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Cooperative  
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*Sourcing. Strategy. Savings.®*

# B&H / E&I PURCHASING PORTAL

A STEP-BY-STEP GUIDE

[www.bandh.com/eandinow](http://www.bandh.com/eandinow)

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# Features & Benefits of the B&H/E&I Portal

With over 750,000 products from the top technology manufacturers, the B&H/E&I portal provides E&I member's tools they can use for everyday purchases and quotes with exclusive pricing!

*A glimpse of benefits the portal offers:*

- **Exclusive Pricing for E&I Members**
- **Ability to check out using a Purchase Order**
- **Instant Quotes with contract pricing**
- **Price Reviewed Quotes for possible additional discounts over \$5,000**
- **Apply or Link Net Terms & Tax Exempt Status**
- **Quick Order Feature**
- **Team Management Tool**

B&H B2B for Higher Education powered by E&I



**E&I Cooperative Services**  
Sourcing. Strategy. Savings.®

B&H B2B is integrated with E&I-approved cooperative contract purchasing—so you can bypass the bidding process and leverage the collective buying power of over 10,000 member organizations.

Sign up today to enjoy:

- ✓ Fast, easy quotes
- ✓ Hassle-free price comparisons
- ✓ One-stop shopping for myriad tools
- ✓ Expert advice from reps with real product know-how

[Sign Up](#) [Learn More](#)

# Sign-Up for the Portal

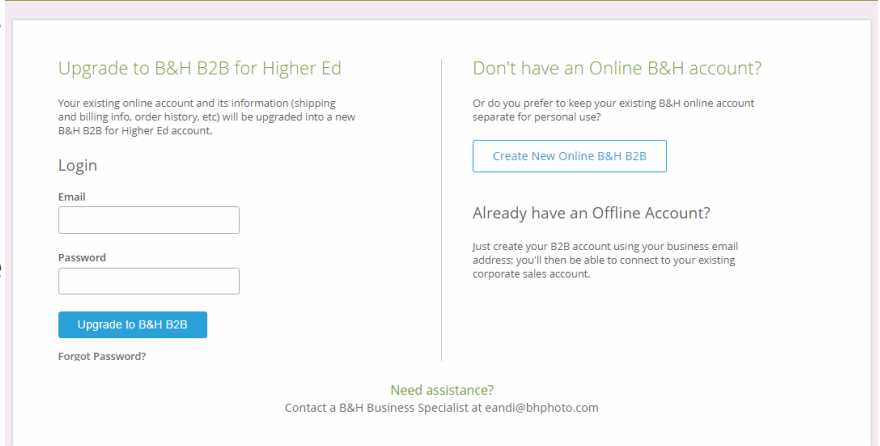
**Get Started** by going to: [www.bandh.com/eandinow](http://www.bandh.com/eandinow)

If you already have a web login for B&H with your organization's email address\*, you can **Upgrade to B&H B2B for Higher Education** by entering your email address and password.

If this is your first time using B&H online with your organization's email address, select **Create new Online B&H B2B Higher Education**.

