list — particularly when working on a large order, or lists you've put together over several months. Here are a few key areas to review before placing your order — ensuring alignment with your purchasing goals.

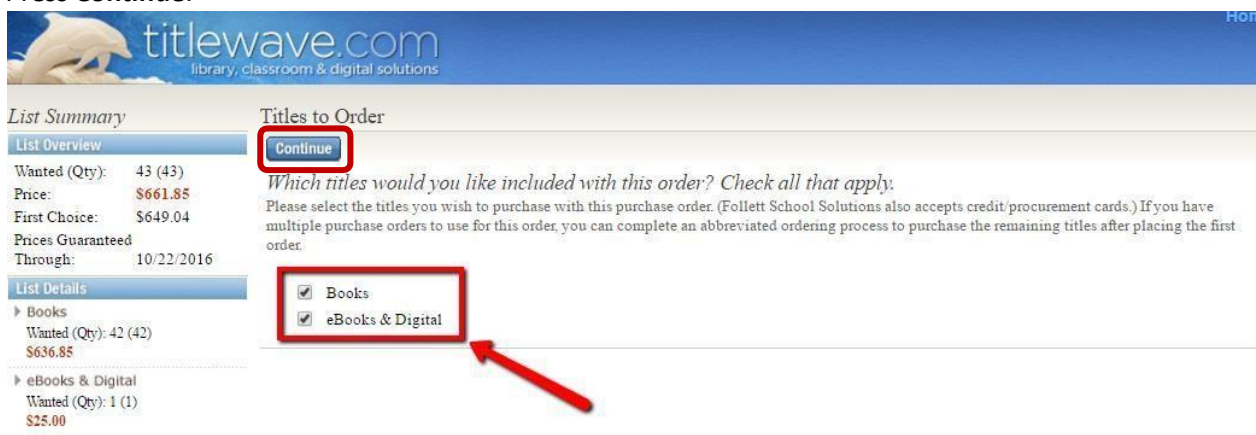
To review the items on your list in greater depth, you can use [Analyze List](#) or the [Tag Explorer](#) to see a detailed break down by key characteristics or subject.

### Ready to complete your order or quote?

Once you are satisfied with your selections, having made any necessary adjustments, you can move forward to the next step. Or you can always return to your list for more in-depth review and revisions.



5. **Titles to Order-** If you have books in different formats (**Books** and **eBooks and Digital** books) they will be processed separately. You will have to **check both boxes** to include them all in your order. **\*If Not Yet Published** titles are shown, click **Review Not Yet Published Titles** and **remove these titles from your list**. Press **Continue**.



6. **Book Cataloging and Processing Specifications:**

- Select School/ Library-** Make sure that your school is selected with the radio button.
- Select the radio button for **I WANT Cataloging & Processing for books on this order.**
- DO NOT** click **Edit Options** to edit any Book Specifications; Follett will use our District specs.

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Select School/Library > Payment > Confirm & Place Order

**Order Summary**

**Order Overview**

Wanted (Qty): 43 (43)  
Total: \$661.85  
First Choice: \$649.04

**Order Details**

Books  
Wanted (Qty): 42 (42)  
\$636.85

eBooks & Digital  
Wanted (Qty): 1 (1)  
\$25.00

**Select School/Library**

**Continue**

These materials are for the following school/library:

☒ My School ( )

☐ Other:

**Book Cataloging & Processing Specifications**

Would you like Cataloging & Processing for books on this order?

☐ I DO NOT WANT Cataloging & Processing for books on this order

☒ I WANT Cataloging & Processing for books on this order

- Payment:** Enter the **Purchase Order number PO #** provided by LMPET your school payment method (if using school funds). Add your **Do Not Exceed (DNE) amount**- this is **not** optional. Press **Continue**.

