The CDW Extranet: Order Center

Track Orders and Shipments. Manage Purchases and Payments.

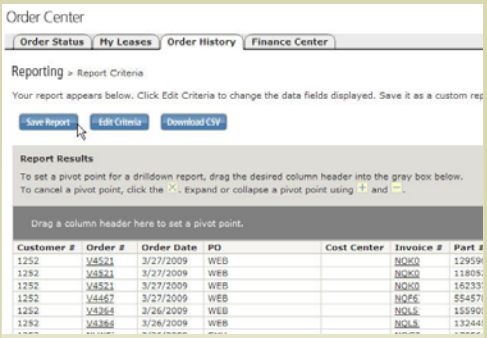
Save Time and Take Control of Your Account



Order Center –

Order Status, My Leases, Order History and Finance Center

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



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

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 to 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.



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.

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.

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Order Center: Parcel Tracking Numbers

Tracking Information in One Convenient Location



Direct connections with our shipping partners mean the latest information about your shipments is available through your CDW Extranet. Log on to quickly access tracking information whenever you need it.

My Account Home Page

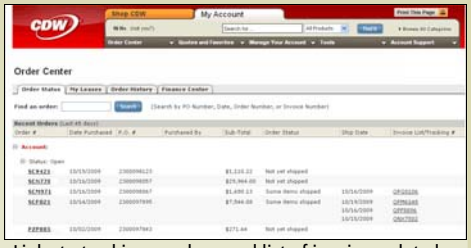
The page you will land on after you log on. If you are already logged on, navigate back to this page by click on the My Account tab.



The Recent Orders section includes links to tracking numbers for the last five orders.

Order Status Page

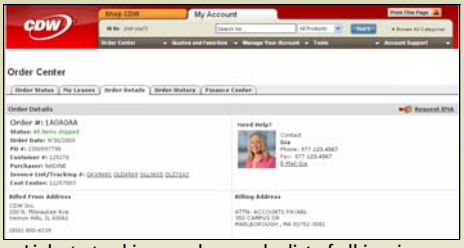
Log on and access the this page by selecting 'Order Center' from top grey menu then selecting the 'Order Status'option.



Links to tracking numbers and list of invoices related to one order are in the right hand column.

Order Details Page

Log on and access this page from the My Account home page or Order Status page.



Links to tracking numbers and a list of all invoices related to on order are in the upper left corner.



The Invoice List page summarizes all of the invoices related to one order and displays all related details, including parcel tracking numbers and links to tracking information.

Log on and access this page from links labeled Invoice List/Tracking # on the the My Account home page, Order Status and Order Details pages.

For more information about the status of an order, contact Customer Relations:

866.782.4239
Hours: M-F 7am-9pm CT

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