



B&H B2B PURCHASING WEBSITE

A STEP-BY-STEP GUIDE

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








Choosing an Organization Type

The new B&H B2B website offers you an individualized experience based on your industry type. Select your industry for more information and to sign up.



Welcome to B2B at B&H — *Where Technology Lives*

Choose your organization type:

-  Federal Marketplace
-  Higher Ed
-  State | Local | K-12
-  MWBE
-  Small Business
-  Corporate
-  Houses of Worship
-  Creative, Production & Post
-  Systems Integrator
-  Healthcare
-  Non-profit
-  International



Features & Benefits of the B&H Website

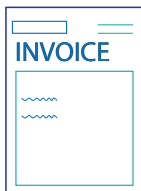
B&H has over 750,000 products from the top technology manufacturers. The B&H B2B website provides tools you can use for everyday purchases and quotes!

Here's a glimpse of benefits the website offers:



TEAM MANAGEMENT

Invite others within your organization to join your purchasing team.
Review the entire team's purchases.
Allocate permissions for payment types.



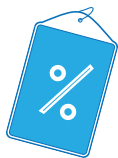
CHECK OUT WITH A PURCHASE ORDER USING NET TERMS

Submit purchase orders at checkout utilizing your net terms.



QUICK ORDER FUNCTIONALITY

Use the quick-to-cart banner to add B&H part numbers directly to the cart.



ONLINE TAX-EXEMPT APPLICATION

Link your Tax Exempt status to your online account.



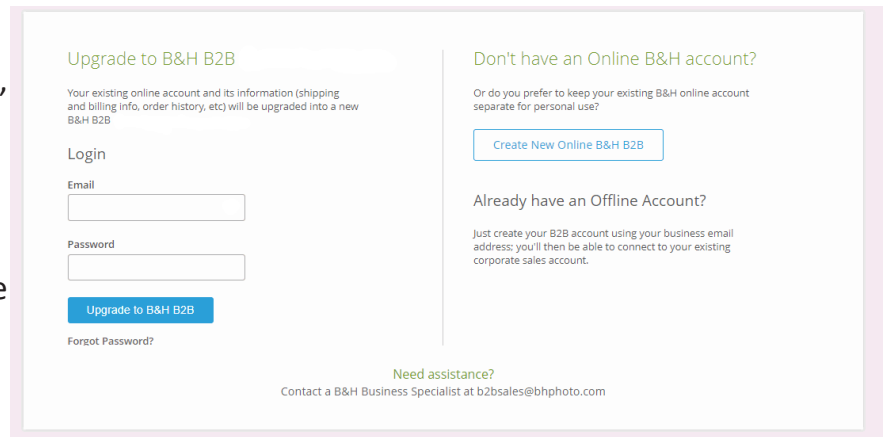
PRICE REVIEW & INSTANT QUOTES

Add items to your cart and request an instant quote at any time.
Get a price review quote for orders over \$500 for the best possible price.

Sign Up for the Portal

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



The screenshot shows a registration page with two main sections. The left section is titled "Upgrade to B&H B2B" and contains a text box for a description, a "Login" heading, an "Email" input field, a "Password" input field, and a blue "Upgrade to B&H B2B" button. Below the button is a "Forgot Password?" link. The right section is titled "Don't have an Online B&H account?" and contains a text box for a description, a blue "Create New Online B&H B2B" button, and a section titled "Already have an Offline Account?" with a text box for a description. At the bottom right, there is 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.
***Gmail, Yahoo, AOL, or other generic email addresses will NOT be accepted.**

Verify Your Account

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



Registration Complete

✓ Welcome, Lindsey

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

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**.

Going forward, any time you log in to the B&H website, you will be automatically redirected to the B&H B2B portal.



Team Management - Admin Privileges

When you sign up through the [B2B Hub](#) 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 in Manage Team. The Admin has the option to turn other team members' quotes into orders.

 Team Members

NAME	PRIVILEGES	LAST ACTIVE		
 > Lindsey	Admin	06/11/2019		
 v 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 their Administrative privileges, they have the ability to transfer the Admin Status to another user who is a currently a member of their team in Manage 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.