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Select School/Library > Payment > Confirm & Place Order

**Order Summary**

**Order Overview**

Wanted (Qty): 43 (43)  
Total: \$661.85  
Cataloging & Processing for Books: \$0.00  
Grand Total: \$661.85  
First Choice: \$649.04

**Order Details**

Books  
Wanted (Qty): 42 (42)  
\$636.85

eBooks & Digital  
Wanted (Qty): 1 (1)  
\$25.00

**Payment**

**Continue**

**Purchase Order Information**

**Purchase Order #:** (required)

If your organization does not use purchase order numbers, enter "none" in this box. Please DO NOT send a paper copy of your purchase order when ordering electronically unless you are required to do so by your school or district.

**Do Not Exceed (DNE) Amount:** 5 (optional)

Enter a DNE when you have a specific dollar amount to spend on an order. This will ensure that you will not exceed your spending limit.

**Special Instructions:** If applicable, please provide any additional information related to your order

**Continue**

- Billing Information:** Change the **Billing Address** if necessary. Use your own school address only when ordering with school-based funds. Use 105 W. Chesapeake Ave., Towson, MD 21204 when using funds provided by Library Media Programs; if this address does not appear, click to **Add a New Billing Address**.

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Select School/Library > Payment > Confirm & Place Order

### Order Summary

#### Order Overview

Wanted (Qty): 43 (43)  
Total: \$661.85  
Cataloging & Processing for Books: \$0.00  
Grand Total: **\$661.85**  
First Choice: \$649.04

#### Order Details

Books  
Wanted (Qty): 42 (42)  
**\$636.85**

eBooks & Digital  
Wanted (Qty): 1 (1)  
**\$25.00**

### Billing Information

#### Billing Address

Select a school/district to view the addresses we have on file.  
BALTIMORE CO PUB SCH DIST Display Addresses

Attention: **Library Programs** (optional)

Selected School/District: BALTIMORE CO PUB SCH DIST

Use This Billing Address 105 W Chesapeake Ave.  
Towson, MD 21204

Use This Billing Address 6901 N CHARLES ST  
BLDG CL  
BALTIMORE, MD 21220

Use This Billing Address 9611 PULASKI PARK DR  
STE 305-307  
BALTIMORE, MD 21220


Use This Billing Address 6229 FALLS  
E-LEARNING CENTER  
BALTIMORE, MD 21209

Use This Billing Address 105 W CHESAPEAKE AVE  
OFC OF DIGITAL LRN  
TOWSON, MD 21204

Add a New Billing Address

If the LMPET address is not listed, add it here.

9. **Review and Place order:** Review and verify that all information is correct before placing your order. Click Change to revise as needed. Press **Place Order**.


[Home](#)

## Review & Place Order

**For School/Library** [Change](#)  
  
 Include Book Processing  
 Use the next number on file at Follett School Solutions

**Payment Method** [Change](#)  
 Purchase Order: test  
 DNE Amount: \$550.00  
 First Choice: \$649.04

**Shipping Address** [Change](#)  
 Your completeschool address.

**Order Options** [Change](#)  
 Ship what's immediately available, and remaining items soon after  
 Intended for Library Media Center use

**Billing Address** [Change](#)  
 105 W Chesapeake Ave.  
 Towson, MD 21204

**Contact Information**  
 Your name, title, email address and phone number.

If everything is correct, place your order. If not, change to the correct information.

**Order Summary**  
 43 Items: \$661.85  
 First Choice: \$649.04  
 42 Books: \$636.85  
 1 eBook: \$25.00  
 Shipping & Handling: FREE  
 Book Processing: \$0.00  
**Total: \$661.85**  
[Place Order](#)

43 Items

Item	!	Price	Qty.	Total
<b>Amelia Bedelia goes wild!</b> by Parish, Herman (#0813VL9) FollettBound Glued — Greenwillow Books, an imprint of HarperCollins Publishers, 2014	1st	\$11.01	1	\$11.01
<b>Amelia Bedelia's first day of school</b> by Parish, Herman (#1321AC6) FollettBound Sewn — Greenwillow Books, an imprint of HarperCollins Publishers, 2015	1st	\$12.81	1	\$12.81
<b>As the crow flies : a first book of maps</b> by Hartman, Gail (#36342V9) FollettBound Sewn — Aladdin Paperbacks, c1991, p1993	1st	\$13.01	1	\$13.01