



The CDW Extranet: Multiple Account Management

Access and Control Multiple Accounts

Enjoy Powerful Enterprise-Level Benefits



Ask Your Account Manager about Account Linking

Whether you have inherited a new team, acquired a new company or just need to access multiple billing addresses for online purchases, account linking delivers consolidated access and insight into two or more related CDW accounts. Appropriate for organizations of any size, this enterprise-level option delivers:

Multiple Billing Addresses

- Bill online purchases to the appropriate location, department or division at the time of purchase.

Enterprise-Level Purchase and Payment History

- View and download purchase, payment and account activity.
- Use standard or custom reports for deep insight into purchases and account activity.

Enterprise-Level Quote Activity

- Create quotes and access all open quotes across multiple accounts.

Enterprise-Level Order Status

- Check to see which orders have shipped to which locations.

Customizable Security Settings

- Manage user access to features and information based on roles across multiple accounts.

Interested? Take a closer look at CDW.com/tours.

Or, call your Account Manager to request an extranet today!
New to CDW? Call 800.750.4239.

Find my orders (See PO Number, Date, Order Number, Invoice Number)

Select account(s) from the list below and click continue to view their recent orders:

Account #	Account Name	Address
<input checked="" type="checkbox"/>	1215592 The Baltimore Sun	505 N Calvert St Baltimore MD 21202-3634
<input type="checkbox"/>	1270987 CBS News Tribune Broadcasting	2585 York Rd Ste 114 Oak Brook IL 60453-8889
<input type="checkbox"/>	1605687 WJXH-TV	220 E 42nd St Fl 19 New York NY 10017-4809
<input type="checkbox"/>	1875392 WJHG-TV	1 Monroe Pl Nor Atlanta GA 30328-8536
<input type="checkbox"/>	2113440 Star Community Publishing LLC	25 Cresham Dr Melville NY 11747-4207
<input type="checkbox"/>	2561625 Fulcrum Publishing	10750 Little Patuxent Pkwy Columbia MD 21044-3136

Reporting
Create New Report

On this screen you will be able to select report criteria and data fields, begin by selecting a time period for your report. Then select run. Once criteria is selected you may save or run a report.

Select a Time Period: Previous Day

Select the account you want to include in the report:

Account #	Account Name	Address
<input checked="" type="checkbox"/>	1215592 The Baltimore Sun	505 N Calvert St Baltimore MD 21202-3634
<input type="checkbox"/>	1270987 CBS News Tribune Broadcasting	2585 York Rd Ste 114 Oak Brook IL 60453-8889
<input type="checkbox"/>	1605687 WJXH-TV	220 E 42nd St Fl 19 New York NY 10017-4809
<input type="checkbox"/>	1875392 WJHG-TV	1 Monroe Pl Nor Atlanta GA 30328-8536
<input type="checkbox"/>	2113440 Star Community Publishing LLC	25 Cresham Dr Melville NY 11747-4207
<input type="checkbox"/>	2561625 Fulcrum Publishing	10750 Little Patuxent Pkwy Columbia MD 21044-3136

View Order History and Finance Center reports across multiple accounts when you link two or more accounts online.

More Options to Help Keep Purchases in Check PAS and Custom Catalogs

Create a customizable purchasing system with rules-based approvals and workflows and add Purchase Authorization System (PAS) and Custom Catalogs to your extranet. Both options may be added to an extranet or activated during initial set up. Contact your Account Manager for details.