



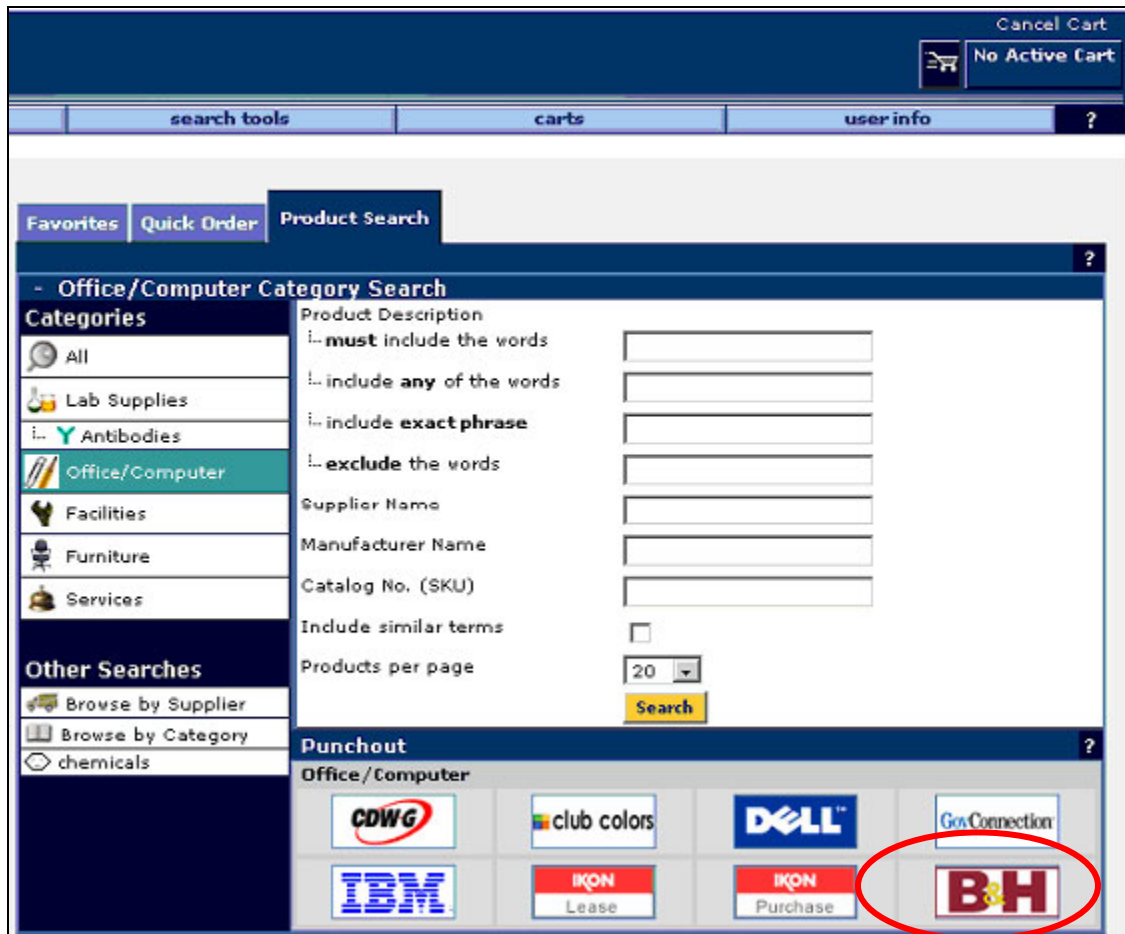
The Professional's Source

*Penn Marketplace
Punch Out Supplier
User Guide*



Ordering B&H Products in the Penn Marketplace

- ❖ The B&H punchout site takes the user directly to the Penn specific B&H website while still remaining within the Penn Marketplace.
- ❖ All browsing, shopping, real-time inventory availability and pricing are done from B&H's website and their catalog.
- ❖ When finished shopping and placing items into a shopping cart, all of the information is automatically transferred back to the Penn Marketplace as a requisition to complete the process of account code distribution, shipping information, approving and creating purchase orders.
- ❖ To use the B&H punchout site, you need only to click on the B&H icon that appears under **Product Search** as shown below.