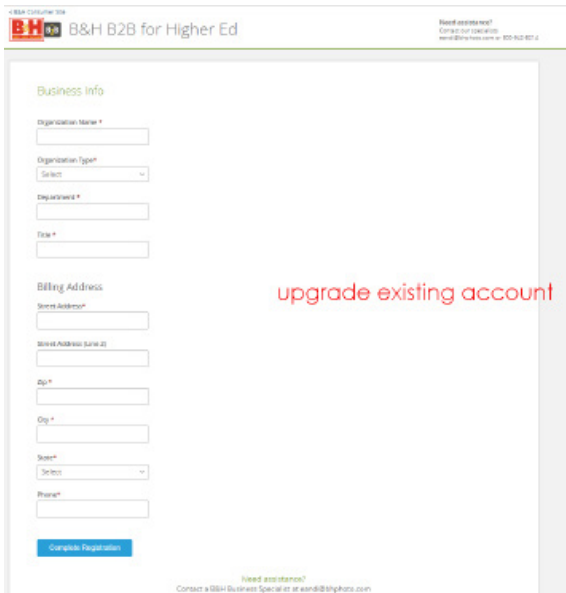
 B&H B2B for Higher Ed

Need assistance?  
Contact our specialists  
eandl@bhphoto.com or 800-942-8214



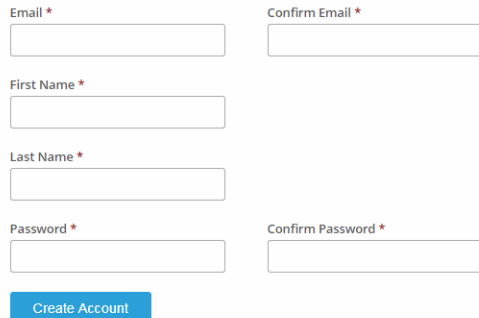
Whether you Upgrade or Create a new account, please fill out all information to complete registration.

\*Gmail, Yahoo, AOL, or other generic email addresses will NOT be accepted.



## Register for B&H B2B for Higher Ed

Recommended if you do not already have a B&H account or if you do, but prefer to keep it separate from your B&H B2B for Higher Ed account.



create a new account

Prefer to upgrade an existing B&H Account?

Upgrade your existing personal B&H account and information to a B&H B2B for Higher Ed account.

Use Existing B&H Account

# Verify Your Account

Once you complete the registration, you will receive a verification email.



## B&H B2B for Higher Ed

Registration Complete

✓ Welcome, Lindsey

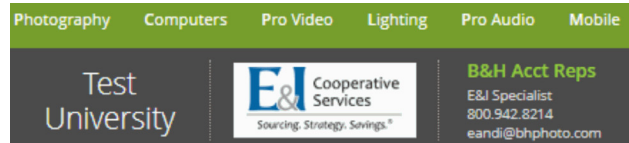
You're all set. Start purchasing and enjoy all the benefits of B&H B2B for Higher Ed.

You will need to click the blue box, **Verify My Email**, to begin using the portal.

Verify My Email

After you verify your email, and log into the site, you will see the **B&H B2B Logo**, as well as the **E&I Logo**

Going forward, any time you log in to the B&H website, you will be automatically redirected to the B&H E&I portal.



# Team Management - Admin Privileges

When you sign up through the website [www.bandhphoto.com/eandinow](http://www.bandhphoto.com/eandinow) you will have Admin Privileges, also known as Team Management. Team Management is a tool, found in **My Account**, that allows you to build a team to enable centralized purchasing, purchasing privileges, and a full view of your team's order and quote activity. When your colleagues sign up through your invite, they become team members, but do not have Admin Privileges.

## WHAT EXACTLY CAN I DO AS AN ADMIN?

### Invite users with the same domain:


Build a team by inviting your colleagues who have the **same email domain**. A user becomes a team member once they accept, by clicking Complete Sign-Up, on the team invitation email. The invited team member will log in using their own email address, but the Admin can see their quote and order activity.







### Assign purchasing privileges:

The Admin can select specific **purchasing privileges** for individual team members. For example, as the Admin, you could assign a member the ability to purchase using NetTerms, only Credit Cards, or quote only. If you do not choose Net Terms or Credit Card the user will only be able to receive quotes.

### View team members' quotes and orders:

Purchases and quotes by team members will be visible to the Admin. The Admin has the option to turn other team members' quotes into orders.

 Team Members

NAME	PRIVILEGES	LAST ACTIVE		
 > Lindsey	Admin	06/11/2019		
 < Devorah		06/14/2019		
Date	Activity	Details	Status	Amount
06/14/2019	Quote	<u>1057914179</u>	Ready	\$21.85

### Transfer Admin status:

If the current Admin needs to transfer their Administrative privileges, they have the ability to transfer the Admin Status to another user who is a currently a member of their team.

Transfer Admin Status ×

Choose a team member that you want to be the new admin. They will receive an email invitation. Once they accept, they will be the new Admin. You will no longer have access to Team Management or any other Admin privileges.

