

Vet your quote at the ESCNJ Dedicated website at <https://www.cdwg.com/escnj>



Educational Services Commission of New Jersey
Cooperative Pricing System

NJ State Approved Co-op #- 65MCESCCPS

Ordering Instructions

Awarded Catalog Category: [Technology Catalog: ESCNJ 18/19-03](#)

Introduction

CDW Government, Inc. (CDW•G) is focused on meeting the mission-critical technology needs of organizations – large and small. You get great personal service, plus wide product selection, expert knowledge and advice, quick shipping and continuing technical support.

Please email questions to or call one of the dedicated team members:

Michael Talbot - Account Manager
CDW Government, Inc.
2 Corporate Dr., Suite 800
Shelton, CT 06484
Direct: 866-687-3186
Fax: 847-990-8012
Email: michtal@cdw.com

Sarah – Regional Sales Manager
CDW Government, Inc.
2 Corporate Dr., Suite 800
Shelton, CT 06484
Direct: 866-769-8466
Fax: 847-990-8040
Email: Sarah.Rosenfeld@cdwg.com

How to Use and Navigate the CDW•G Online Catalog Store

Below is a list of step by step instructions on how to access and navigate through the online store front, shop and select items to be added to a shopping cart to be ordered.

Placing an Order via Fax:

1. Shop, build a cart and print an ESCNJ quote from the CDW•G online catalog store front linked from www.escnj.us or through a sales representative.
1. Our catalog store front posted ESCNJ prices are for a quantity of 1. **For volume discounts on quotes, please contact your dedicated Account Manager or one of the contacts above.**
2. Address the orders to:
 - CDW Government, Inc.
 - 2 Enterprise Dr, Suite 404
 - Shelton, CT 06484
 - Attn: NJ Sales Team
4. All orders should state “As per ESCNJ 18/19-03” and include the New Jersey State approved Co-op #65MCECCPS
5. Fax the completed order to your dedicated Account Manager or one of the contacts above.
 - a. Your order will be reviewed by the CDW-G sales team.
 - b. You will be contacted to make any necessary corrections.
 - c. Your order will be processed and all orders credit released and in stock will ship the same day as long as the order is processed by 5pm ET.
 - d. Your order will be archived for audit protection.

Placing an order Online:

1. Login to the ESCNJ Dedicated website at <https://www.cdwg.com/escnj>
2. Search for product by clicking on the different product categories, or by putting in product numbers/descriptions in the search section.
3. Add selected line items to your cart. Once you are done adding items to your cart proceed to checkout.
4. At this point you will be asked for a username and password. If you have set up an account with CDW-G online before, please enter your information now to proceed to check out. If this is your first time using the website, please create an account.
5. Orders must be placed on the member's parent account, to find out this account number, please contact your dedicated Account Manager
6. When finishing the order, make sure to choose shipping, to get free shipping you must choose the option that is \$0.00, if you choose any other method, you will be charged freight.
7. Place order online and it will be routed to your Account Manager.
8. Once the order is placed, please fax a copy of the Purchase Order along with the Voucher to your Account Manager to complete the ordering process.