



The CDW Extranet: Order Center

Track Orders and Shipments. Manage Purchases and Payments.

Save Time and Take Control of Your Account



Order Center

Order Status, My Leases, Order History and Finance Center

Save time and take control of your account when you use the tools and information available through the Order Center. Track your shipments, print a copy of an invoice or packing slip, analyze purchases, check your account balance and more. Log on to your extranet today to:

Track Orders

- Check to see if an order has shipped.
- Search for specific orders by P.O. number, date, invoice and more.
- View information about purchases and leases.
- Access parcel tracking numbers and links to shipper's website.
- Quickly locate recent orders on your My Account page.

Manage Purchases and Payments

- Use standard reports for instant access to order and account history.
- Create custom reports with drag and drop reporting options.
- Download your purchase and account history data.
 - Available purchase history data: P.O. number, cost center code, purchaser, shipping address, product serial number and more.
 - Available account data: Invoice status, order date and more.
- Reprint a copy of any invoice or packing slip at any time.
- Initiate returns and request RMA numbers.

**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.**

The Order Status feature provides critical information about an order including shipment status, invoice number, packing list parcel tracking numbers and the items ordered.

Order Center reports deliver access to details about purchases and payments. Use easy drag and drop options to customize reports or download data for offline analysis.

Customer #	Order #	Order Date	PO	Cost Center	Invoice #	Part #
1252	V4521	3/27/2009	WEB		NQ00	12959
1252	V4521	3/27/2009	WEB		NQ00	11805
1252	V4521	3/27/2009	WEB		NQ00	16233
1252	V4462	3/27/2009	WEB		NQ00	55457
1252	V4384	3/26/2009	WEB		NQ00	15590
1252	V4384	3/26/2009	WEB		NQ00	13244