

B&H Photo Video Punchout Training Guide

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Introduction

Overview

The purpose of this manual is to discuss the general use of the B&H Photo Video punchout catalog. This document will provide an overview of the various functions of the catalog so that all end-users will have success in submitting an order using the punchout.

Intended Audience

This manual will be used by users of the SDezBuy application that SHOP to place orders electronically.

Documentation and Disclaimer

None

General Information

Contract - The B&H Photo punchout catalog in SDezBuy is based on the E&I Contract CNR01341. The pricing will always be current since the punchout catalog is managed by B&H Photo, Video & Pro Audio.

Shipping - Shipping costs are built-in to the pricing within the catalog. The only additional shipping charges added to the punchout order would be expedited delivery or oversize/overweight items. Users must call the B&H Account Team number located on the home page in the punchout, if expedited delivery is necessary. In regard to oversize/overweight shipping costs do flow back to the cart in SDezBuy at the header and not as a line. This is just providing you with the information so you have something to verify the invoiced amount. **Do not** add a Non-Catalog Item line for to the punchout order for this shipping cost because that line would split into a separate PO number and the supplier would get two POs and not be able to match them up on their end.

Adding Non-Catalog Items to a B&H Photo Punchout Order - Non-Catalog items can be added to a punchout order after the cart is returned to SDezBuy. However, catalog and non-catalog items will NOT appear on the same PO.

Smartfind Not Included with this Punchout - The B&H Photo Punchout catalog does not currently have the Smartfind feature. This means that items are not found during a keyword search from the Shop-at-the-Top. You must enter the punchout in order to search for products.

Changes to a B&H Photo Punchout Cart - Users cannot make changes once the shopping cart is returned to the SDezBuy application. A new cart will have to be produced.

External Notes - External notes are accepted and are sent to the vendor.

Order Distribution – All orders to B&H through the punchout are sent to the vendor through cXML integration and to the account representative.



Order Confirmation and Shipping Confirmations - Order confirmation via email from B&H Photo will be received by the user listed on the PO. B & H Photo does not provide shipping confirmations.

Duplicate Order Prevention - Two flags – if the same PO number is duplicated for same customer, duplicate order will not be processed.

