



B&H / OMNIA PARTNERS PURCHASING PORTAL

A STEP-BY-STEP GUIDE

www.bandh.com/OMNIA

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B&H B2B for State, local and k-12 delivers fast, easy service and great pricing. We provide a personal account team for order processing, customer service and unique requests

We offer competitive contract pricing, multiple e-Procurement platforms, and p-card enabled check out portals.

Features & Benefits of the B&H/OMNIA Partners Portal

B&H has over 750,000 products from the top technology manufacturers. The B&H/OMNIA Partners portal provides you tools for everyday purchases and quotes with exclusive pricing!

Here's a glimpse of benefits the portal offers:

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

State | Local | K-12 Cooperative Contract Portal at B&H

[Download RFP](#)
[Award Documents](#)
[Check Your State's Purchasing Laws](#)

Save time and money by purchasing through the competitively-awarded Omnia Partners (NIPA) contract for Higher Ed, K-12, and Non-profit organizations.

Sign up today to enjoy:

- ✓ Dedicated State | Local | K-12 purchasing portal, with the ability to request instant e-quotes, order with a P-card, or upload purchase orders all online
- ✓ Technical advice, planning and solutions from experienced professionals
- ✓ State-of-the-art warehouses, efficient order processing and real-time tracking
- ✓ Same day shipping available for select items on orders placed before 4pm

Sign Up

Contract Info

Sign-Up for the Portal

Get Started by going to: www.bandh.com/OMNIA

If you already have a web login for B&H with your organization's email address*, you can **Upgrade to B&H B2B for State/Local/K-12** 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 for State/Local/K-12**.

The screenshot shows the B&H B2B login and upgrade interface. At the top, there's a navigation bar with the B&H logo and links for 'B&H B2B for State | Local | K-12'. Below this, the main content area is divided into two columns. The left column is titled 'Upgrade to B&H B2B for State | Local | K-12' and contains a login form with fields for 'Email' and 'Password', a 'Login' button, and a link for 'Forgot Password?'. The right column is titled 'Don't have an Online B&H account?' and contains a 'Create New Online B&H B2B' button. Below this, there's a section for 'Already have an Offline Account?' with instructions on how to connect it. At the bottom, there's a 'Need assistance?' link and contact information for a B&H Business Specialist.

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

The screenshot shows the B&H B2B registration form. It is divided into two main sections. The left section is for 'Upgrading an Existing Account' and contains fields for 'Organization Name *', 'NIPA Member or Authorization # *', 'Organization Type *' (a dropdown menu), 'Department *', 'Title *', 'Billing Address' (with fields for 'Street Address *', 'Street Address (Line 2)', 'Zip *', 'City *', 'State *' (a dropdown menu), and 'Phone *'). The right section is for 'Create New Account' and contains fields for 'Email *', 'Confirm Email *', 'First Name *', 'Last Name *', 'Password *', and 'Confirm Password *'. Below these fields are two buttons: 'Create Account' and 'Use Existing B&H Account'. At the bottom of the form, there is a 'Complete Registration' button.

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

*If you do not know your OMNIA Partners Member or Authorization #, you can email us at b2bsupport@bhphoto.com

Verify Your Account

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

Business Verification

✓ Nice job, Joshua

Keep an eye on your inbox.

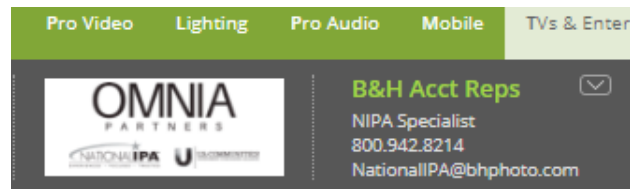
We've sent a verification email to the address provided.

Once verified, you'll be shopping at B&H B2B for State
| Local | K-12 whenever you log in at bhphoto.com.

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 **OMNIA Partner's Logo**



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

Team Management - Admin Privileges

When you sign up through the website www.bandhphoto.com/OMNIA 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 member's 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	1057914179	Ready	\$21.85

Transfer Admin status:

If the current Admin needs to transfer its 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.

BH Photo

OMNIA PARTNERS

B&H Acct Reps
NIPA Specialist
800.306.7846
Nationalipa@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.

