



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 type="checkbox"/> 1215992	The Baltimore Sun	505 N Calvert St Baltimore MD 21202-3634
<input type="checkbox"/> 1270987	CB News Tribune Broadcasting	2586 York Rd Ste 114 Oak Brook IL 60521-8889
<input type="checkbox"/> 1405687	WJXH-TV	220 E 42nd St Fl 13 New York NY 10017-4809
<input type="checkbox"/> 1875392	Walt-TV WISN	1 Monroe Pl Ste Atlanta GA 30328-8536
<input type="checkbox"/> 2113448	Star Community Publishing LLC	25 Cresham Dr Melville NY 11747-4207
<input type="checkbox"/> 2561425	Fatulent 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"/> 1215992	The Baltimore Sun	505 N Calvert St Baltimore MD 21202-3634
<input type="checkbox"/> 1270987	CB News Tribune Broadcasting	2586 York Rd Ste 114 Oak Brook IL 60521-8889
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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.



The CDW Extranet: Profile and Preferences

Manage Your Preferences

Passwords, Contact Information, Billing, Shipping and Payment Methods



Profile and Preferences

Use this feature to manage vital account information for you and your organization*.

Manage personal passwords

- Reset passwords or create and change the secret question which helps you remember your password.

Manage billing and payment preferences

- Request a billing address change.
- Add or remove payment options for online purchases*.
- Set the default payment option for online purchases*.

Manage shipping preferences

- Set a personal default shipping address for online purchases.
- Add and remove shipping addresses for online purchases*.
- Add and remove shipping methods for online purchases*.

Manage shipping carrier accounts

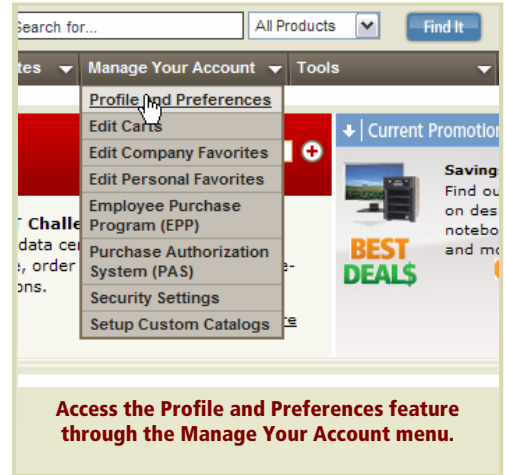
- Set a personal default payment option for online purchases.
- Add, remove and edit payment options for online purchases*.
- Add your organization's shipping carrier accounts and use them to pay shipping fees for online purchases*.

Manage contact info associated with your CDW Extranet

- First Name, Last Name, Title, E-Mail, Phone Number, Extension

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*Administrator-level rights required to manage options and defaults for all users within an organization. See the Security Settings tour or ask your Account Manager for details.



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.

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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.

The CDW Extranet: Security Settings

Manage Control and Access

To Specific Features and Information



Ask Your Account Manager about Security Settings

Security Settings provide a scalable, flexible system used to grant users control of and access to specific features and information. Manage rights for a single user or a group of users from a central location.

Keep information secure

Security Settings allow a user with administrative rights to quickly grant and remove permission to access an extranet. This is helpful when new coworkers are hired or if a coworker leaves an organization.

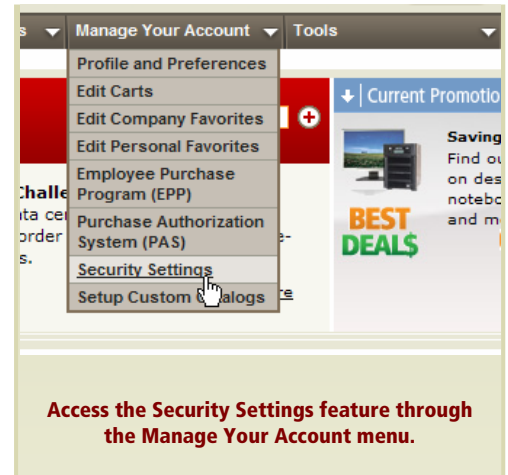
Align permissions with roles and responsibilities

Organizations with several coworkers who purchase IT products can group coworkers by role or by department so they can view only their own quotes, orders and purchase history.

Distribute administrative privileges

Special roles and permissions have been created to work with advanced features so control of key features and information can be delegated throughout an organization. These include:

- **Security Administrator** – Users with this permission administer settings.
- **Purchase Authorization System (PAS) Administrator** – Users with this permission can define approval processes by creating workflows in PAS. PAS streamlines IT purchases with automated, rules-based approvals and workflows.
- **Catalog Administrator** – Users with this permission can create and maintain the product selection in Custom Catalogs. Custom Catalogs are commonly used in conjunction with PAS to control the products users may purchase.



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

Create a customizable purchasing system with approvals and workflows - add Purchase Authorization System (PAS), Custom Catalogs and Multiple Account Management to your extranet. Use them singularly or in combination to meet your organization's specific needs. Contact your Account Manager for more details.

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The CDW Extranet: Custom Catalogs

Enforce and Communicate IT Standards

According to Your Rules



Ask Your Account Manager about Custom Catalogs

Custom Catalogs make it easy to enforce and communicate IT standards. Custom Catalogs may be used as stand-alone option, but are most commonly used in combination with our Purchase Approval System (PAS) and Multiple Account Management features.

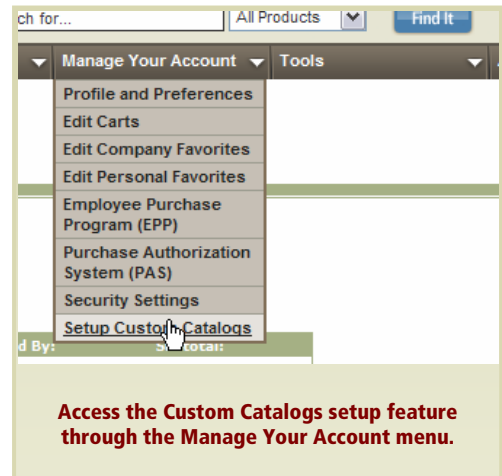
Custom Catalogs define the products that may be purchased. PAS saves time and streamlines IT purchasing with automated, rules-based approvals and workflows. Multiple Account Management, combined with Custom Catalogs and PAS, keeps costs and purchases in check across an organization with two or more related CDW accounts.

Custom Catalogs are built using rules. Use them singularly or together to meet specific needs. Populate a catalog with:

- Items that meet a specific product search criteria.
- Products in a Company Favorites list.
- Previously-purchased items.
- A list of manufacturer part numbers.
- A list of CDW part numbers.
- Products in one more of the contracts associated with an account.

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More Options to Help Keep Purchases in Check Purchase Authorization System and Multiple Account Management

Create an enterprise-level purchasing system with rules-based approvals and workflows and add our Purchase Authorization System (PAS) 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.