Choose Team Member

[Begin Transfer](#) [Cancel](#)

# How to Invite Team Members

## STEPS TO BEGIN INVITING:

1. Once logged in, click on **My Account** found in the top right banner.
2. In My Account, scroll down and select **Manage Team**.
3. In Manage Team, on the right hand side, you will see **Invite Member**. To begin inviting, input your colleagues' email addresses. In the check boxes you can assign purchasing privileges to order with a credit card, net terms, **or quote only if credit card or net terms is not selected**. You can always edit your team members' privileges once they are under your purchasing umbrella.
4. Your colleagues will receive an email with the invitation to join. They **must** select **Complete Sign-up** to become a member of your team.
5. The new team members will login using their email and password. Moving forward, the Admin will be able to see all of their quote and order activity. The team member will see their privileges as well as the admin's email address in the My Account Page \*highlighted in blue.

Test University

Cooperative Services  
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B&H Acct Reps  
E&I Specialist  
800.942.8214  
eandi@bhphoto.com

Quick Order  
B&H Item # QTY

Orders & Quotes

### My Account

- Profile
- Billing and Shipping
- My Payment Options
- Update Email Subscription
- Gift / Rewards Card Balance
- Shipping Accounts

**LINKS**

- My Orders & Quotes
- My Wish List

**B&H B2B**

- Tax Exempt
- Net Terms/Credit
- Manage Team**

#### Account Details

Update your password, addresses, payment methods, language and currency settings.

Account Information:

Name: Lindsey C [Edit](#)

Email Address: [Edit](#)

Password: \*\*\*\*\* [Edit](#)

**Member Privileges:**

- Receive Quotes
- Credit Card
- Net Terms

For questions about or to change or add purchasing privileges please contact your admin.

Account Admin: [Admin name], [Admin email]

#### Billing and Shipping

Make changes to your billing and shipping information and save them for future orders.

#### Payment Options

Manage saved credit cards. New payment methods may only be added in checkout due to verification requirements.

#### Update Email Subscription

Change your email subscription preferences or email address.

**B&H B2B**

### Invitation to Join Account

#### Join the team

Please join me as part of the Test University team at B&H B2B for Higher Ed. Please click the button to verify your email address and complete your sign up.

[Complete Sign-up](#)

Once you're a member you'll have access to:

- Dedicated Account Reps
- Request and convert Quotes online
- Exclusive Discounts

### Team Management

**Team Members**

NAME	PRIVILEGES	LAST ACTIVE
Lindsey	Admin	

**Invitations**

No invitees yet

**Invite Member**

Email \*  @bhphoto.com

**Member Privileges**

- Pay with Net Terms
- Pay with Credit Card

[Invite Member](#)

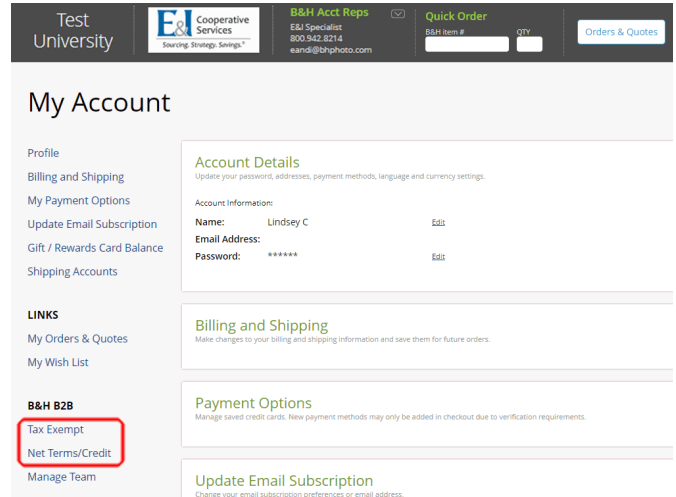
# Set Up Net Terms & Tax Exempt

The B&H E&I portal allows you to apply for or link a current **Net Terms** account or **Tax Exempt** account, in My Account, directly through the portal.

## Steps To Link Existing Credit Accounts:

If you have an existing Net Terms or a Tax Exempt account established with B&H, go to My Account and select the option to **Link to Account**.

When you select the Link to Account option, our system **automatically identifies** existing accounts associated with the email address you logged in with. You will be required to select an address. You will instantly be able to use the Net Terms/Tax Exemption account upon checkout. \*If you have a Net Terms/Tax Exempt account and it is not showing up, email [b2bsupport@bhphoto.com](mailto:b2bsupport@bhphoto.com)



Do you already have a Net Terms Credit account with B&H?