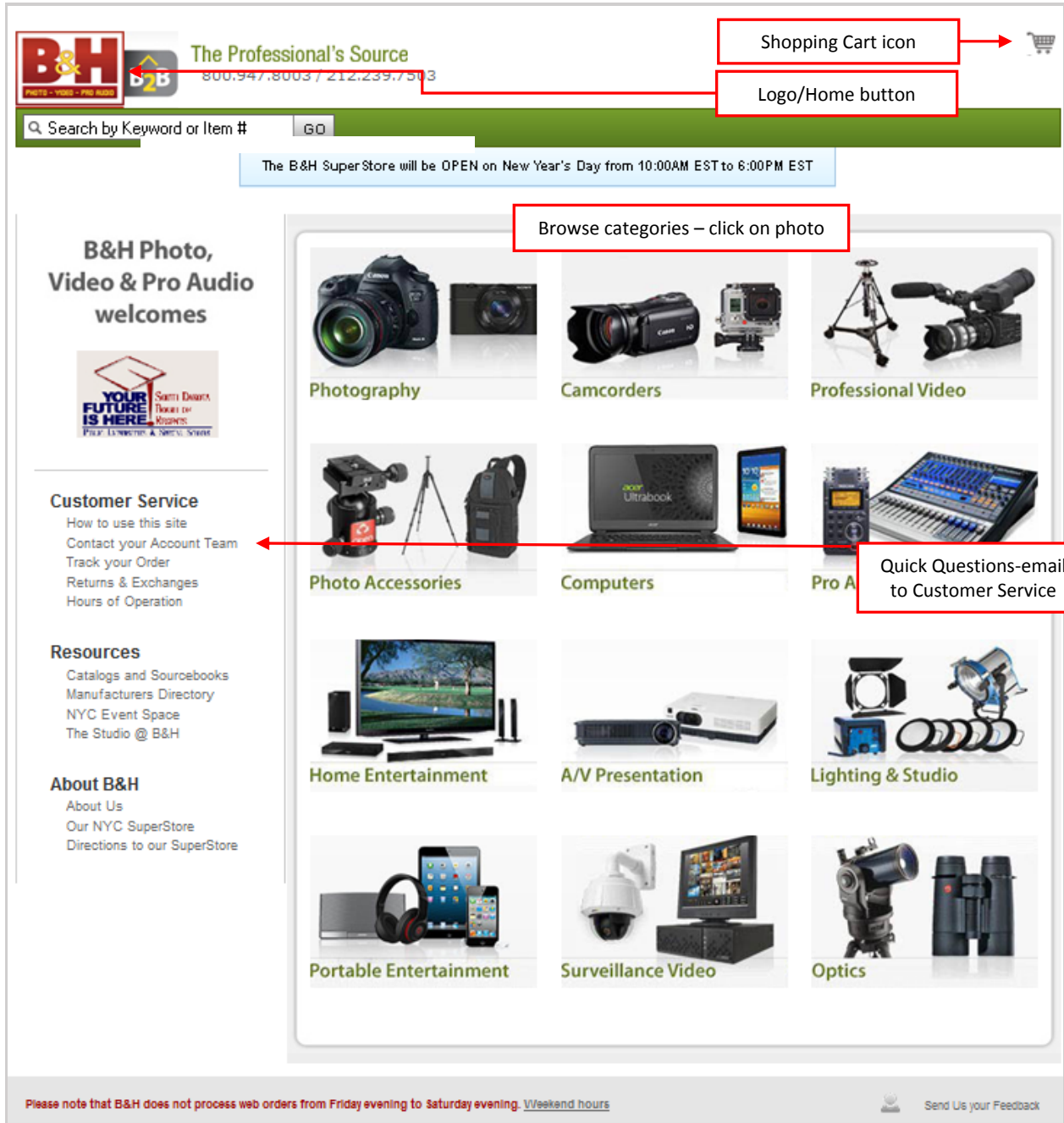
Timeout - Inactive punchout sessions will expire or timeout after thirty (30) minutes of inactivity. The cart will be saved if the users has allowed and uses browser cookies, so the user will not have to start over.

Computers in the Punchout – Currently B&H has several lines of computer systems in the punchout. SDBOR is trying to get them removed. Users orders will be rejected by ITS or Buyers if there is an attempt to purchase a computer through the B&H punchout.

Instructions

Click on the red B&H Photo logo  at any time while in the punchout to return to the Home screen. Click on the Shopping Cart icon  at the top of the screen to go to your shopping cart from anywhere within the punchout.

Getting to Know the Home Screen



The screenshot shows the B&H Photo Video website home page. The header includes the B&H logo, the tagline "The Professional's Source", and contact information. A search bar is located below the header. A blue banner announces that the B&H SuperStore will be open on New Year's Day from 10:00AM EST to 6:00PM EST. The main content area is divided into a left sidebar and a central grid of product categories. The left sidebar contains sections for "Customer Service" (with links like "How to use this site", "Contact your Account Team", "Track your Order", "Returns & Exchanges", "Hours of Operation"), "Resources" (with links like "Catalogs and Sourcebooks", "Manufacturers Directory", "NYC Event Space", "The Studio @ B&H"), and "About B&H" (with links like "About Us", "Our NYC SuperStore", "Directions to our SuperStore"). The central grid features 12 categories: Photography, Camcorders, Professional Video, Photo Accessories, Computers, Pro Audio, Home Entertainment, A/V Presentation, Lighting & Studio, Portable Entertainment, Surveillance Video, and Optics. Red arrows and boxes highlight key elements: the B&H logo, the Shopping Cart icon, the Logo/Home button, the "Browse categories – click on photo" instruction, and the "Quick Questions-email to Customer Service" link.