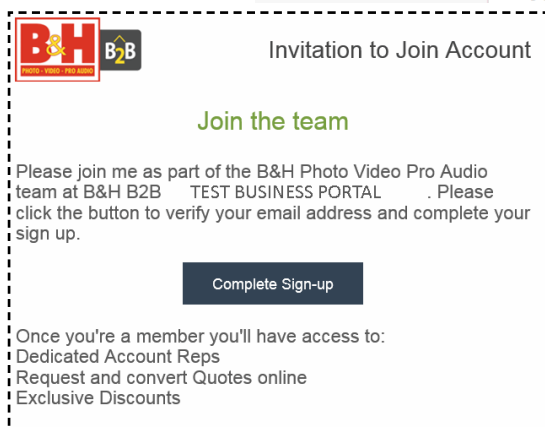
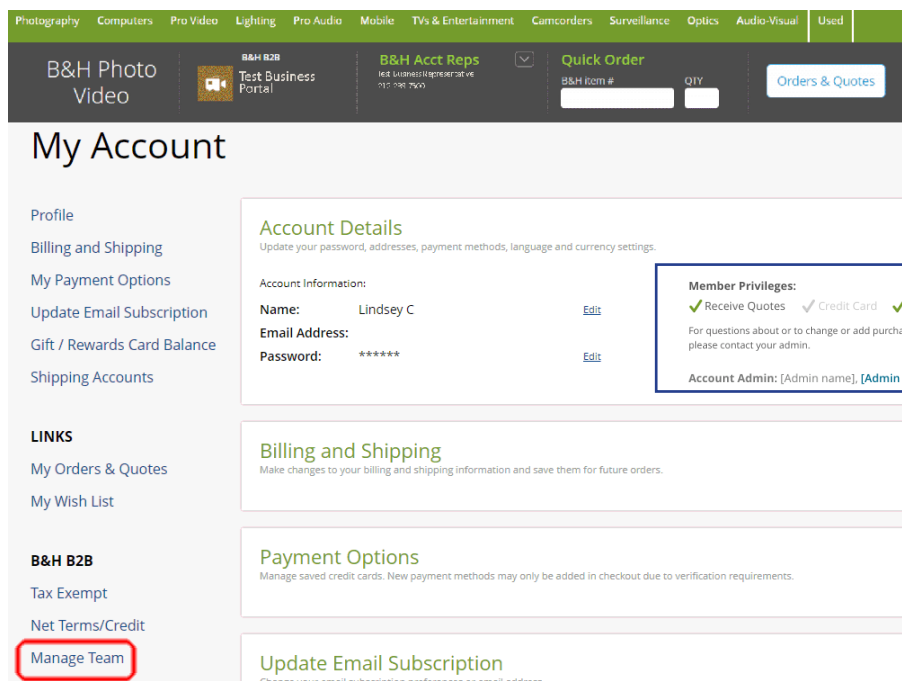
Choose Team Member

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

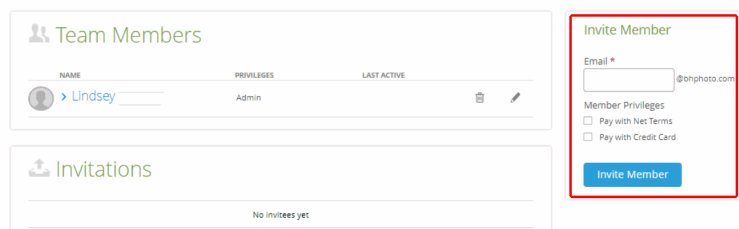
How to Invite Team Members

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 the credit card and 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 log in using their email and password. Moving forward, the Admin will be able to see all their quote and order activity within Manage Team, selecting the individual who's quotes and orders they want to view. The team member will see their privileges as well as the admin's email address in the My Account Page * highlighted in blue.



Team Management



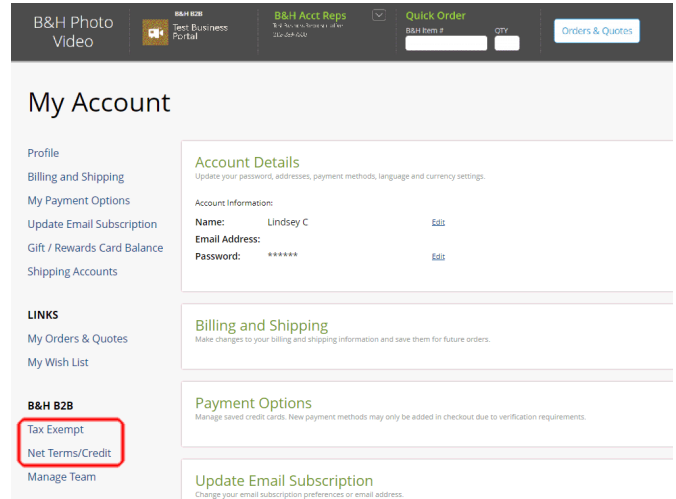
Set Up Net Terms & Tax Exempt

The B&H B2B portal allows you to apply for or link a current **Net Terms** account or **Tax Exempt** account, in My Account, directly through the portal.

