

CONTRACT AWARD

Contractor: B&H Photo Video Pro Audio, Inc.
420 9th Avenue
New York, NY 10001

ContractNumber: CNR01341 Educational & Institutional Cooperative Purchasing

Banner ID: X10002928

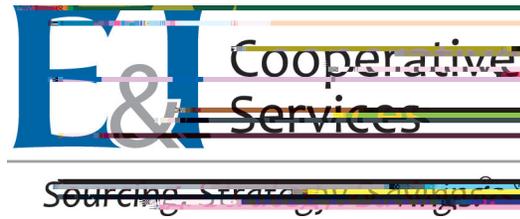
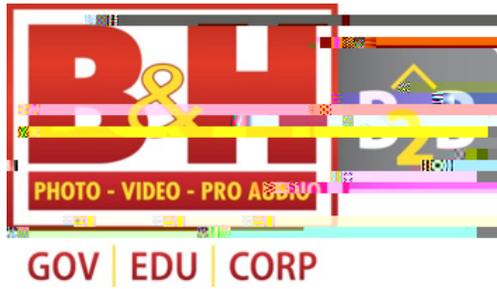
Procurement Officer: Robby Murray

Telephone: 316-978-5185

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Item:

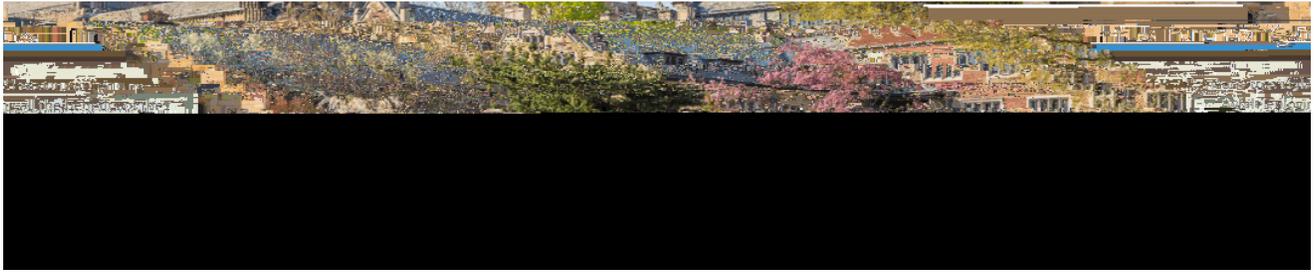
Period of Contract:



B&H / E&I PURCHASING PORTAL

A STEP-BY-STEP GUIDE

www.bandh.com/eandinow



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**

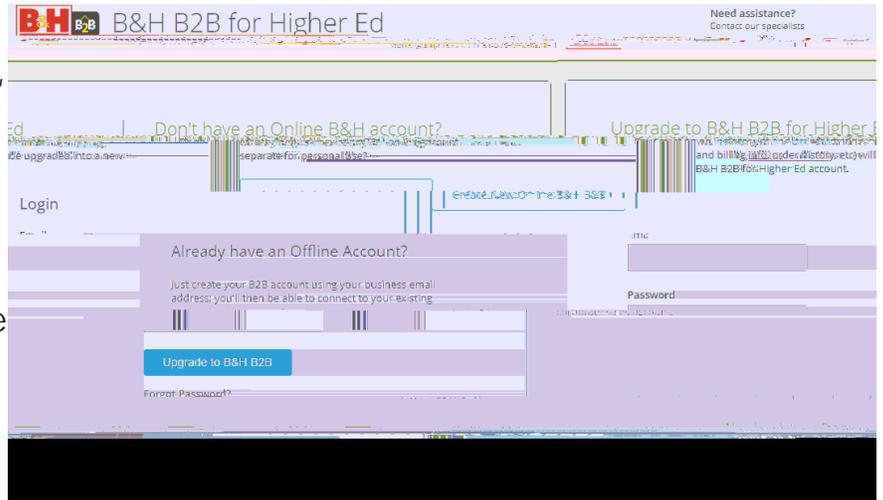


Sign-Up for the Portal

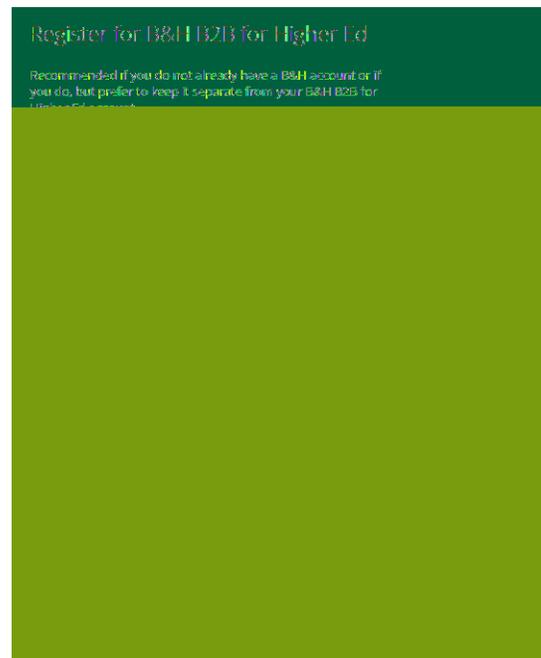
by going to: www.bandh.com/eandinow

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



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.