Shopping Cart icon

Logo/Home button

Browse categories – click on photo

Quick Questions-email to Customer Service

Customer Service
How to use this site
Contact your Account Team
Track your Order
Returns & Exchanges
Hours of Operation

Resources
Catalogs and Sourcebooks
Manufacturers Directory
NYC Event Space
The Studio @ B&H

About B&H
About Us
Our NYC SuperStore
Directions to our SuperStore

Photography

Camcorders

Professional Video

Photo Accessories

Computers

Pro Audio

Home Entertainment

A/V Presentation

Lighting & Studio

Portable Entertainment

Surveillance Video

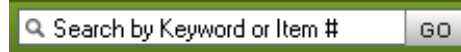
Optics

Please note that B&H does not process web orders from Friday evening to Saturday evening. [Weekend hours](#)

Send Us your Feedback

Start Shopping

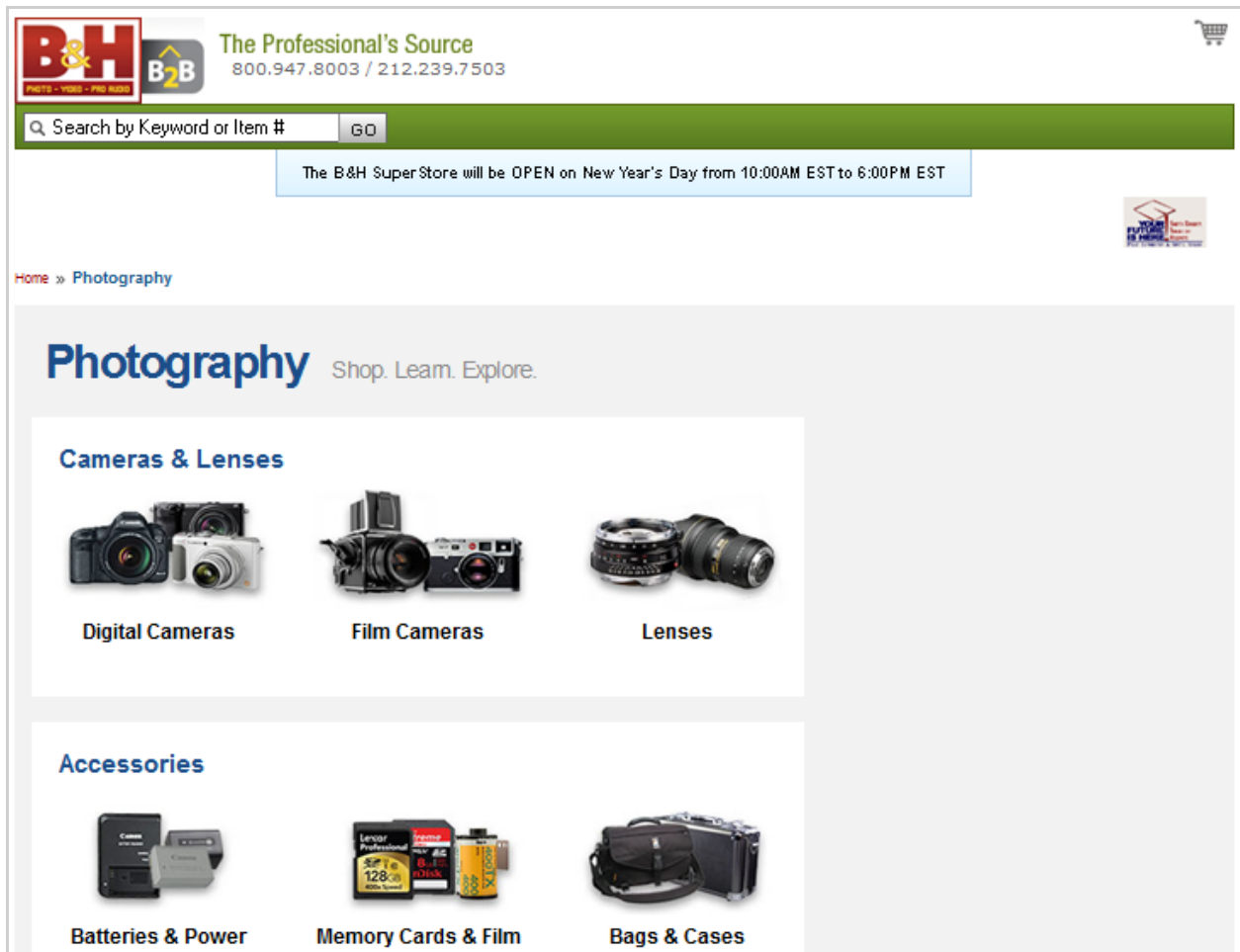
1. Once you have entered the punchout catalog, you have the option to search for an item by description, a B&H item number or by manufacturer number in the keyword search box.




