

Follett TitleWave Invoices-PCARDS

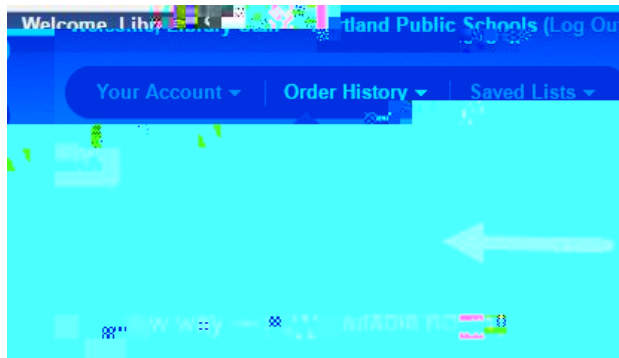
Follett orders paid for with a PCARD will post to WORKS when the order has been SHIPPED from Follett. This can create split orders and multiple PCARD transactions when the entire order does not ship complete. PCARD requires an itemized invoice, with credit card confirmation, matching the dollar amount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