Yes. I want to associate it with this account.

No. I would like to apply for a Net Terms Credit account.

## Apply for Credit or Tax Exempt Status:

If you want to apply for a credit account with B&H, select **Apply**.

Once the online application is complete and submitted, the request will be reviewed and responded to within 24-48 business hours.

For Tax Exempt Status, in My Account, select Tax Exempt/Apply, choose an address and click Apply. The B&H Tax Department will receive your request and respond with further instructions.

## Net Terms/Credit

Select an address.

We found the following existing accounts associated with [lindsey@bhphoto.com](mailto:lindsey@bhphoto.com). Accounts with Tax Exempt status and Net Terms credit are noted.

B&H PHOTO VIDEO - BORROWING 420 NINTH AVENUE ROSELAND NEW YORK NY 10001 US 2122397500	<input type="checkbox"/> Select
B&H PHOTO MARKETING - PURCHASING 420 9TH AVE RMT 2 NEW YORK NY 10001 US 2122397500	<input type="checkbox"/> Select

**B&H** Business Line of Credit Application Powered by highradius

PLEASE USE BROWSERS: Chrome 42 to 46, Firefox 34 to 42, or IE 11 & Microsoft Edge (requires Adobe Flash).

The application will be available 90 minutes only.

All fields marked with \* are mandatory.

Use the 'Quick Save' button at the bottom of the form to partially save your application and return later to submit.

Already Quick Saved an application?

\*\*\* Should you encounter any issues in completing this form, you may contact the credit department at: 212-239-7500 ext. 7723 or email [creditdept@bhphoto.com](mailto:creditdept@bhphoto.com). \*\*\*

1. Business Information | 2. AP and Ship-To Information | 3. Other Business Details | 4. Terms and Conditions | 5. Review & Submit

**Business Contact Information**

Business Type: **Government Entity**

Legal Business Name\*

DBA

EIN/Tax ID #\*

**Billing Address**

Address Line1\*

Address Line2

City\*

Country\*

State/Province\*

Zip\*

Business E-mail address of applicant\*

Main Phone number\*

Extension

Add phone number

Extension

Fax Number

**Physical Address**

Physical Address if different (No PO Boxes)\*  Yes  No

Address Line1\*

Address Line2

City\*

Country

State/Province

Zip\*

## Tax Exemption

Do you already have a Tax Exempt account with B&H?

Yes. I want to associate it with this account.

No. I would like to apply for a Tax Exempt account.

Note: Net Terms Credit status will be linked as well if it exists for the same account.

## Tax Exemption

Select an address.

Choose the address to use to apply for tax exemption.

B&H B2B TEST 440 9TH NEW YORK NY 10001 US 3233542877	<input type="checkbox"/> Select
440 9TH AVE NEW YORK NY 10001 US 2122397500	<input type="checkbox"/> Select



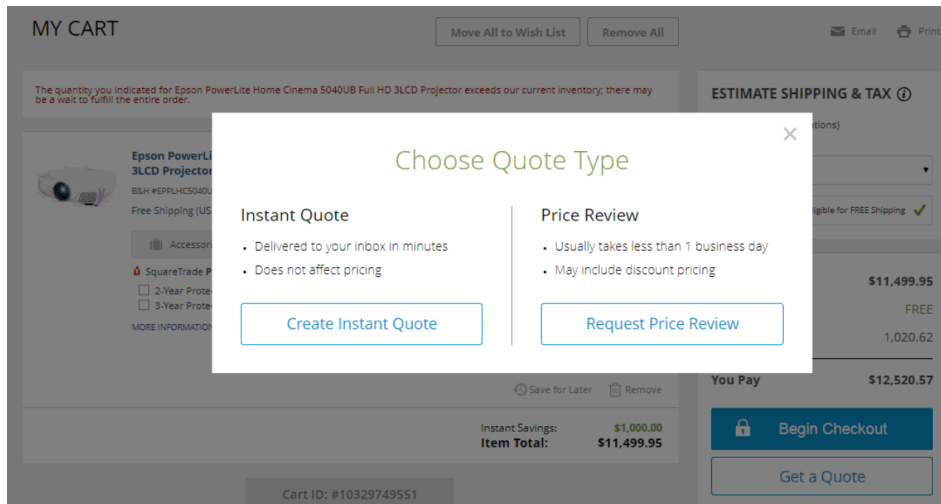
# Quick Order Functionality

Quick order functionality is an added feature for when you want to quickly purchase and already have the B&H Item #. This tool allows you to add your items to the cart so that you can check out without having to search for the item.

