
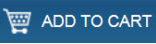
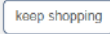









Punch-Out Vendor Ordering Guide

University of Nebraska's Account Number: 973559

Searching / Ordering / Checkout Procedure

1. To search for an item, type key words in the upper left field and click on .
2. Once the desired item has been found, fill in the quantity and click on .
3. You may be prompted with accessories or optional products for the item selected. Click on  or .
3. To view your cart, click on  at the top right.
4. The current order displays and you can adjust quantity, select protection plans if desired, or remove items.
5. To calculate shipping enter your zip code and click on the desired shipping option.
6. Once order is ready for completion, click on . You will then be returned to your active cart in eSHOP.

Retrieving a Quote

1. You cannot retrieve quotes from B&H Photo's punch-out site. If you have a quote, you must fill out a Non-Catalog Order form.
2. When you are checking your cart out in eSHOP, be sure to enter the quote number in the Quote Number field by following the steps below:
 - Proceed to Checkout
 - Click the **Requisition** tab and the **Summary** tab
 - Click  button in the General Section
 - Enter your Quote # in the Quote field and click .

Creating / Accessing Favorites

1. Favorites cannot be saved on the B&H Photo's punch-out site.

Shipping Charges

1. Free standard shipping? – Yes
2. Shipping will be charged on the invoice when the weight is in excess of 70 lbs. or expedited delivery is requested in the punch-out.

Order / Shipping Confirmation

1. Will I receive a confirmation that my order has been received? **Yes**
2. Will I receive a confirmation that my order has been shipped? **Yes**

Viewing Previous Orders / Order Status

1. Contact the B&H Account Team (see Helpful Hints for contact information)

Cancelling an Order

1. Contact the B&H Account Team (see Helpful Hints for contact information)

Returns

1. Contact the B&H Account Team (see Helpful Hints for contact information)

Helpful Hints & Tips

1. B&H does not process orders from Friday evening – Saturday evening.

2. B&H office will be closed the following days in October 2016:

Closed: October 3-4, 2016

Closing on Sunday October 2nd, at 1:00 p.m. and remain closed through Tuesday October 4th. Office will reopen Wednesday, October 5th, at 9:00 a.m.

Closed: October 11-12, 2016, office will reopen Thursday October 13th, at 9:00 a.m.

Closed: October 17-25, 2016

Closing on Sunday, October 16th, at 1:00 p.m., remaining closed through Tuesday, October 25th. Office will reopen on Wednesday, October 26th, at 9:00 a.m.

3. B&H Account Team:

You may contact your account team by phone at (800) 947-8003 ext. 7746

The team fax is: (212) 239-7759.

To contact one of the account team members please use the email addresses listed below:

Shmuelly Saklad – Account Manager

shmuelsk@bhphoto.com

Sam Graus – Account Manager

samg@bhphoto.com

Andrew Zeitz

andrewz@bhphoto.com