



# 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.ca/explore](http://CDW.ca/explore)

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

**New to CDW?**

Call 800.972.3922

## 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](mailto: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	1B3ZTVC	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 jet							Total: \$120.00				