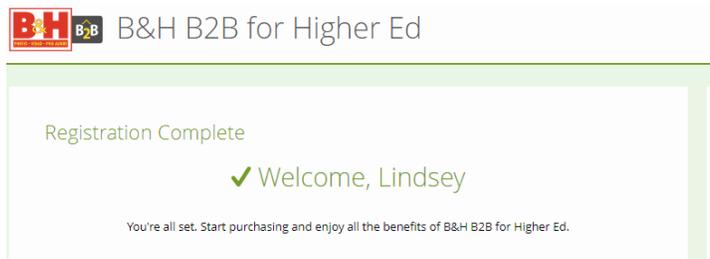


## How to Apply Quotes within the B&H Punchout

In order to apply a quote within the B&H punchout in the GeorgiaFIRST Marketplace, requesters will need to create an account within the B&H supplier portal.

To create an account in the B&H supplier portal, follow the instructions below:

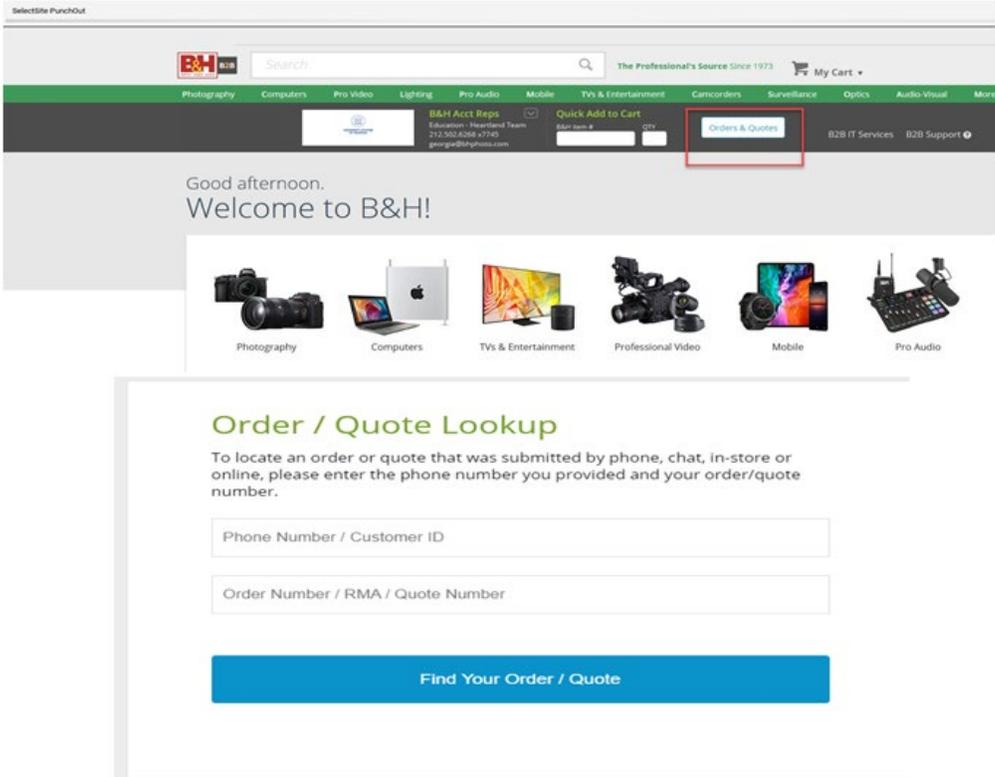
Step	Action
1.	Navigate to the B&H setup: <a href="http://www.bandh.com/eandinow">www.bandh.com/eandinow</a>
2.	Fill out the information requested to complete registration. Make sure to use your institutional email address.
3.	Once registration is complete, you will receive a verification email as shown below: <div style="text-align: center; border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
4.	Click the Verify My Email button to begin using the portal.
5.	After the email address is verified, log into the B&H portal. Users will see the B&H B2B Logo, as well as the E&I Logo.

The quote functionality on the B2B E&I portal allows you to get an instant quote or receive a price review quote.

To get a new quote from B&H, follow the instructions below:

Step	Action
1.	Navigate to the B&H website: <a href="https://www.bhphotovideo.com">https://www.bhphotovideo.com</a>
2.	Click the Log In/Account icon.
3.	Enter your B&H specific log in information.
4.	Search or select the item(s) to purchase in the B&H portal cart.
5.	Once you have completed adding items, click the View My Cart button.
6.	Under the cart total, click the Get a Quote button. The B&H portal navigates to the Shipping Address information.
7.	Enter the shipping information and click the View Shipping Options button.
8.	Click the Review Quote button.
9.	Review and update information as needed.
10	Click the Request Quote button.
11	<p>B&amp;H will generate a quote for the items in the cart. A quote cannot be modified online. If modifications need to be made to the quote, contact B&amp;H Photo.</p> <p><b>Note:</b> <i>B&amp;H generates what they refer to as an Instant Quote for the request. Additionally, if the quote is over \$500 B&amp;H will perform a Price Review to get the best possible price as part of the request for quote.</i></p>
12	Once the quote is ready, B&H will send a notification email.

To apply a quote received from B&H, follow the instructions below:

Step	Action
1.	Navigate to the B&H website: <a href="https://www.bhphotovideo.com">https://www.bhphotovideo.com</a>
2.	Select the Orders/Quotes button.
3.	Review and select a quote to use. Make note of the quote number as you will need this information to access the quote within the GeorgiaFIRST Marketplace punchout.  <i><b>Note:</b> 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.</i>
4.	Navigate to the GeorgiaFIRST Marketplace.
5.	Click on the B&H Photo Punchout. B&H Photo Punchout opens.
6.	Navigate to the top of the punchout and click the Orders & Quotes button.   <p>The screenshot shows the B&amp;H Photo Video website interface. At the top, there is a navigation bar with various categories: Photography, Computers, Pro Video, Lighting, Pro Audio, Mobile, TVs &amp; Entertainment, Camcorders, Surveillance, Optics, and Audio-Visual. Below this is a search bar and a 'My Cart' icon. A secondary navigation bar contains 'B&amp;H Acct Reps', 'Quick Add to Cart', and 'Orders &amp; Quotes' (which is highlighted with a red box). Below the navigation is a welcome message 'Good afternoon. Welcome to B&amp;H!' followed by a row of product category icons: Photography, Computers, TVs &amp; Entertainment, Professional Video, Mobile, and Pro Audio. Below the icons is a section titled 'Order / Quote Lookup' with a brief instruction: 'To locate an order or quote that was submitted by phone, chat, in-store or online, please enter the phone number you provided and your order/quote number.' This section contains two input fields: 'Phone Number / Customer ID' and 'Order Number / RMA / Quote Number', and a blue button labeled 'Find Your Order / Quote'.</p>

Step	Action
7.	Enter the quote number and phone number listed on the quote. The quote information will be pulled up on the screen.
8.	Click the Punchout button and a cart will be created.
9.	Follow the normal process to process the shopping cart to a requisition.