The screenshot displays the B&H website interface. At the top, there is a search bar with the B&H logo and a search icon. To the right of the search bar, it says "The Professional's Source Since 1973", "Hello, Lindsey My Account", and "My Cart" with a shopping cart icon and a "7" notification. Below the search bar is a navigation menu with categories: Photography, Computers, Pro Video, Lighting, Pro Audio, Mobile, TVs & Entertainment, Camcorders, Surveillance, Optics, Audio-Visual, and Used. A dark grey banner contains "Test University", "Cooperative Services", "B&H Acct Reps" (with contact info: 8&J Specialist, 800.942.8214, eandi@bhphoto.com), "Orders & Quotes", and "B2B Help". A "Quick Order" modal is centered, featuring a red border. It has two columns: "B&H Item #" and "QTY", each with three input fields. Below these is a "+ Another Item" link and an "Add To Cart" button. The background shows a "Photography" banner with a camera and a drone, and a "CAMERAS & LENSES" section with three categories: "Digital Cameras" (with a Canon camera image), "Lenses" (with a Canon lens image), and "Drones & Aerial Imaging" (with a drone image).

# Instant Quotes & Price Review

The quote functionality on the B2B E&I portal allows you to get an instant quote or receive a price review quote.



## Instant Quote:

You can request an instant quote **any time there are products in your cart**. The instant quote is delivered in minutes with E&I pricing. A quote cannot be modified online once it has been submitted. Please contact your account representative. All updates made by your account representative will be reflected on the portal once the page is refreshed.

## Price Review:

You will be given the option to get a Price Review quote on larger opportunities totaling \$500 and over. The quote will be routed to our buyers to review for the best possible price, and submitted to you between 1 hour and 1 business day.

## Quote to Order:

Once the quote is ready, you will receive a notification email, and the Orders/Quotes link, in **My Account**, will have the updated quote. Select the quote to be directed to Checkout. A quote will be valid, and ready for two weeks. If the quote is *expired*, you have the option to add all to cart and recreate the quote request, or contact your account representative to update the expiration date.

[My Account / My Orders](#)

My Quotes				
	Quote #	Date	Quote Total	Status
	1051873456	Jun 28 '18	\$1,891.16	Ready
	1051873410	Jun 28 '18	\$6,379.17	Ready
	1051717441	Jun 19 '18	\$21.36	Expired

# Check Out



You can now use a Purchase Order (PO) at checkout!

## Utilizing Net Terms and Adding a PO:

Once you begin checkout, you have the ability to add a PO # as well as Upload a PO.

\*Credit cards can be used at any time.

Select a Payment Method

 CREDIT / DEBIT CARD    **NET 30** B&H CREDIT ACCOUNT     PAYPAL / PAYPAL CREDIT


Billing Address [CHANGE ADDRESS](#)


B&H PHOTO MARKETING-PURCHASING  
420 9TH AVE FRNT 2  
NEW YORK, NY 10001  
UNITED STATES

[Use my B&H Credit Account](#)

[Review Your Order](#)

✓ You're almost done. Simply **review** your information below and **place your order**.