2. You may also search for products by clicking into a specific category such as Photography, Camcorders, Professional Video, etc.



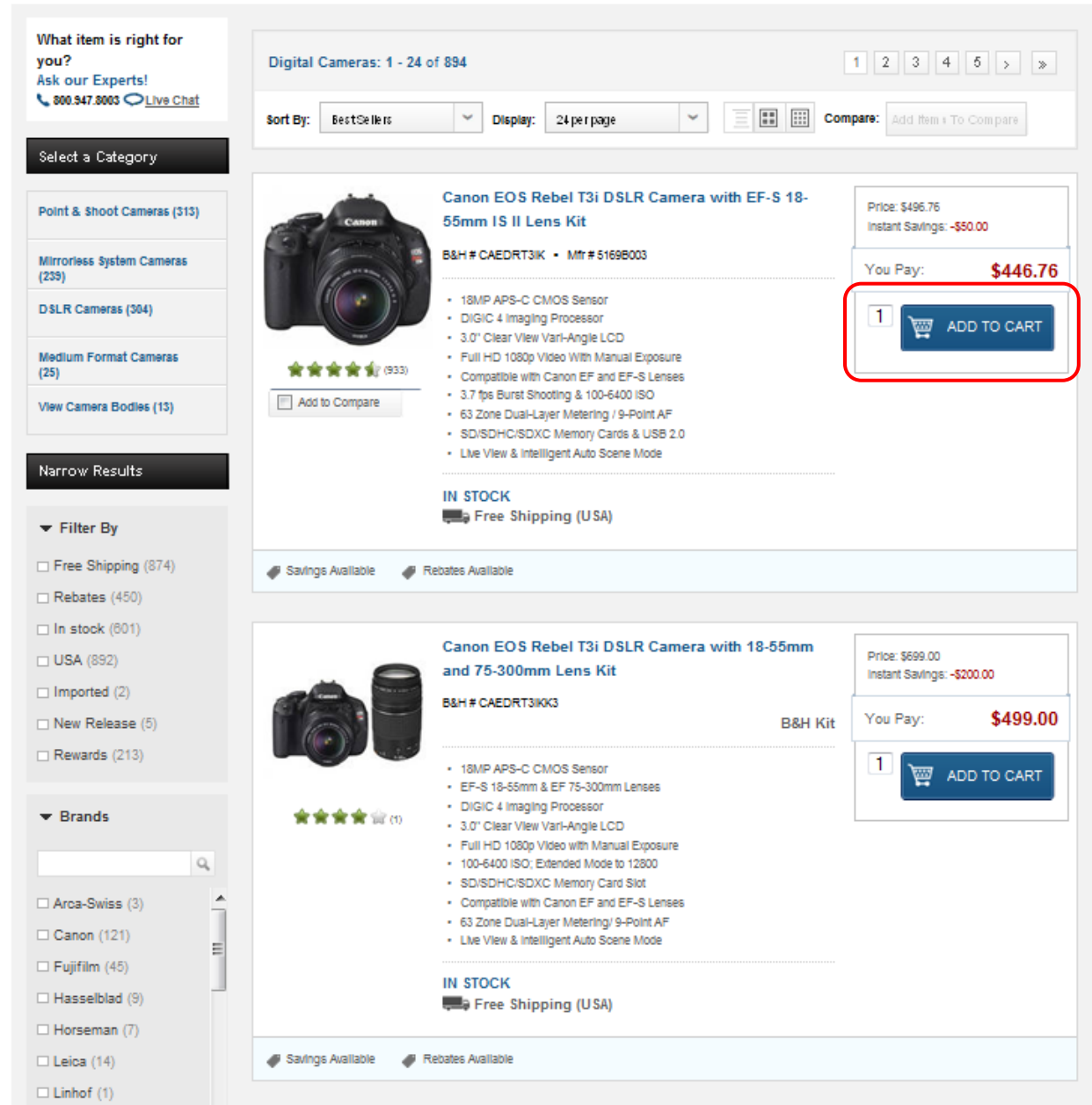
3. If you have selected a category, there may be sub-categories to select next. Use the breadcrumb trail to go back a step if you have gotten into the wrong sub-category.



