

NYC FAMIS Purchasing System Ordering Instructions

1. Create your order.

Use titlewave.com or any flyer/catalog from Follett Content to decide what you want to order. If you use Titlewave®, you will need to print your quote before you log on to FAMIS.

2. Log on.

Log on at the FAMIS Portal Site: finance360.org/famis/portal/login.aspx
Enter a valid FAMIS User ID and Password.

3. Create purchase order.

Select “Purchasing” – Select “Contracted” – Select “Non-List”

- Provide this quote of books to your Purchasing Secretary and request a purchase order to be created. For print materials, include a Do Not Exceed (DNE) amount of 20% above the order total.

4. Enter vendor #/contract class.

Follett Content NYC Vendor #: **ECO004000**

5. Select one of the following contract classes (from drop-down menu).

- **B2172fA** – Library & Trade Bindings, Paperbacks, etc.
- **B2172fB** – DVDs, Audiobooks, Books on CD, Playaways
- **B2172fC** – TitleEZ™ Subscription Service
- **B2172fE** – Foreign Language Books

6. Enter invoice information (Bill To).

Enter the locations (or school), name, and address to whom the invoice should be sent.

7. Add delivery information (Ship To).

Enter the name, address, and phone number of where your order should be delivered.

8. Enter accounting information.

Enter the appropriate budget codes(s), funding source(s), and contract information.

9. Enter line-item detail information.

• To order with a Titlewave title list quote prepared in advance:

For the item, enter “See Attached List” and the total dollar amount (“Do Not Exceed”) of your order. Enter the Quote ID, Customer Number, and List Number from your printed Titlewave title list quote in the “Any Additional Information” box.

• To order individual titles:

Enter a Follett book/set number, title/set name, quantity, and price for each item. Item number is an optional field. Click the “Calculate” button for total cost of your order. Click the “Check Out” button.

10. Confirm all information.

Review all information and confirm that it is correct. Print a copy of your FAMIS Purchase Order for your records.

11. Submit your order to Follett.

• Email a copy of your PO to us: orders@follettcontent.com

- Please reference the Titlewave Quote ID or List # on the purchase order so we can retrieve the list of books associated with it.
- If you entered individual items in FAMIS, simply send us a copy of the FAMIS Purchase Order.

• Ordering Online:

• Ordering by Titlewave List:

- Open your list in Titlewave.
- Click the **blue** “Proceed to Checkout” button.
- In the ordering portal, enter your **FAMIS PO number** on the **Payment Method** screen in the *Purchase Order Number* field.
- (Optional) Upload a copy of your PO.
- Click “Continue to Review Your Order” to verify all order details.
- When everything looks correct, click the **orange** “Place Order” button to submit your order.

Important: If you place your order online or by email, you must also send us a **hard copy of your FAMIS PO** via email or online along with your order so it can be processed.

• Ordering by Titlewave Quote:

- Go to **Your Account – Saved Quotes**.
- Find the quote you want to order and click “Proceed to Checkout.”
- In the ordering portal, enter your **FAMIS PO number** in the *Purchase Order Number* field on the **Payment Method** screen.
- (Optional) Upload a copy of your PO.
- Click “Continue to Review Your Order” to confirm the details.
- After reviewing, click the **orange** “Place Order” button to submit your order.

Reminder: A **hard copy of your FAMIS PO** must still be sent via email or online (with your order) for processing – even if the order is submitted through email or the web.

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