



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

GOV | EDU | CORP

B&H / FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES PURCHASING PORTAL

A STEP-BY-STEP GUIDE

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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:

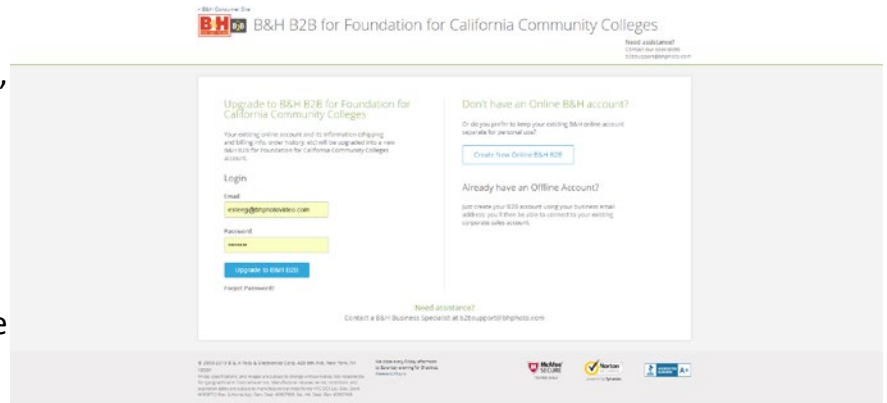
- **Exclusive Pricing for Foundation Members**
- **Ability to check out using a Purchase Order**
- **Instant Quotes with contract pricing**
- **Price Reviewed Quotes for possible additional discounts over \$5,000**
- **Apply or Link Net Terms & Tax Exempt Status**
- **Quick Order Feature**
- **Team Management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

Business Info

Organization Name *

Organization Type *

Department *

Title *

Billing Address

Street Address *

Street Address (Line 2)

ZIP *

City *

State *

Phone *

Complete Registration

upgrade existing account

Register for B&H B2B for Foundation for California Community Colleges

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 Foundation for California Community Colleges account.

Email *

Confirm Email *

First Name *

Last Name *

Password *

Confirm Password *

Create Account

Prefer to upgrade an existing B&H Account?
Upgrade your existing personal B&H account and information to a B&H B2B for Foundation for California Community Colleges account.

Use Existing B&H Account

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

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.

Test University FOUNDATION for CALIFORNIA COMMUNITY COLLEGES B&H Acct Reps 800.942.8214 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

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.

Team Management

Team Members

NAME	PRIVILEGES	LAST ACTIVE
Lindsey	Admin	

Invitations

No Invites yet

Invite Member

Email * @bnpfoto.com

Member Privileges
 Pay with Net Terms
 Pay with Credit Card

Invite Member

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

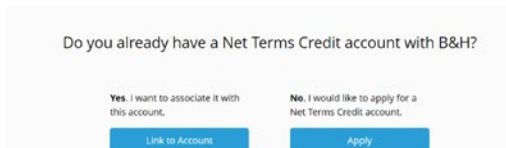
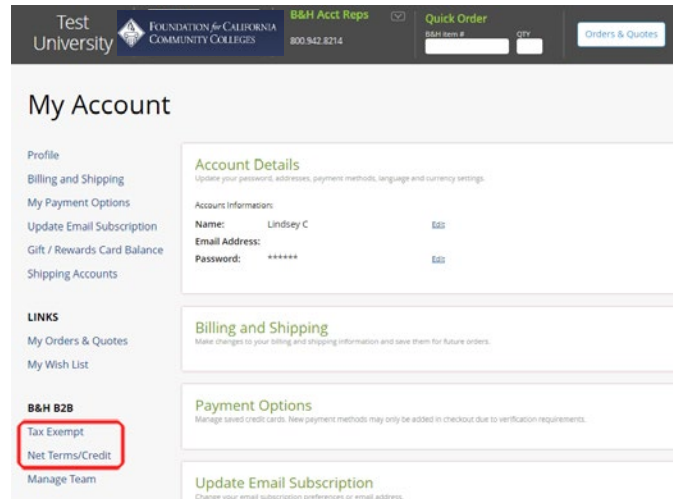
Set Up Net Terms & Tax Exempt

