



The CDW-G 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.
- Access to tracking numbers on the 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.

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Order Status | My Leases | Order History | Finance Center

Reporting > Report Criteria

Your report appears below. Click Edit Criteria to change the data fields displayed. Save it as a custom report.

Save Report | Edit Criteria | Download CSV

Report Results

To set a pivot point for a drilldown report, drag the desired column header into the gray box below. To cancel a pivot point, click the 'X'. Expand or collapse a pivot point using '+' and '-'.

Drag a column header here to set a pivot point.

Customer #	Order #	Order Date	PO	Cost Center	Invoice #	Part #
1252	V4821	3/27/2009	WEB		NQKO	12959
1292	V4821	3/27/2009	WEB		NQKO	11809
1252	V4821	3/27/2009	WEB		NQKO	16233
1252	V4847	3/27/2009	WEB		NQCE	55457
1252	V4864	3/26/2009	WEB		NQDL	15599
1292	V4864	3/26/2009	WEB		NQDL	13244

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.

Paperless Billing Available
In addition to accessing your account information online, you can choose to receive invoices in PDF via e-mail. To request paperless billing, send your customer number or an invoice number to:
paperlessbilling@cdw.com

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

Or, call your Account Manager to request an extranet today!
New to CDW-G? Call 800.474.4239.



Order Center: Parcel Tracking Numbers

Tracking Information in One Convenient Location

Direct connections with our shipping partners mean the latest information about your shipments is available through your CDW-G Extranet. Log on to quickly access tracking information whenever you need it.



My Account Home Page

The page you will land on after you log on. If you are already logged on, navigate back to this page by clicking on the My Account tab.

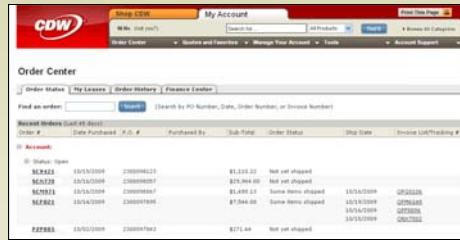


The Recent Orders section includes links to tracking numbers for the last five orders.



Order Status Page

Log on and access this page by selecting 'Order Center' from top grey menu then selecting the 'Order Status' option.



Links to tracking numbers and list of invoices related to one order are in the right hand column.



Order Details Page

Log on and access this page from the My Account home page or Order Status page.



Links to tracking numbers and a list of all invoices related to on order are in the upper left corner.



CDW CDW-G CDW Canada Your Account Manager: Gia Shopping Cart 0 Items Support Log Off

Shop CDW My Account Print This Page

Hi Ho (not you?) Search for... All Products Find It Browse All Categories

Order Center Quotes and Favorites Manage Your Account Tools Account Support

Order Center

Order Status My Leases Order History Finance Center

Invoice List [Request RMA](#)

Order #: 1A0A0AA
 Status: All items shipped
 Order Date: 9/30/2009
 PO #: 2300097798
 Customer #: 125278
 Purchaser: NADINE
 Cost Center: 11257003

Need Help?
 Contact: Gia
 Phone: 877.123.4567
 Fax: 877.123.4567
 E-Mail: Gia

Product	CDW Part #	Mfg Part #	Qty	Unit Price	Ext. Price
Lenovo ThinkPlus USB Optical Wheel Mouse	504915	06P4069	1	\$12.36	\$12.36
Microsoft Office Standard 2007 - license	1060326	021-07777	1		
Targus Leather 15.4" Notebook Case	15679	TLE300	1	\$43.96	\$43.96
Toshiba Dynadock U Universal USB F	17624	PA3575U-1PRP	1		
Sub-Total					\$513.94
Shipping					\$6.81
US Tax					\$32.12
Grand Total					\$552.87

Tracking Number
 Box 1: 179F140W0234802592
 Box 2: 1245N48832R7570348

Invoice #: [Printable Invoice](#)

Product CDW Part # Mfg Part # Qty Unit Price Ext. Price



The Invoice List page summarizes all of the invoices related to one order and displays all related details, including parcel tracking numbers and links to tracking information.

Log on and access this page from links labeled Invoice List/Tracking # on the the My Account home page, Order Status and Order Details pages.

For more information about the status of an order, contact Customer Relations:

**866.782.4239
Hours: M-F 7am-9pm CT**