



## The CDW Extranet: Purchase Authorization System

# Save Time and Control IT Purchases

with an Online Approval System



### Ask Your Account Manager about Purchase Authorization System (PAS)

Available through the CDW Extranet, PAS streamlines and controls IT purchases with automated, rules-based approvals and workflows.

- Reduce paperwork, reduce approval times, automate approvals
- Workflows define the approval process. Design them according to your needs and assign them to users.
- Workflows can accommodate multiple approvals.
- Use rules to set spending limits by order or product price.
- Use rules to require purchasing approvals and to restrict the ability to make purchases.
- Purchasers and approvers keep up to date on approvals online and via e-mail.
- Online reports give quick access to check approved, denied, and pending orders.
- This feature may be added to an existing extranet or activated during initial set up.

For additional control, couple PAS with our Custom Catalogs feature to restrict the products purchased by users. Custom Catalogs define the products that may be purchased.

Want to keep costs and purchases in check across two or more related CDW accounts? Create a customizable purchasing system when PAS is coupled with Custom Catalogs and Multiple Account Management.

### Interested? Take a closer look at [CDW.com/tours](http://CDW.com/tours).

**Or, call your Account Manager to request an extranet or activate this feature today!  
New to CDW? Call 800.750.4239.**

**Access the Purchase Authorization System (PAS) management features through the Manage Your Account menu.**

### More Options to Help Keep Purchases in Check Custom Catalogs and Multiple Account Management

Create an enterprise-level purchasing system with rules-based approvals and workflows and add Custom Catalogs and Multiple Account Management to your extranet. Both options may be added to an existing extranet or activated during initial set up. Contact your Account Manager for details.