The screenshot shows the B&H website interface. At the top left is the B&H logo with 'B2B' and 'The Professional's Source' text, along with the phone number 800.947.8003 / 212.239.7503. A search bar is located below the logo. A blue notification banner states: 'The B&H SuperStore will be OPEN on New Year's Day from 10:00AM EST to 6:00PM EST'. The breadcrumb trail reads 'Home » Photography'. The main heading is 'Photography Shop. Learn. Explore.'. Below this, there are two main sections: 'Cameras & Lenses' and 'Accessories'. The 'Cameras & Lenses' section includes sub-categories: 'Digital Cameras', 'Film Cameras', and 'Lenses'. The 'Accessories' section includes sub-categories: 'Batteries & Power', 'Memory Cards & Film', and 'Bags & Cases'.

4. Use the filters in the left-hand column to narrow results (if necessary).
5. When you have found the item/items you are looking for, you can add them to your cart by clicking on the  button.

Home » Photography » Digital Cameras



What item is right for you?
Ask our Experts!
300.947.3003 [Live Chat](#)

Select a Category

- Point & Shoot Cameras (313)
- Mirrorless System Cameras (239)
- DSLR Cameras (304)
- Medium Format Cameras (25)
- View Camera Bodies (13)

Narrow Results

Filter By

- Free Shipping (874)
- Rebates (450)
- In stock (801)
- USA (892)
- Imported (2)
- New Release (5)
- Rewards (213)

Brands

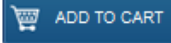
- Arca-Swiss (3)
- Canon (121)
- Fujifilm (45)
- Hasselblad (9)
- Horseman (7)
- Leica (14)
- Linhof (1)

Digital Cameras: 1 - 24 of 894

Sort By: Best Sellers Display: 24 per page Compare: Add Item(s) To Compare

Canon EOS Rebel T3i DSLR Camera with EF-S 18-55mm IS II Lens Kit
B&H # CAEDRT3IK • Mfr # 5169B003

Price: \$496.76
Instant Savings: -\$50.00
You Pay: **\$446.76**

1 

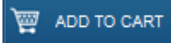
- 18MP APS-C CMOS Sensor
- DIGIC 4 Imaging Processor
- 3.0" Clear View Vari-Angle LCD
- Full HD 1080p Video With Manual Exposure
- Compatible with Canon EF and EF-S Lenses
- 3.7 fps Burst Shooting & 100-6400 ISO
- 63 Zone Dual-Layer Metering / 9-Point AF
- SD/SDHC/SDXC Memory Cards & USB 2.0
- Live View & Intelligent Auto Scene Mode

