



SAVE TIME WITH ONLINE APPROVAL SYSTEM

Ask Your Account Manager about Purchase Authorization System (PAS)

Available through CDW-G Extranet, PAS streamlines and controls IT purchases with automated, rules-based approvals and workflows.

- Reduce paperwork, reduce approval times, and 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 setup.

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-G accounts? Create a customizable purchasing system when PAS is coupled with Custom Catalogs and Multiple Account Management.

INTERESTED?

Take a closer look at CDWG.com/explore

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

New to CDW-G?
Call 800.808.4239

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 setup.

Contact your Account Manager for details.

View PAS Orders | Reports | Workflow

Create/Edit Workflow and Assign User Rules:

Workflow Name: Workflow Description:

Net Terms PO Field REQUIRED by:
 PAS Purchaser PAS Authorizer

Select Workflow Rules:

Note: Rules created without authorizers will stop a user from purchasing, rules with authorizers will need approval to checkout.

Step:	Rules:	Amount/Catalogs:	Authorizers:
1	<ul style="list-style-type: none"> Need authorizer(s) approval Order total cannot exceed Product price cannot exceed Restrict purchase to catalog Exclude catalog items Need authorizer(s) approval Cannot checkout 		Aaron Anda <input type="button" value="Edit"/>

Custom Catalogs Catalog List > Catalog Results

Catalog Name: Approved Parts Description: These are parts that do not require PAS authorization

Select a category: Select a product:

- ▶ Cables
- ▶ Computer Accessories
- ▶ Data Storage Products
- ▶ Do Not Use
- ▶ Power Protection & Accessories
- ▶ Printers & Print Supplies
- ▶ Software

Product Description:
 Memorex 100 Pack DV Storage Media
 100 Pack; DVD-R; 4.7
 Memorex CD-R Discs, 700MB, 80 minutes, 5