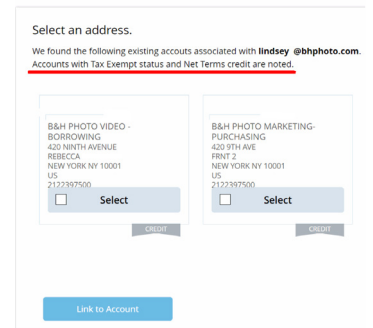
Steps To Link Existing Credit Accounts:

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



Net Terms/Credit

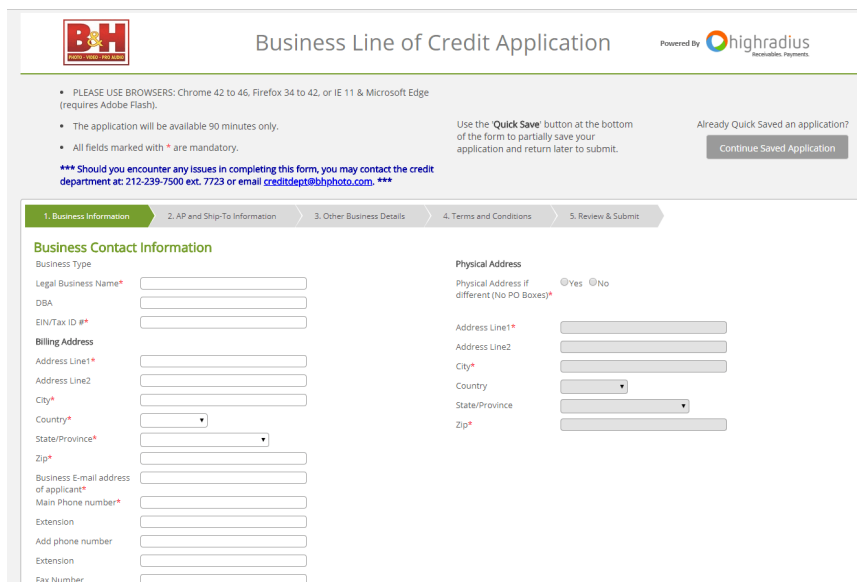


Apply for Credit or Tax Exempt Status:

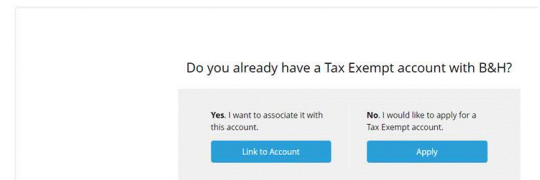
If you want to apply for a credit account with B&H, select **Apply**.

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

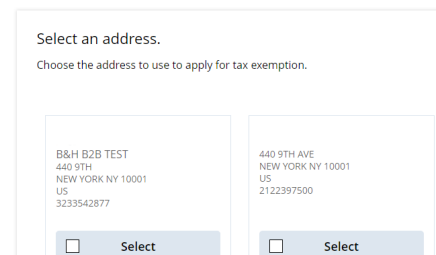
For Tax Exempt Status, in My Account, select Tax Exempt/Apply, choose an address and click Apply. The B&H Tax Department will receive your request and respond with further instructions.



Tax Exemption



Tax Exemption



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 [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


Subtotal: **\$622.08**


Shipping: Free

Sales Tax: \$55.21

You Pay: \$677.29

[Place Order](#)

 **McAfee** SECURE
TESTED DAILY

 **Norton** SECURED
powered by Symantec

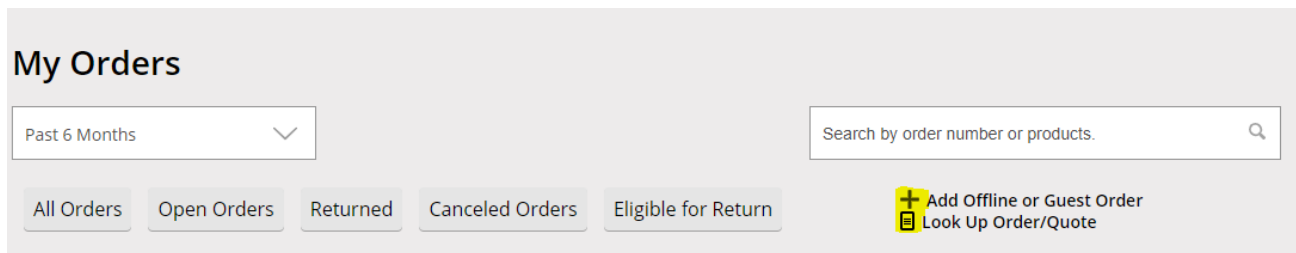
Quick Order Functionality

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 check out without having to search for the item.