IN STOCK
Free Shipping (USA)

Savings Available Rebates Available

Canon EOS Rebel T3i DSLR Camera with 18-55mm and 75-300mm Lens Kit
B&H # CAEDRT3IKK3


Price: \$699.00
Instant Savings: -\$200.00
You Pay: **\$499.00**

1 


- 18MP APS-C CMOS Sensor
- EF-S 18-55mm & EF 75-300mm Lenses
- DIGIC 4 Imaging Processor
- 3.0" Clear View Vari-Angle LCD
- Full HD 1080p Video with Manual Exposure
- 100-6400 ISO; Extended Mode to 12800
- SD/SDHC/SDXC Memory Card Slot
- Compatible with Canon EF and EF-S Lenses
- 63 Zone Dual-Layer Metering / 9-Point AF
- Live View & Intelligent Auto Scene Mode

IN STOCK
Free Shipping (USA)

Savings Available Rebates Available

- You will see this pop-up window after clicking the “add to cart” button. Add accessories for the item by clicking on the  [Add to Cart](#) button next to the item.

You have added this item to your cart (1) ×




Canon EOS Rebel T3i DSLR Camera with EF-S 18-55mm IS II Lens Kit
You Pay: **\$446.76**
FREE SHIPPING
Usually ships in 2-3 business days
Estimated arrival at B&H is 2-3 business days. Your order will only be charged at time of shipment.
[International Orders*](#)

[keep shopping](#) [View Cart](#)

Protection Plans [?](#) [Add to Cart](#)

Essential Accessories | Do you have everything you need?


Memory Cards [View All >](#)



SanDisk 16GB SDHC Extreme Class 10 UHS-1 Memory ... **\$24.85** [Add to Cart](#)


Required item: A memory card is not included, be sure to purchase enough storage capacity.

Lenses [View All >](#)



Canon EF 50mm f/1.4 USM Lens **\$357.51** [Add to Cart](#)
USA

Batteries & Power [View All >](#)



Canon LP-E8 Rechargeable Lithium-Ion Battery ... **\$48.60** [Add to Cart](#)

Always keep a spare battery handy so you won't get caught without power.


Don't see the accessory you are interested in?
See all available accessories for the **Canon EOS Rebel T3i DSLR Camera with EF-S 18-55mm IS II Lens Kit**. [View all Accessories >](#)

- You may access the cart with the  [View Cart](#) button or you may search for other items by clicking on the [keep shopping](#) button.

8. Once in the cart, you will have several options. You may click on the **CONTINUE SHOPPING** button to return to the home page, change the quantity and update, remove the item, add protection plans or Punchout. There is also a link to the accessories, in case you missed them before.

My Cart

[CONTINUE SHOPPING](#)

 **Canon EOS Rebel T3i DSLR Camera with EF-S 18-55mm IS II Lens Kit** [REMOVE](#) [X](#)

B&H #CAEDRT3IK • Mfr #5169B003 [Free Shipping \(USA\)](#) Qty: [UPDATE](#)

[View Accessories](#)

**USUALLY SHIPS
IN 2-3 BUSINESS
DAYS**

You Pay : \$ 446.76

Savings Available

- Save \$150 on Canon Zoom 55-250mm Lens
- Save \$20 On Adobe Photoshop Elements 12
- Save \$5 On Expomaging Safari DSLR Pop-Up Flash Booster

Important Notice!
Estimated arrival at B&H is 2-3 business days. Your order will only be charged at time of shipment.
[International Orders*](#)

Square Trade Protection Plan: [?](#)

- 2 Year Drops & Spills \$41.24
- 3 Year Drops & Spills \$51.83

Item Total: **\$446.76**

Helpful Links

- Shipping Information
- Our Return Policy
- Your Privacy and Security
- Setup a B&H Tax Exempt Account