Join the team

Please join me as part of the John Doe Educational Organization team at B&H B2B for State | Local | K-12. 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 invites yet

Invite Member

Email *
@bhphoto.com

Member Privileges
☐ Pay with Net Terms
☐ Pay with Credit Card

[Invite Member](#)

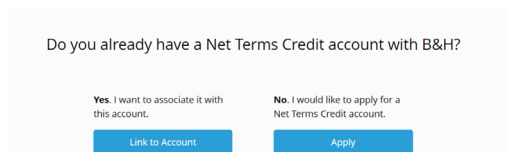
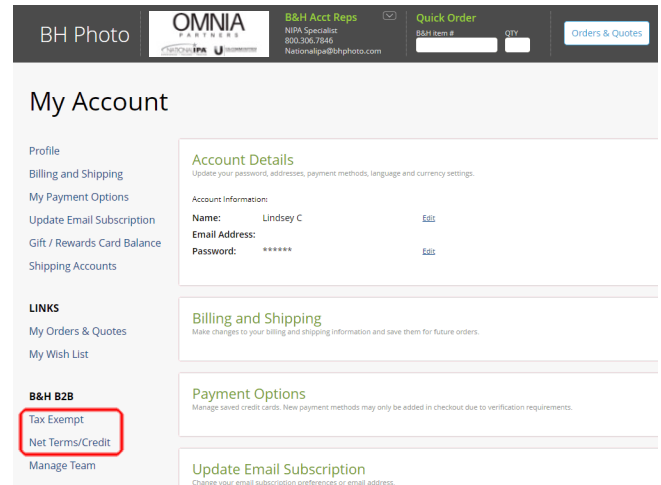
Set Up Net Terms & Tax Exempt

The B&H OMNIA Partners 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



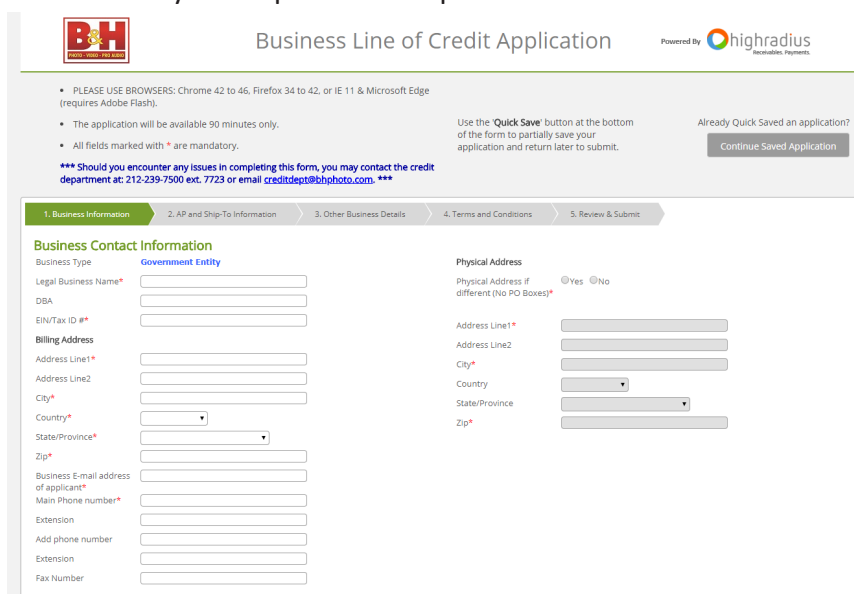
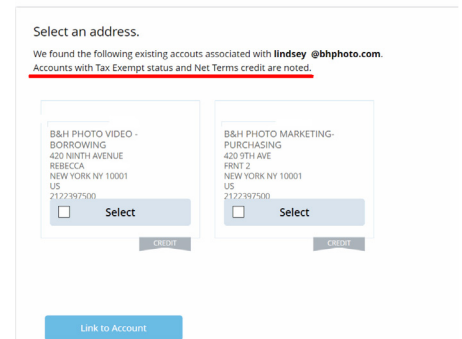
Apply for Credit or Tax Exempt Status:

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



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](#)

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

[Edit Cart](#)

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

[Place Order](#)