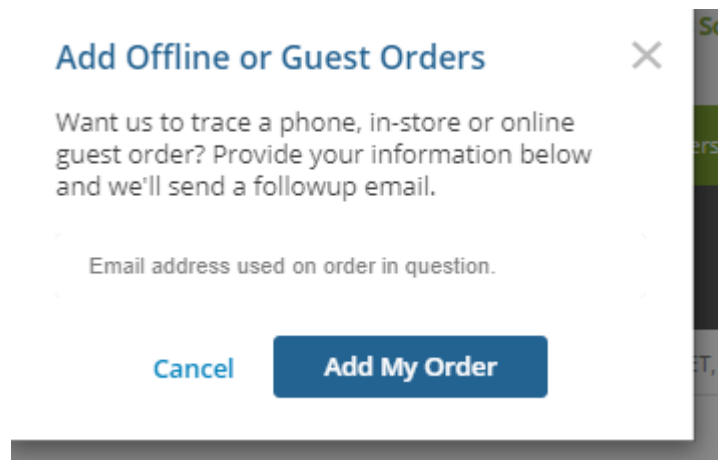
The screenshot displays the B&H B2B website interface. At the top, the B&H B2B logo is on the left, followed by a search bar and the tagline "The Professional's Source Since 1973". User account information for "Lindsay" and a shopping cart with 7 items are on the right. A green navigation bar lists various product categories. Below this, a dark grey header contains "B&H Photo Video", "Test Business Portal", "B&H Acct Reps", "Orders & Quotes", and "B2B Help". A "Quick Order" modal is centered, highlighted with a red box, containing two columns of input fields for "B&H Item #" and "QTY", an "Add To Cart" button, and an "Another Item" link. Below the modal, a banner for "Photography" is shown. The "CAMERAS & LENSES" section features three product categories: "Digital Cameras" with a Canon DSLR, "Lenses" with a Canon lens, and "Drones & Aerial Imaging" with a drone and camera.

How to Add Offline & Guest Orders

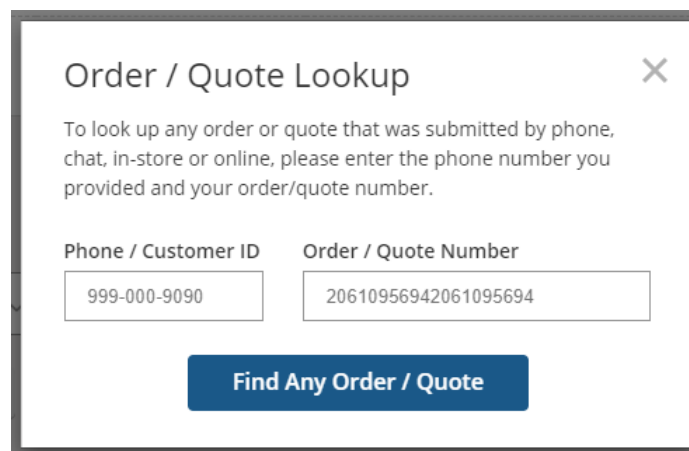
If you want to add Offline or Guest Orders & Quotes, go to 'My Orders' on the top right drop-down and you will be brought to your order history page. Scroll down to the following option:



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.

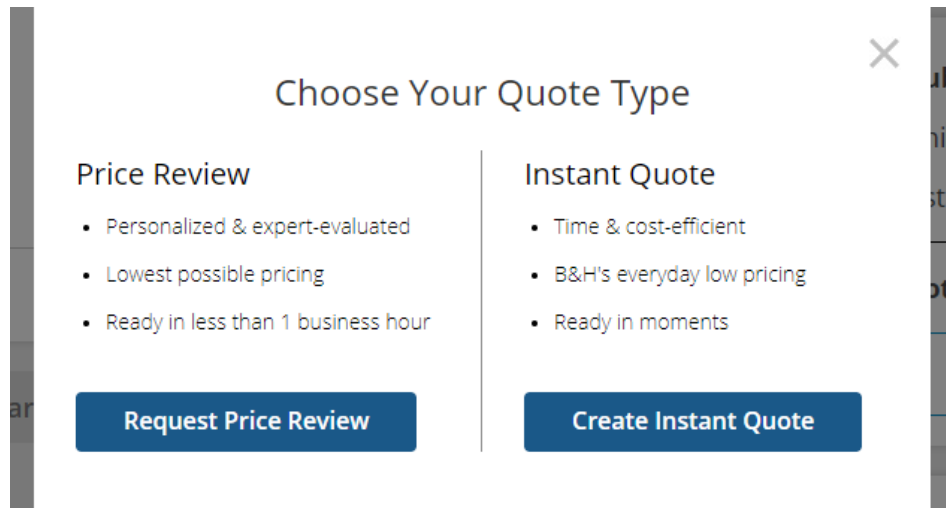


If you have a single quote or order, you can select the “**Look Up Order/Quote**” option. You will be required to enter your quote number and the phone number associated with that quote.



Instant Quotes & Price Review

The quote functionality on the B&H B2B 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. 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 \$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:

You will receive a notification email when the quote is ready. Next, go to **My Account**, and click 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 B2B Website Support

The B&H B2B website 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.