 **Ship To** [CHANGE](#)

 **Payment** [CHANGE](#) [Edit Cart](#)

Lindsey

**NET 30** B&H CREDIT ACCOUNT


Billing Address: B&H PHOTO MARKETING-PURCHASING  
420 9TH AVE FRNT 2  
NEW YORK, NY 10001 UNITED STATES


PO#  \*required

[UPLOAD PO](#) \*required

Subtotal: \$622.08  
Shipping: Free  
Sales Tax: \$55.21  
**You Pay: \$677.29**

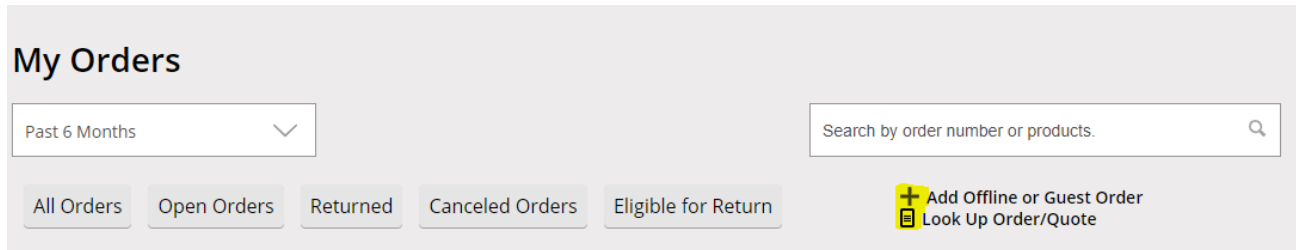
[Place Order](#)

 **McAfee** SECURE  
TESTED DAILY

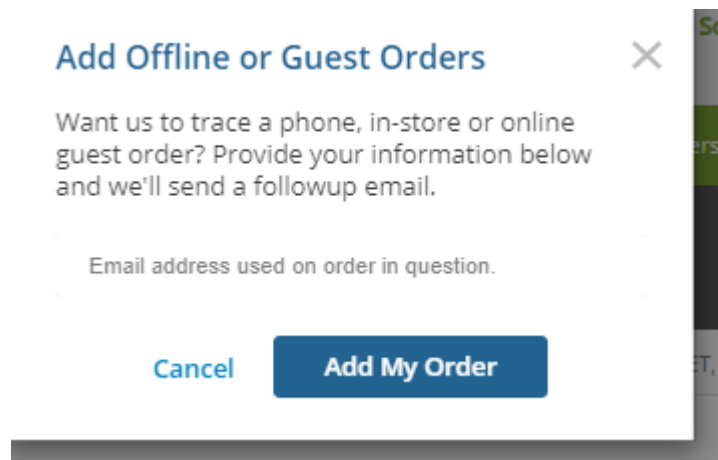
 **Norton** SECURED  
powered by Symantec

# How to Add Offline & Guest Orders

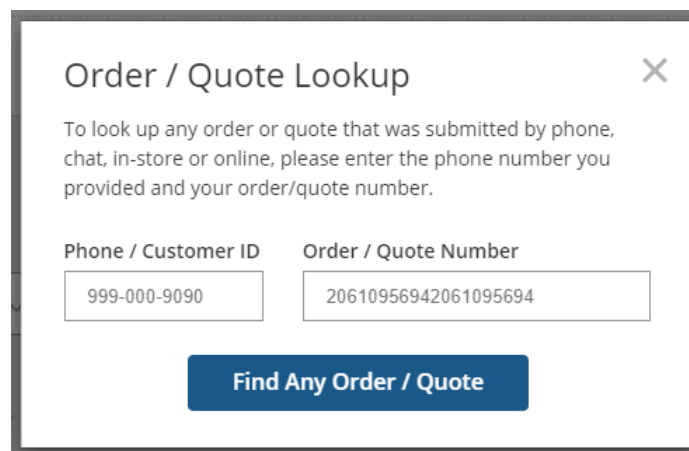
If you want to add Offline or Guest Orders & Quotes, go to 'My Orders' on the top right drop-down and you will be brought to your order history page. Scroll down to the following option:



To add Offline or Guest Quotes/Orders from a specific email address, select the **“Add Offline or Guest Order”** link. You will be required to enter the email address associated with the orders. A verification link will be sent to the email address to confirm, after clicking on the link all of the quotes/orders associated with that email address will populate in your B2B account.



If you have a single quote or order, you can select the **“Look Up Order/Quote”** option. You will be required to enter your quote number and the phone number associated with that quote.



# B&H E&I Portal Support

The B&H / E&I portal has a dedicated support team to assist with sign up or any technical problems you might be experiencing. You can find additional FAQs by going to the B2B Help Tool located in the gray banner.

Contact us: [b2bsupport@bhphoto.com](mailto:b2bsupport@bhphoto.com).

Questions about the E&I Cooperative contract please contact: [eandi@bhphoto.com](mailto:eandi@bhphoto.com)