 **McAfee SECURE**
TESTED DAILY

 **Norton SECURE**
powered by Symantec

Quick Order Functionality

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

The screenshot displays the B&H website interface. At the top, there is a navigation bar with the B&H logo, a search bar, and links for 'The Professional's Source Since 1973', 'Hello, Lindsey My Account', and 'My Cart'. Below this is a green category bar with links for Photography, Computers, Pro Video, Lighting, Pro Audio, Mobile, TVs & Entertainment, Camcorders, Surveillance, Optics, Audio-Visual, and Used. A dark grey banner below the category bar features the 'B&H K-12' logo, 'OMNIA PARTNERS' logo, 'B&H Acct Reps' contact information, and a 'Quick Order' modal window. The modal window is highlighted with a red rectangle and contains a table with two columns: 'B&H Item #' and 'QTY'. It also includes an 'Add To Cart' button and a link to 'Orders & Quotes'. Below the banner, the main content area features a large 'Photography' heading and a grid of product categories: 'CAMERAS & LENSES' (with sub-categories: Digital Cameras, Lenses, Drones & Aerial Imaging) and 'ACCESSORIES'.

Search

The Professional's Source Since 1973

Hello, Lindsey My Account

My Cart

Photography Computers Pro Video Lighting Pro Audio Mobile TVs & Entertainment Camcorders Surveillance Optics Audio-Visual Used

B&H K-12

OMNIA PARTNERS

B&H Acct Reps
NIPA Specialist
800.942.8214
NationalIPA@bhphoto.com

Quick Order

B&H Item #	QTY

Orders & Quotes

B2B Help

Free Next Day Shipping* to US

Home / Photography

Photography

CAMERAS & LENSES

Digital Cameras

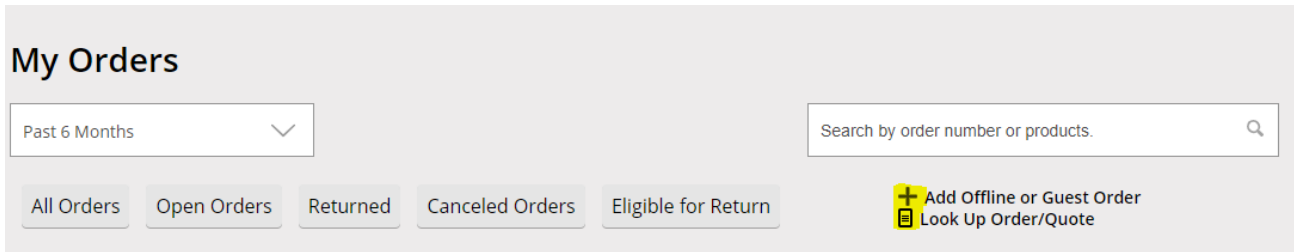
Lenses

Drones & Aerial Imaging

ACCESSORIES

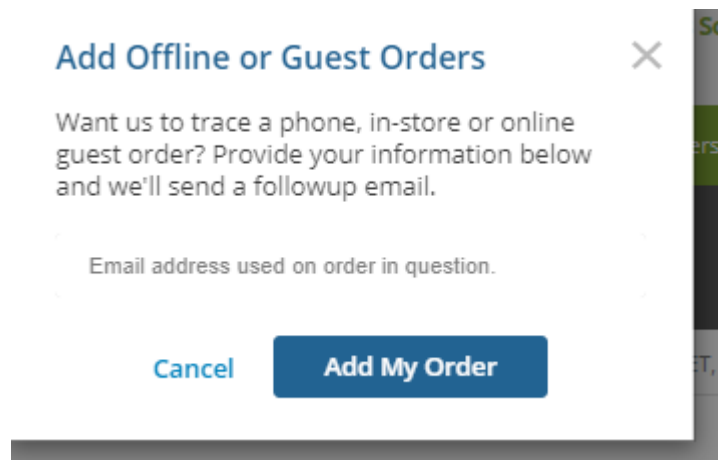
How to Add Offline & Guest Orders

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:



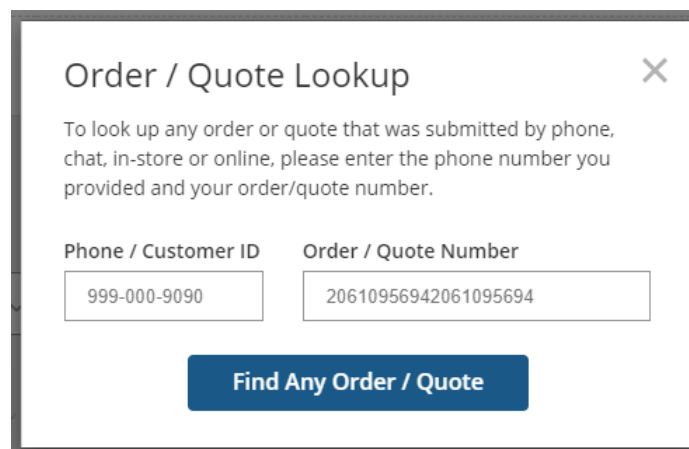
The screenshot shows the 'My Orders' section of a web application. It features a header with the title 'My Orders'. Below the header, there is a date range selector set to 'Past 6 Months' and a search bar with the placeholder text 'Search by order number or products.' and a magnifying glass icon. A row of filter buttons includes 'All Orders', 'Open Orders', 'Returned', 'Canceled Orders', and 'Eligible for Return'. To the right of these buttons is a yellow icon with a plus sign and a document icon, accompanied by the text 'Add Offline or Guest Order' and 'Look Up Order/Quote'.

