

## B & H PHOTO ORDERING INSTRUCTIONS

All quotes and orders should go through the B & H National IPA Govt/Education Portal. This is the fastest way to get quotes and it is the only way to get the best discounts.

Go to <http://www.bandh.com/omnia> to create a B&H account.

Complete the [Register for B&H B2B for State / Local / K-12](#) screen & click [Create Account](#)  
Complete next screen with:

Organization Name: Conroe ISD - TX

Authorization code: ([contact Purchasing for code](#))

Billing Address: 3205 W Davis Conroe, TX 77304

Once you have completed the online form, B & H will send an email confirmation to your work email. Just click the button and you are ready to go! To make your account tax exempt go to "My Account" on the upper right of your screen, then the Tax-Exempt option is on the lower left. Select Tax-Exempt & use the Billing address above as the Tax-Exempt address listed above.

You are now ready to shop. Simply add all your items to the cart and hit "request e-quote" to receive a specially priced quote. B & H will email you a pdf of your quote.

\*Not all manufacturers allow their products to be discounted and kits already feature a built in discount.

Once you receive your quote you are ready to enter a purchase requisition.

### **When you enter a Requisition:**

[\\*You must list each item as a separate line item.](#)

Vendor # 80002255 - B & H Photo & Electronics

Bid reference - R201202-OMNIA

Notes - B & H Quote #

Description - B & H item # and description (as stated on quote)

Commodity - 750-001 – AV (or see list of Technology codes)

Account Code - 6317 or 6399 (see Coding Guidelines List)

Ship to: - 727N OR 727S–Warehouse

Or 728 (see Coding Guidelines list)

**[\\*Attach the B & H Photo pdf quote to the requisition](#)**

Questions for B & H? Please email [eprocurementsupport@bandh.com](mailto:eprocurementsupport@bandh.com)

B&H Photo, Video, Pro Audio

Business Development | K-12 & Government