

Follett School Solutions is a Contracted Vendor for New York City Schools.
Follow these steps to place your order using the NYC FAMIS Purchasing System.

Note: Non-public schools are not allowed to order pre-bound (FollettBoundSM) books in FAMIS.

1. **Create Your Order**

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

2. **Log On**

Log on at the FAMIS Portal Site: <https://dfiforms.nycenet.edu/FamisPortal/login.aspx>
Enter a valid FAMIS User ID and Password

3. **Create Purchase Order**

Select “Purchasing” – select “Contracted” – select “Nonlist”

4. **Enter Vendor #**

Follett School Solutions NYC Vendor #: ECO004000

5. **Select one of the following Contract Classes (from drop-down menu):**

- B2172fA – Library & Trade Bindings, Paperbacks, etc.
- B2172fC – Title EZ™ Subscription Service
- B2172fD – DVDs, Audiobooks, Books on CD, Playaways
- B2172fE – Foreign Language Books

6. **Invoice Information (Bill To)**

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

7. **Delivery Information (Ship To)**

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

8. **Accounting Information**

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

9. **Line Item Detail Information**

• **To order with a Titlewave list 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 list in the “Any Additional Information” box.

DO NOT click box that states “I have an attached list of books.”

• **To order individual titles:**

Enter a Follett School Solutions 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 School Solutions**

Please be sure to include your contact information and FAMIS P.O. number on all correspondence.

• **Mail, fax or email your order to us:**

Follett School Solutions: 1340 Ridgeview Drive; McHenry, IL 60050

Fax: 800.852.5458 or 815.759.9831; fssorders@follett.com

If you have created a Titlewave list, please make sure you attach a print copy of the FAMIS P.O. with your order.

If you entered individual items in FAMIS, simply send us a copy of the FAMIS Purchase Order.

• **Order online at titlewave.com**

Login, click on your list, and then click the “Edit Name/Notes” button. Enter the FAMIS P.O. number in the List Notes field and click “Save.” Next, click the “Share This List” button and enter “nycsales” for the user name. Then click “Continue” to submit your order electronically.

Please note that if you email your order online, you must still send us a hard copy of your FAMIS P.O. via mail, fax or email to process your order.

Our School Support Specialists are available to answer questions on Titlewave, TitleWise®, and more Monday through Friday from 8:00 a.m. to 6:00 p.m. EST.
Call 877.899.8550, ext 45051.