



TRACK ORDERS, MANAGE PURCHASES

Save Time and Take Control of Your Account

Get to Know the Order Center

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

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 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.

INTERESTED?

Take a closer look
at CDW.com/explore

Or, call your Account Manager
to request an extranet today!

New to CDW?
Call 800.800.4239

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

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

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 <input type="checkbox"/> . Expand or collapse a pivot point using <input type="checkbox"/> and <input type="checkbox"/> .												
Description <input type="checkbox"/>												
Customer #	Order #	Order Date	PO	Cost Center	Invoice #	Part #	Qty	Price	Sub-Total	Purchased By	M	
- Description : Crucial memory - 8 GB : 2 x 4 GB - SO DIMM 204-pin - DDR3							Total: \$215.98					
3346478	1B32TVC	1/12/2011	WEB		WCX1493	1735633	2	\$107.99	\$215.98	CARL MALIKOWSKI	C	
+ Description : EDGE 512MB Module							Total: \$789.59					
+ Description : Epson Artisan 50 printer, color, ink, int							Total: \$120.00					