



# B&H / OMNIA PARTNERS PURCHASING PORTAL

A STEP-BY-STEP GUIDE

[www.bandh.com/OMNIA](http://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](http://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**.

← B&H Consumer Site  
B&H B2B B&H B2B for State | Local | K-12  
Need assistance?  
Contact our specialists  
NationalIPA@bhphoto.com or 800-942-8214

Upgrade to B&H B2B for State | Local | K-12  
Your existing online account and its information (shipping and billing info, order history, etc) will be upgraded into a new B&H B2B for State | Local | K-12 account.

Login  
Email  
Password  
Upgrade to B&H B2B  
Forgot Password?

Don't have an Online B&H account?  
Or do you prefer to keep your existing B&H online account separate for personal use?  
Create New Online B&H B2B

Already have an Offline Account?  
Just create your B2B account using your business email address; you'll then be able to connect to your existing corporate sales account.

Need assistance?  
Contact a B&H Business Specialist at NationalIPA@bhphoto.com

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

Organization Name \*  
NIPA Member or Authorization # \*  
Organization Type\*  
Department \*  
Title \*  
Billing Address  
Street Address\*  
Street Address (Line 2)  
Zip \*  
City \*  
State\*  
Phone\*  
Complete Registration

Need an authorization code?  
Please email us with your organizational email and we will get back to you shortly.

Register for B&H B2B for State | Local | K-12  
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 State | Local | K-12 account.

Email \*  
First Name \*  
Last Name \*  
Password \*  
Confirm Email \*  
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 State | Local | K-12 account.

Use Existing B&H Account  
Create New Account

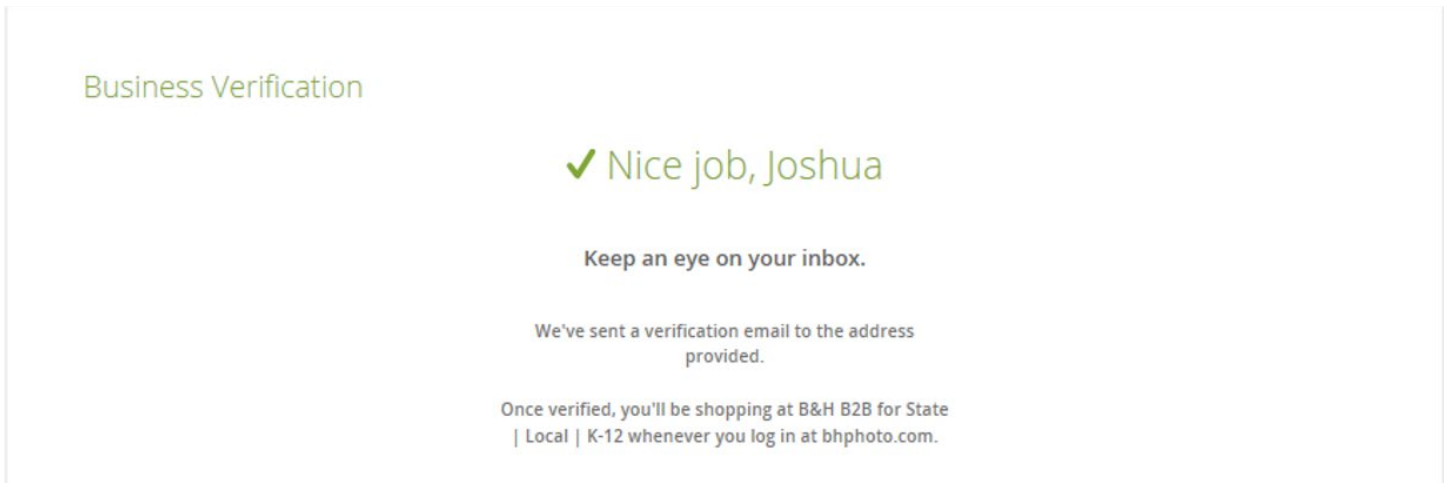
Upgrading an Existing Account

\*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](mailto:b2bsupport@bhphoto.com)

# Verify Your Account

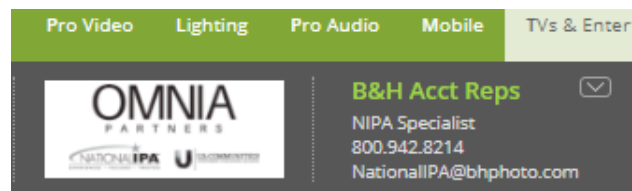
Once you complete the registration, you will receive an verification email.



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 **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](http://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.

### **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.

# 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 screenshot shows the 'My Account' page with a navigation sidebar on the left. The sidebar includes sections for 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, and **Manage Team** (highlighted with a red box). The main content area contains sections for Account Details, Billing and Shipping, Payment Options, and Update Email Subscription.

