Below is the basics on how to order computer peripherals from CDW-G’s webpage.

Here are the rules before we begin:

- You must have a CDW-G account (only available after contacting ITS for access)
- Individual items must be less than $500
- Order totals must be less than $5000
- Apple branded products and peripherals cannot be purchased
- Laptops, desktops, tablets, and printers must be purchased through the ITS Purchasing page

Start by navigating to UWL’s CDW-G webpage at www.cdwg.com/UWL
Click on the “Account Log On” button and log in with your UWL email address and password you created.

Once logged on you be redirected back the UWL landing page. It will say your name in the upper right hand corner.

From here you can search using the search bar if you know what you are looking for. You can also scroll down to find various product categories to choose from. There is also order and quote lookup boxes on this main page if you have already ordered something or generated a quote to review.
Once you find the product you are looking for you, you can add it to your cart. For example, I have selected an Otterbox case for an iPad Pro.

Once you select “Add to Cart” another screen will pop up confirming the item has been added to the cart. You are then given some options:

- Continue shopping – return to product page and find more items
  - To return the UWL page click on the CDW-G logo in the upper left hand corner
- Quote – create a quote with the ability to email to supervisor or ITS staff
- Checkout – continue the purchase process
When you click on either “Checkout” or “Quote”, you are presented with two options, “Express Checkout” or “Standard Checkout”. You will want to select “Standard Checkout”.

1) The first screen in the checkout or quote process is the shipping address. You will need select “New Address” to add the correct shipping location for Shipping and Receiving as shown below. Make sure to select “Store for future Purchases” to remember it for next time.
2) Next you will select the shipping method. There will always be a free shipping option using the quickest, most economical carrier. Most of the items from CDW-G arrive within two business days using the free shipping method.

3) Next is the billing and payment screen. The billing information should not be changed; you will only need to make sure **Net Terms** is selected under “Payment Method”. Under “For Your Reference” you will need to enter the **Department Name** in the “PO Number/Description” box and then the **account code** that will be billed in the “Cost Center Code Box”. You will also want to put some notes in the Customer Notes to help identify this order in case any questions arise.
4) The last screen will be review and place order. Here you can verify all the information entered is correct and change anything that is incorrect. Once you have verified everything you can click “Place Order”. You should get an email confirmation within minutes of submitting the order.
The quote process is similar to the checkout process. You will select the “Shipping Address”, “Shipping Method” and then request the quote. You will need to put something in the Quote Description field in order to generate the quote.

You can use the express checkout option once you have set all of your defaults. These need to be set at every step of the checkout process. Once the information is correct you can select the “Set as Default” checkbox.
If you select an item over the price per item or price per cart threshold, you will not be presented with a checkout option, only a quote option as shown below. You can submit the quote to ITS and if approved, we will place the order for you.

If you have any questions, please contact Justin Bolstad (jbolstad@uwlax.edu) or Jim Jorstad (jjorstad@uwlax.edu) in ITS.