To Use Baker & Taylor Title Source 360 Ordering System:

- **Go to ts360.baker-taylor.com**
- **Enter your user ID and your password**
- **Open CARTS (on gray bar); select MANAGE CARTS**
- **Click on orange NEW CART button**
- **Name the cart (example 3-15-2017 Manhattan)**
- **Check box SET AS PRIMARY (your primary cart name will always appear at the top of the page)**
- **Choose folder for cart location as your DEFAULT FOLDER**
- **Select book account NCKLS LIBRARIES**
- **Hit CREATE CART orange button**
- **Enter title, ISBN, etc. in PRODUCT SEARCH field at top left of page**
- **Make sure that the title that pops up is the correct format (hardback, LTP, etc.)**
- **If you see a white C or O on a red background, click on them to see if you have already ordered the item (duplicate check)**
- **Make any notations in the note field that you need (like name of library)**
- **Enter the correct quantity that you want, then hit the orange ADD button beneath the note field**
- **You should now see the name of your cart, the total quantities, and amount spent at the top of screen beside the cart symbol**
- **When your cart is complete, click on the CARTS tab, open MANAGE CARTS, and check your order (making sure you haven't accidentally selected downloadable, language editions, etc.)**
- **Return to MANAGE CARTS so that all cart titles are displayed: click the square radio button beside the cart you wish to transfer**
- **To the right of the screen, open SELECT ACTION, and click the TRANSFER CART option**
- **When the names of all users appear, scroll down to NCKLSACQ (NCKLS ORDERING) and check the box beside the name**
- **Hit TRANSFER CART button**
- **You should see COMPLETE TRANSER CART SUCCESSFULLY; click on CLOSE WINDOW**
- **There should now be a blue arrow beside the name of your cart**
- **Click on the square radio button beside the name of the cart again. Return to SELECT ACTION and click on MOVE CART TO FOLDER**
- **Select SENT TO NCKLS as your cart destination**
- **Move cart without viewing**
- **On left side of screen, you should now see that the cart appears in the correct folder**
- **Note: always check the name of the cart at the top of the page. Again, that indicates your primary cart, so any title you add will automatically go to that cart. You can make other carts primary any time you wish.**