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



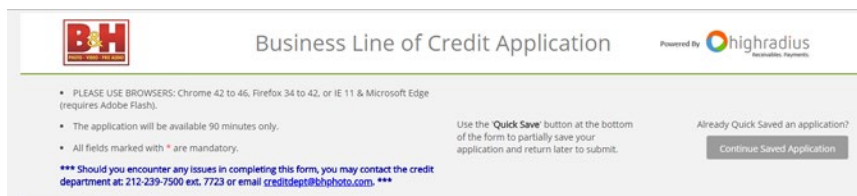
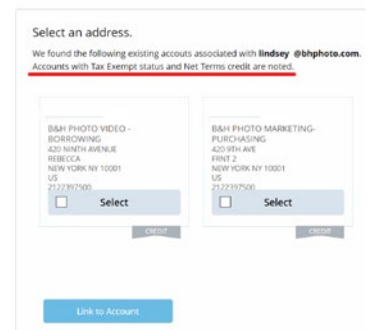
Apply for Credit or Tax Exempt Status:

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

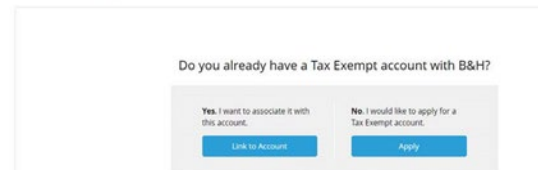
Once the online application is complete and submitted, the request will be reviewed and responded to within 24-48 business hours.

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.