Creating an Order

Any of the following options can be used to add items to your Shopping Cart:

1. **Browsing the Catalog:** To find and select items by searching the online catalog, utilize the **Home** page to browse product categories or use the “**Search Tools**” navigation bar on the left side of the page.
2. **Wish Lists:** Create a personalized wish list to add items to your shopping cart from an existing list by selecting “**Wish List**” from the “**Shopping Tools**” navigation bar at the top of the page. This is a great place to store your **frequently ordered items!**

The screenshot displays the B&H website interface. At the top, the B&H logo is on the left, followed by contact information: "The Professional's Source", "212-239-7503 Ext. 2459", "UPENN Account Rep. Yidel Rochlitz", and "B&H Education Department", "Customer Service: 212 239-7760", "Fax: 212 239-7531", "Email: edu@bhphotovideo.com". A navigation bar includes "Login / Register", "My Account", "Track Order", "Live Help", "Wishlist", and "My Cart".

On the left side, there is a search box with "All Products" selected and a "Top Searches" list containing categories like "Audio - Professional", "Binoculars & Scopes", "Books & Tutorials", "Cameras/Photo Gear", "Computers & Solutions", "Darkroom", "Digital Photography", "Film, Tapes & Media", "Filters & Accessories", "Home Entertainment", "Lighting & Studio", "Portable Entertainment", "Projection & Viewing", "Underwater", "Video - Consumer", "Video - Professional", and "USED EQUIPMENT".

The main content area features a blue banner that reads "B&H Welcomes Penn Purchasers". Below this is a "Featured Categories" section with a grid of product images and labels: "Digital Cameras", "Pro Video", "Lighting", "Pro Audio", "Video Editing", "Lenses", "Camcorders", "Televisions", "MP3 Players", "DVD Players", "Computers", "Projectors", "Printers & Scanners", "Binoculars & Scopes", and "Home Entertainment".

At the bottom, there is an "Email" sign-up form with the text "Sign up for B&H news and special offers" and a field for "Enter Email Address". To the right of the form is a box titled "Order Processing Schedule:" with the text "Please note that B&H does not accept or process orders from Friday evening to Saturday evening. [Click here for details.](#)"

Browsing the Catalog

1. From the **Home** page, select a category to browse. A page displays a list of sub-categories for the category selected. Select the subcategory you want to view. The next page displays either another list of subcategories or a list of items in the subcategory selected.
2. From this page, items can be added to the **Shopping Cart** by entering the quantity you want and then selecting the **“Add to Cart”** button or add items to your **Wish List** by selecting **“Add to Wish list”** button.
3. A **“Search”** can be performed with keywords, B&H SKU, the manufacturer number or name. Utilize the Search feature located in the Left Navigation Bar on the left side of the page.

My Account Track Order Live Help Wishlist My Cart

Penn Portal

Search Results

Your search for "glossy photo paper" returned 121 item(s)

Viewing items 1 - 20

Refine Results ▾

Brands

All	▲
Canon	▲
Epson	▲
Hahnemuhle	▼



For multiple selections hold the CTRL key down while you click the mouse.

Showing Page: of 7

Show Me: All: [In stock](#)

Sort by:

Prev | [Next](#)

	<p>Oriental</p> <p>Graphica FB Glossy Photo Paper Museum Weight for Inkjet - 36" Wide Roll - 50' Long More Info</p> <p>Mfr # OR7026365050 • B&H # ORFBMWG3650</p> <p>Availability : Accepting Orders</p> <p>This item is in your shopping cart <input type="button" value="Add to Wishlist"/></p>	<p>Price : \$ 219.84</p> <p><input checked="" type="checkbox"/> Free Shipping</p>
	<p>Oriental</p> <p>Graphica RC Professional Glossy Photo Paper for Inkjet - 42" Wide Roll - 100' Long More Info</p> <p>Mfr # OR7018421050 • B&H # ORRCG42100</p> <p>Availability : Accepting Orders</p> <p>Quantity <input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="Add to Wishlist"/></p>	<p>Price : \$ 197.53</p> <p><input checked="" type="checkbox"/> Free Shipping</p>

Placing Your Order

Once you have added all the items for purchase to your **Shopping Cart**, select the “**My Cart**” button found on the “**Shopping Tools**” navigation bar on the top of the page. Review the items in Your Shopping Cart; click “**Update Cart**” if you have made any changes and then click “**Checkout Now**” button to proceed with your purchase.

[My Account](#) [Track Order](#) [Live Help](#) [Wishlist](#) [My Cart](#)

Penn Portal

My Cart

- [Shipping Information](#)
- [Our Return Policy](#)
- [Your Privacy and Security](#)

[Update Cart](#)

[Continue Shopping](#)

[Checkout Now](#)

Order Summary



Oriental

Graphica FB Glossy Photo Paper Museum Weight for Inkjet - 36" Wide ...