After you verify your email, and log into the site, you will see the
, as well as the

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



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.



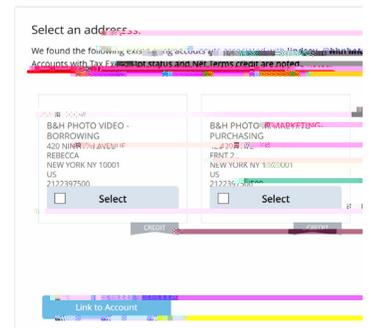
Steps To Link Existing Credit Accounts

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 Exempt on 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:

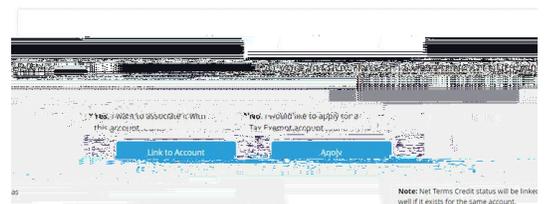
If you want to apply for a credit account with B&H, select **Apply**.

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

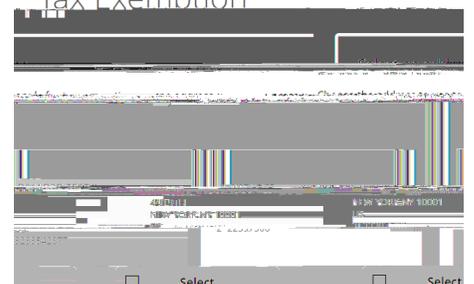
For Tax Exempt Status, in My Account, select Tax Exempt/Apply, choose an address and click Apply. The B&H Tax Department will receive your request and respond with further instructions.



Tax Exemption



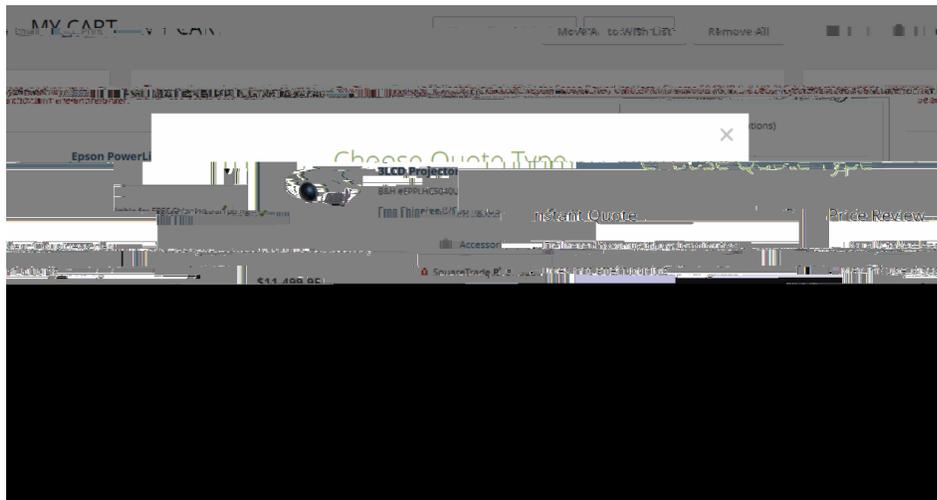
Tax Exemption



Quick Order Functionality

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:

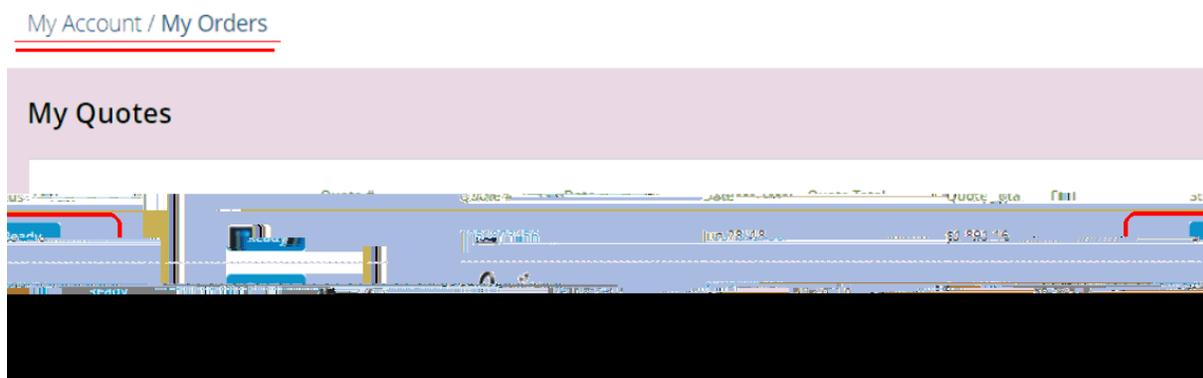
You can request an instant quote *any time there are products in your cart*. The instant quote is delivered in minutes with E&I pricing. A quote cannot be modified online once it has been submitted. Please contact your account representative. All updates made by your account representative will be reflected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

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.

Questions about the E&I Cooperative contract please contact: eandi@bhphoto.com