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.



The screenshot shows a modal window titled 'Add Offline or Guest Orders' with a close button (X) in the top right corner. The text inside the modal reads: 'Want us to trace a phone, in-store or online guest order? Provide your information below and we'll send a followup email.' Below this text is a text input field with the placeholder 'Email address used on order in question.' At the bottom of the modal are two buttons: 'Cancel' and 'Add My Order'.

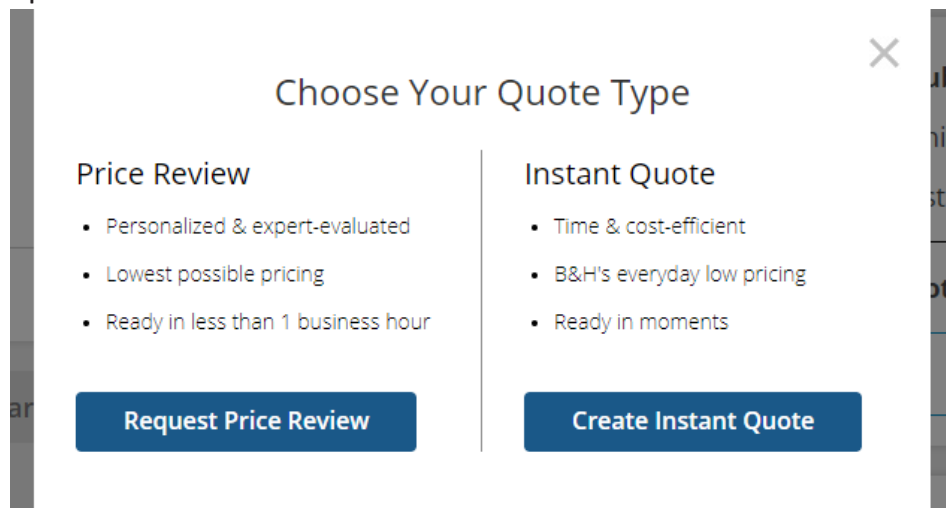
If you have a single quote or order, you can select the **“Look Up Order/Quote”** option. You will be required to enter your quote number and the phone number associated with that quote.



The screenshot shows a modal window titled 'Order / Quote Lookup' with a close button (X) in the top right corner. The text inside the modal reads: 'To look up any order or quote that was submitted by phone, chat, in-store or online, please enter the phone number you provided and your order/quote number.' Below this text are two input fields: 'Phone / Customer ID' with the value '999-000-9090' and 'Order / Quote Number' with the value '20610956942061095694'. At the bottom of the modal is a button labeled 'Find Any Order / Quote'.

Instant Quotes & Price Review

The quote functionality on the B2B OMNIA Partners portal allows you to get an instant quote or receive a price review quote.



Price Review	Instant Quote
<ul style="list-style-type: none">Personalized & expert-evaluatedLowest possible pricingReady in less than 1 business hour	<ul style="list-style-type: none">Time & cost-efficientB&H's everyday low pricingReady in moments
Request Price Review	Create Instant 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 OMNIA Partners pricing. A quote cannot be modified online once it has been submitted. If you need to change your quote, 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 \$5000 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:

You will receive a notification email when the quote is ready. Next, go to **My Account**, and click on Orders/Quotes to view the updated quote. Select the quote to be directed to Checkout. A quote will be valid, and ready for thirty days. 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

B&H / OMNIA Partners Portal Support

The B&H/OMNIA Partners 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**.

Questions about the OMNIA Partners contract please contact: **b2bcontracts@bhphoto.com**

OMNIA Partners Member Code help: **b2bsupport@bhphoto.com**