[More Info](#)

Accepting Orders

MFR #OR7026365050 ▪ B&H #ORFBMWG3650

Our Price:	Sub Total:	Quantity:	Remove:
\$219.84	\$ 219.84	<input type="text" value="1"/>	<input type="checkbox"/>

[View Accessories](#)

[Update Cart](#)

[Continue Shopping](#)

[Checkout Now](#)

Calculate Shipping/Tax (zip code is required For USA)

Zip Code:

Country :

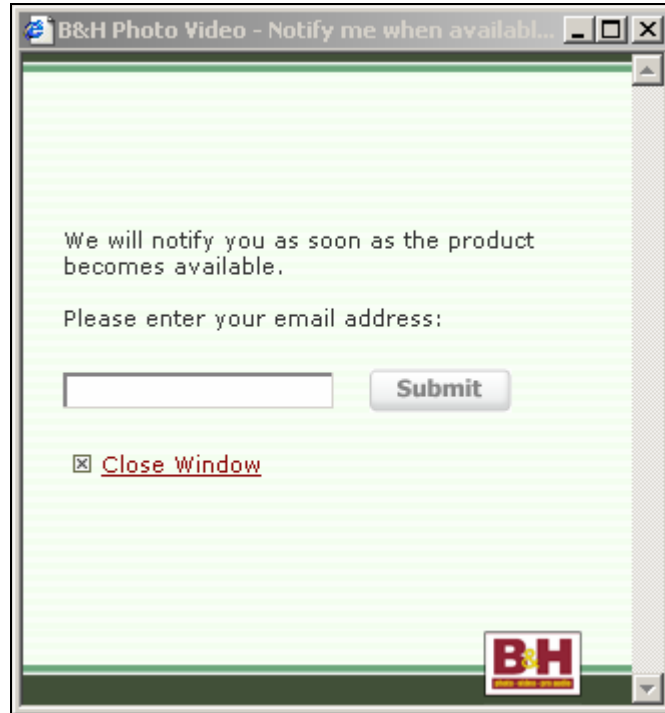
[Calculate Shipping](#)

Order Total

Sub Total:	\$ 219.84
Shipping:	Enter zip code
Tax:	Enter zip code
Total:	\$ 219.84

Insufficient Quantities

Ordering online from B&H's web-site gives you access to live inventory. If B&H does not have the quantity of the item you request available, a "Notify when in stock" will appear on the listing and detail pages of the item. The following is an example of the option you get when you click on the "Notify when in stock". Put in your email address and hit submit.



The screenshot shows a browser window titled "B&H Photo Video - Notify me when availabl...". The page content is as follows:

We will notify you as soon as the product becomes available.

Please enter your email address:

[Close Window](#)

The B&H logo is visible in the bottom right corner of the page.

Completing Your B&H Order

Click the “Checkout Now” button when you are finished shopping on the B&H’s online catalog. You will be redirected back to the Penn Marketplace.

When back in the Penn Marketplace you can add items to your shopping cart or complete the process by clicking “Return to Ben Buys Shopping Cart” where your requisition will be created.

2006-09-12 caputo 01 | 2 item(s), 688.35 USD

Search for Field Display Name [Go]

home | favorite lists | product search | carts | user info | user mgt. | catalog mgt. | more >>

active cart | draft carts | my favorites

Create Cart | Add Products → Edit Cart → Return to Ben Buys Shopping Cart

Save

Cart Name: 2006-09-12 caputo 01

Supplier / Line Item Details

Show line details For selected line items Add To Favorites

B&H Photo Video more info...

The items were retrieved from an external supplier site, therefore your ability to edit or view the items in this application may be limited. [Click this message for more details.](#)

The following lines cannot be accessed on the supplier's website. [Click this message for more details.](#) Line(s): 1

The following lines cannot be accessed on the supplier's website. [Click this message for more details.](#) Line(s): 2

Product Description	Catalog No	Size / Packaging	Unit Price	Qty/UOM	Ext. Price	
Snapper-8 Replacement Digital Camera more info...	BOSNAP8CAM	EA	128.40	1 EA	128.40	<input type="checkbox"/>
FinePix S9000 Digital Camera more info...	FUFPS9000	EA	559.95	1 EA	559.95	<input type="checkbox"/>
Supplier subtotal					688.35 USD	
Subtotal					688.35	
Total					688.35 USD	

Save

See configuration for this requisition