# **B&H** Photo

Punch-out Catalog

### **Helpful Hints**

- 1. B&H does not process orders from Friday evening Saturday evening.
- 2. On the B&H Photo main page, go to customer service on the left side, and go to Hours of Operations link.

## **SEARCHING / ORDERING / CHECKOUT PROCEDURE**

- 1. On the B&H Photo main page, go to the Customer Service section on the left side, and go to Order / Quote Lookup link. Enter the required information to locate a quote.
- 2. Once the desired item has been found, fill in the quantity and click on and the second sec
- 3. You may be prompted with accessories or optional products for the item selected. Click on
- 4. To view your cart, click on 🗮 at the top right.
- 5. The current order displays and you can adjust quantity, select protection plans if desired, or remove items.
- 6. To calculate shipping enter your zip code and click on the desired shipping option.
- 7. Once order is ready for completion, click on You will then be returned to your active cart in eSHOP.

## **RETRIEVE QUOTES**

- 1. On the B&H Photo main page, go to customer service on the left side, and click the Order/Quote Lookup link. Enter the required information to locate a quote.
- 2. When you are checking your cart out in eSHOP, enter information into the Quote Number field by following the steps below:
  - Proceed to checkout
  - Click the requisition tab and the summary tab
  - Click edit button in the General Section
  - Enter your Quote # in the Quote field and click Save.

## **CREATING / ACCESSING FAVORITES**

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

## SHIPPING CHARGES

Free shipping: Yes. 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.

Updated 08/19/2024

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#### **ORDER / SHIPPING CONFIRMATION**

Will I receive a confirmation that my order has been received? Yes Will I receive a confirmation that my order has been shipped? Yes

## **VIEWING PREVIOUS ORDERS / ORDER STATUS**

On the B&H Photo main page, go to customer service on the left side, and click on the Order/Quote Lookup link. Enter the required information to locate an order.

### **CANCELLING AN ORDER**

Contact the B&H Account Team. By reaching out to the Nebraska team via email at <u>Nebraska@bhphoto.com</u> or phone at (212) 502.6268 ext. 7746

#### RETURNS

On the B&H Photo main page, go to customer service on the left side, and click the Return & Exchange link.

## **SUPPLIER CONTACT INFORMATION**

Contact the B&H Account Team at (212) 502.6268 ext. 7746 or Email:<u>Nebraska@bhphoto.com</u> or on the B&H Photo main page, go to customer service on the left side and click on Contact Your Account Team link.

#### **TRANSMISSION METHOD**

- PO Transmission Method: Electronic
- Invoice Transmission Method: Electronic
- Credit Memo Transmission Method: Paper

LARGE PROJECTS

Whenever working on a large project, please reach out to our direct business development rep Reuvy Levine. The earlier you reach out for the project the more he can help. <u>rlevine@bhphoto.com</u>