B&H / FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES PURCHASING PORTAL

A STEP-BY-STEP GUIDE
1. Features & Benefits of the B&H/Foundation for California Community Colleges Portal
2. Sign-Up for the Portal
3. Verify Your Account
4. Team Management - Admin Privileges
5. How to Invite Team Members
6. Set Up Net Terms & Tax Exempt
7. Quick Order Functionality
8. Instant Quotes & Price Review
9. Check Out
10. How to Add Offline & Guest Orders
11. B&H Portal Support
Features & Benefits of the B&H/Foundation for California Community Colleges.

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

A glimpse of benefits the portal offers:

- Exclusive Pricing for Foundation 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
Sign-Up for the Portal

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

If you already have a web login for B&H with your organization’s email address*, you can **Upgrade to B&H Foundation portal** 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 Account B&H Foundation portal**.

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.

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

**Registration Complete**

✅ Welcome, Lindsey

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

![Verify My Email Button](image)

Going forward, any time you log in to the B&H website, you will be automatically redirected to the B&H Foundation portal.
Team Management - Admin Privileges

When you sign up through the website www.bandh.com/FCCC 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.

**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.

**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.
How to Invite Team Members

**STEPS TO BEGIN INVITING:**

1. Once logged in, go to **My Account**, found in the top right banner, select My Account.
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. 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 of their quote and order activity.
The B&H Foundation 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.
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.
Instant Quotes & Price Review

The quote functionality on the B2B Foundation 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 Foundation 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 once your cart has reached $5,000. The quote will be routed to our buyers to review for the best possible price, and submitted to you within 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.
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.
How to Add Offline & Guest Orders

If you want to add Offline or Guest Orders, go to ‘My Orders’ on the top right drop-down and you will be brought to your order history page. Here you can ‘Add Offline or Guest Orders’. Please make sure you complete both fields (email and phone number) to add the orders.
B&H Portal Support

The B&H Foundation 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 Foundation contract please contact: ariels@bhphoto.com