



# YOUR ACCOUNT'S CUSTOM FIELDS

## Learn How Custom Fields Make Ordering Easier

Ask your account manager to activate Custom Fields on your account to track individual items or purchases.

- Custom Fields appear on checkout pages when you place an online order. Your Account Manager can also view and fill out Custom Fields when you place orders over the phone.
- Custom Fields may be used to gather information at the line item or order level.
- The data generated from Custom Fields appears on printed invoices. It is also added to purchase and account history data.
- Popular Custom Fields include cost center code, department number, and accounting code number.
- Use Custom Fields data coupled with the drag and drop reporting options for powerful ad-hoc reporting. You can also download account data for a more thorough offline analysis.



## INTERESTED?

Take a closer look  
at [CDWG.com/explore](http://CDWG.com/explore)

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

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