Calculate Shipping & Tax

Country: Zip Code:

SubTotal: **\$446.76**
Sales Tax: Calculate Above
Shipping: Calculate Above

PUNCHOUT

[CONTINUE SHOPPING](#)

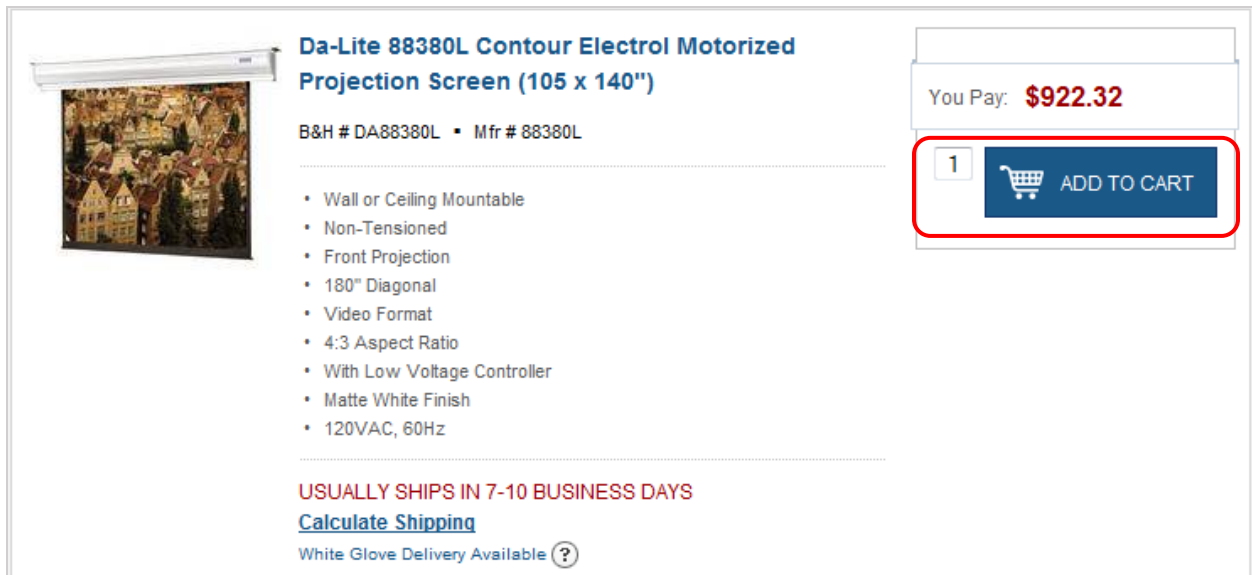
Looking for accessories for the **EOS Rebel T3i DSLR Camera with EF-S 18-55mm IS II Lens Kit ?**
click on [view accessories](#) next to the item above

9. Click on the **PUNCHOUT** button to return the contents of your shopping cart to SDezBuy.

Orders with Shipping Charges

With our E&I Contract, shipping is included for all items in the B&H Photo punchout catalog with the exception of oversize/overweight and expedited delivery orders. Oversize or overweight items and where you select expedited delivery will have shipping charges. Though you may choose a shipping method which adds additional freight to your order, those charges will appear on your invoice, but will not be carried over from the cart in the punchout to SDezBuy.

1. Click on the **Add to Cart** button for your item. Note the [Calculate Shipping](#) link under the product description. Use this link if you need to see the total before adding the item to the cart.




Da-Lite 88380L Contour Electrol Motorized Projection Screen (105 x 140")

B&H # DA88380L ▪ Mfr # 88380L


- Wall or Ceiling Mountable
- Non-Tensioned
- Front Projection
- 180° Diagonal
- Video Format
- 4:3 Aspect Ratio
- With Low Voltage Controller
- Matte White Finish
- 120VAC, 60Hz

USUALLY SHIPS IN 7-10 BUSINESS DAYS

[Calculate Shipping](#)

White Glove Delivery Available 

You Pay: **\$922.32**

1  **ADD TO CART**

2. If there are no other items, click the **View Cart** button.
3. Read the **"Important Notice!"**

Important Notice!