## Team Management

The screenshot shows the 'Team Management' page. It features a 'Team Members' table with columns for Name, Roles, and Last Active. Below the table is an 'Invitations' section showing 'No invites yet'. On the right side, there is an 'Invite Member' sidebar with an email input field, member privilege checkboxes, and an 'Invite Member' button (highlighted with a red box).

The screenshot shows an email invitation template enclosed in a dashed border. The text reads: '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' (button), and 'Once you're a member you'll have access to: Dedicated Account Reps, Request and convert Quotes online, Exclusive Discounts'.

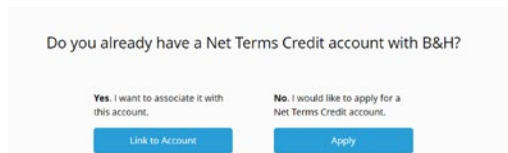
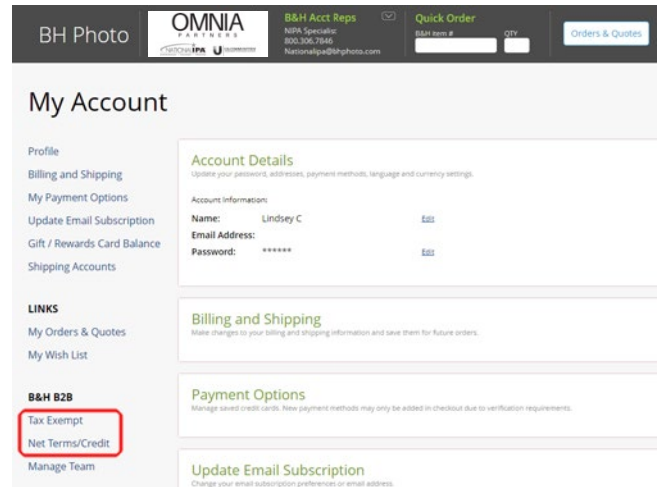
# Set Up Net Terms & Tax Exempt

The B&H 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](mailto:b2bsupport@bhphoto.com)

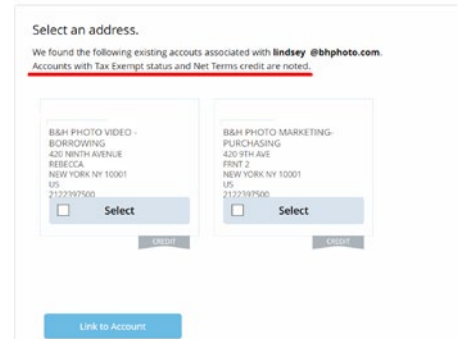


## Apply for Credit or Tax Exempt Status:

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.

## Net Terms/Credit



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.



# 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](#)

Lindsey

**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

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**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 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 user account information. Below this is a green navigation menu with categories like Photography, Computers, Pro Video, etc. A dark grey header contains the B&H K-12 logo, OMNIA PARTNERS logo, and contact information for B&H Acct Reps. A 'Quick Order' modal is open, featuring a red border and a dark background. It has two input fields for 'B&H Item #' and 'QTY', an 'Add To Cart' button, and a '+ Another Item' link. Below the modal, a large banner for 'Photography' is visible, followed by a 'CAMERAS & LENSES' section with images of a digital camera, a lens, and a drone. An 'ACCESSORIES' section is partially visible at the bottom.

# 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.

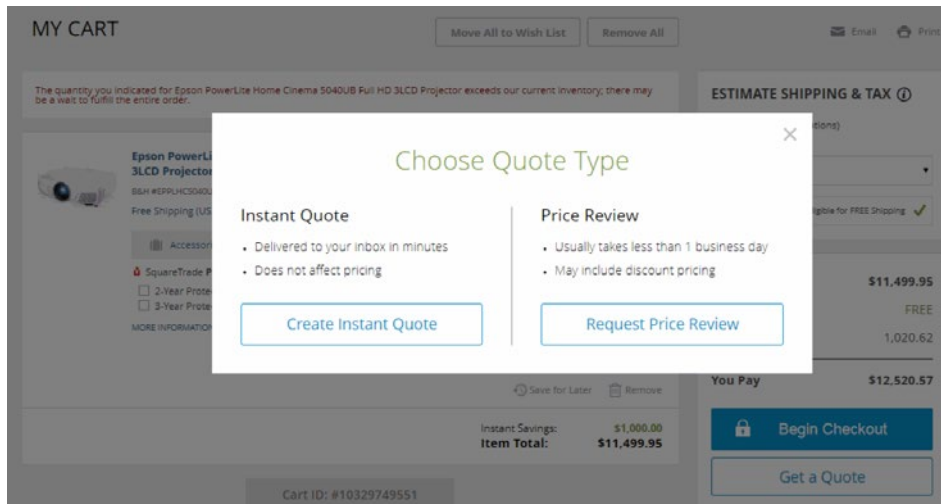
Email address used on order in question.

Telephone number related to order in question.

Cancel Add My Order

# 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.



## 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 within 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 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

# 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**