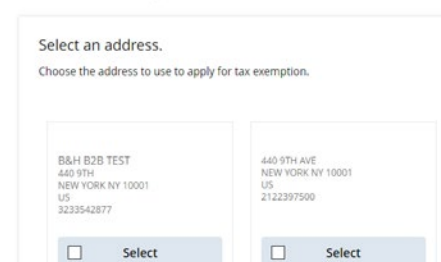
Net Terms/Credit



Tax Exemption

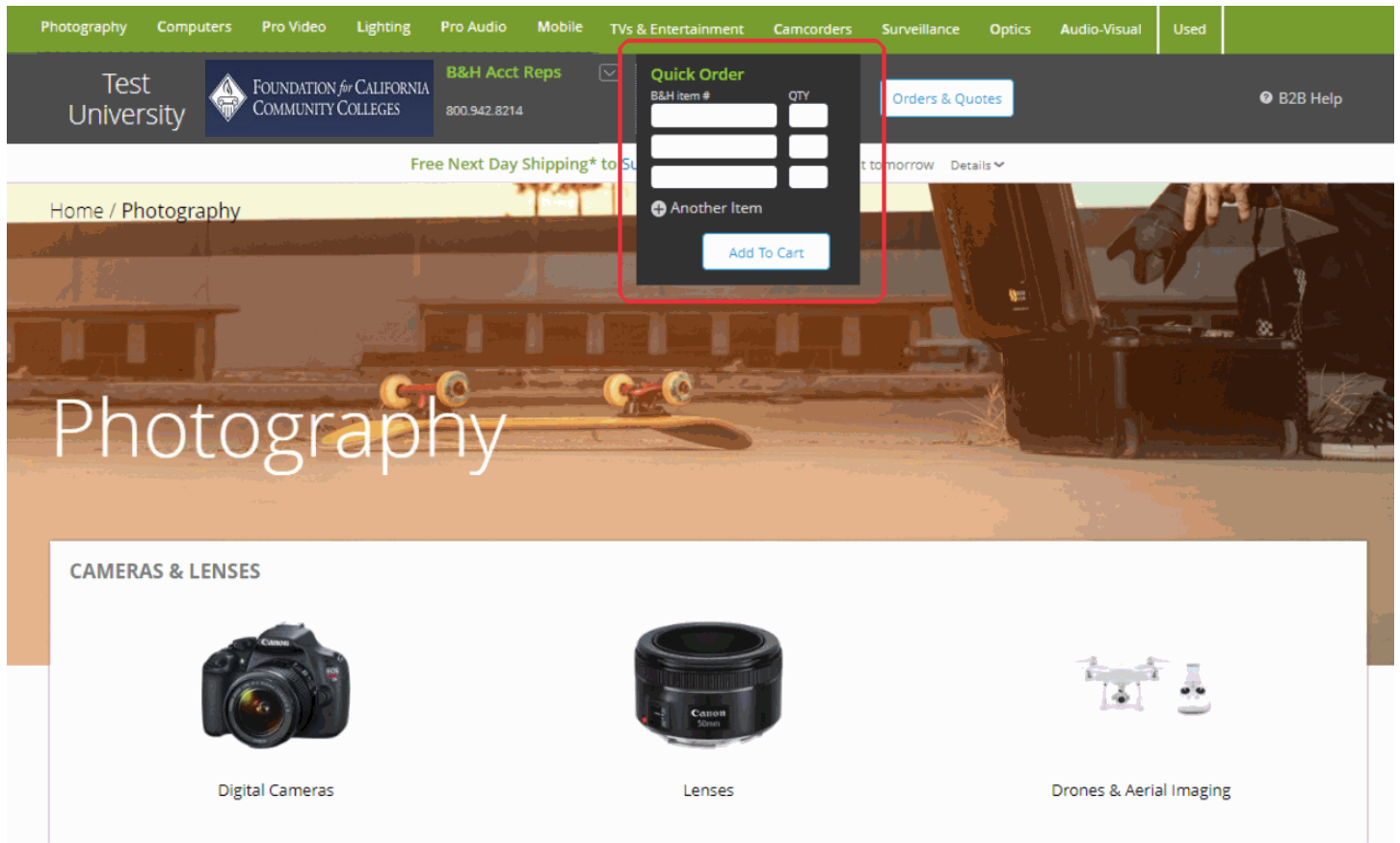


Tax Exemption



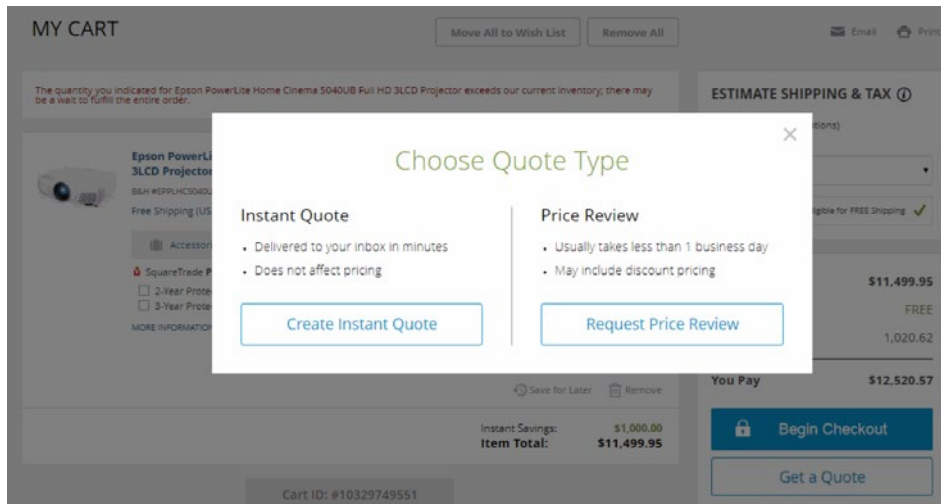
Quick Order Functionality

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.

[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 Payment [Edit Cart](#)

Lindsey CHANGE

NET 30 B&H CREDIT ACCOUNT CHANGE

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, 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.

My Account / My Orders

My Quotes

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

My Orders

Past 6 Months

Search by order number or products.

All Orders Open Orders Returned Canceled Orders Eligible for Return

Add Offline or Guest Orders

Add Offline or Guest Orders

Want us to trace a phone, in-store or online guest order? Provide your information below and we'll send a followup email.

Email address used on order in question.

Telephone number related to order in question.

Cancel Add My Order

73456	Jun 28 '18	\$1,89
73410	Jun 28 '18	\$6,37

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