This item is usually Drop Shipped from the MFR/Distributor within 7-10 business days (subject to availability). Your order will be charged at the time of placing the order with the vendor. Item is **non-cancelable and non-returnable**.

International Orders*

4. Add your Zip Code in the Zip Code field.
5. Click the radio button to select a shipping method from the choices which appear in the **Choose a Shipping Method** section of the screen.

Calculate Shipping & Tax

Country: USA Zip Code: 57069

Choose a Shipping Method

<input checked="" type="radio"/>	Common Carrier - Curbside Delivery ? 7-10 Business Days Delivery *	\$184.80
<input type="radio"/>	White Glove - In Home Delivery ? 5-7 Business Days Delivery *	\$328.44

* For in-stock items only

The shipping methods are limited due to the following oversized item(s)

1. Da-Lite 88380L Contour Electrol Motorized Projection Screen (105 x 140")

6. The Order Total has changed to the total of the products plus the total of the shipping costs.
7. Click on the **Punchout** button to return your cart to SDezBuy.

SubTotal: \$922.32

Sales Tax: \$0.00

Shipping: \$184.80

Order Total: \$1,107.12

PUNCHOUT

8. If any changes need to be made at this time, you will need to delete your draft cart and start over in the B&H Photo Video punchout catalog. Since B&H does not support changes, the Modify Items button is not present.

Note: the shipping of \$184.80 was **not** brought back as a line to SDezBuy and **you cannot add a non-catalog line to the order** for this amount because it is a punchout order. Doing so would split the order into 2 PO's – one for the item(s) and one for the shipping and it would be impossible for B&H to know that they were meant to stay together. When the invoice arrives, you can verify the invoiced amount.

Shopping Cart for Mary Ann Hart

Continue Shopping

1 Item(s) for a total of **1,107.12** USD
subtotal: 922.32 USD
estimated tax, shipping & handling: 184.80 USD

Proceed to Checkout or Assign Cart

Name this cart: 2014-01-30 mahart 01

Have you made changes? Update

Help | Add Non-Catalog Item | Empty cart

Perform an action on (0 items selected)... Select All

B&H Photo Video more info...
Fulfillment Address 1
420 Ninth Avenue, New York, NY 10001 US

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Jan 30, 2014 88380L Contour Electrol Motorized Projection Screen (105 x 140") Part Number DA88380L Manufacturer Da-Lite	922.32 USD EA	1	922.32 USD

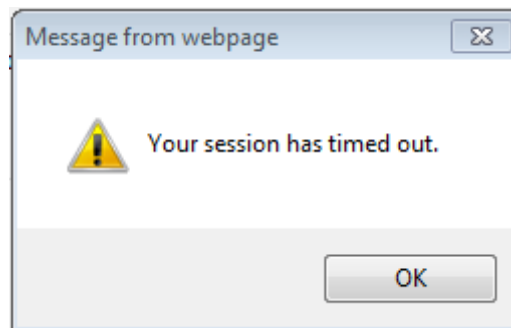
Add to Favorites Remove More Actions

Quotes

You may also have called B&H Photo Video and requested the cost of overnight delivery or requested a quote. The B&H Photo Video punchout does not currently have a quote feature, though it may sometime in the future. You may enter a quoted order as a Non-Catalog Item order.

Your session has expired!

If you receive the following notice, you need to click on the OK button and the **Cancel Punch-out** button. Then click on the B&H Photo punchout button again.



How to Get Support

1. Click on the **Contact Your Account Team** link under Customer Service on the **Home** screen to view B&H Photo contacts for the SDBOR account. Contact the B&H Photo account team for expedited delivery, order status, order changes, cancellations, returns and problems.

