



PROCUREMENT OVERVIEW

Charter Schools
March 12, 2018

Division of Contracts and Purchasing
<http://schools.nyc.gov/Offices/DCP>

OVERVIEW

- ShopDOE and E-catalog
- NYSTL Purchases (Textbook, Library & Software)
- Q&A
- Resources

ShopDOE & E-catalog

Key Objectives of new Search Engine

- Search across multiple fields from one text box
- More intuitive and user–friendly
- Spell correction, auto complete and other search functionalities
- Vendors can better present wares through keywords, images, synonyms etc.
- A seamless integration of ShopDOE with FAMIS PO Module
- Ability to save ‘favorite’ searches for future use

ShopDOE Login

- To electronically send your Shopping cart to FAMIS for processing you must login to ShopDOE with your central user name and password
- To browse the site, without the capability of electronic submission of shopping cart to FAMIS, login with your email address of choice



SHOPXDOE

Username
dkibreab @schools.nyc.gov

Password
.....

Remember Username

[I am not a DOE employee](#)

Note: A green arrow points from the text 'login with your central user name and password' to the 'Remember Username' checkbox.



SHOPXDOE

Public users can browse ShopDOE and send selected items to themselves or others via email for purchasing.

Email
|

[Sign in](#)

[I am a DOE employee](#)

Note: A green arrow points from the text 'login with your email address of choice' to the 'Email' input field.

ShopDOE Home Page

Search Box: Search on Keywords
Item#, model# etc

Click on a specific category/sub
category
To explore items in the category



300,000 Books.

Categorized for fast search.

Quickly search or browse our catalog of book titles
from hundreds of genres and subjects.



Book Subjects

Antiques & Collectibles	Architecture	Art
Biography & Autobiography	Body, Mind & Spirit	Business & Economics
Comics & Graphic Novels	Computers	Cooking
Crafts & Hobbies	Design	Drama
Education	Family & Relationships	Fiction
Foreign Language Study	Games	Gardening
Health & Fitness	History	House & Home
Humor	Juvenile Fiction	Juvenile Nonfiction
Language Arts & Disciplines	Law	Literary Collections
Literary Criticism	Mathematics	Medical
Music	Nature	Performing Arts

Type ahead and Left Hand Navigation

Search Box: Search on Keywords
Item#, model# etc

SHOPXDOE

hello **All Products** Search

Shopping Cart
0 item(s) - \$0.00

Supplies Software & Media

1 Filter Applied

Refine

Price

Color

Material

Hello, Day! in Book Title
Hello, Mrs. Piggie-Wiggle in Book Title
Hello, Arctic! in Book Title
Hello, Snow! in Book Title
 TIMELINKS **HELLO** WORLD! FLIPBOOK - GRADE K in Book Title
 TIMELINKS TEACHER'S EDITION **HELLO**, WORLD! - GRADE K in Book Title
 TIMELINKS STUDENT PRACTICE AND ACTIVITY WORKBOOK **HELLO** WORLD! - GR K in Book Title
 Treasures: A Reading/Language Arts Program Grade 1 Lit. Big Book 7: **Hello Hello** in Book Title
 Jambo Means **Hello** in Book Title
 Harcourt School Publishers StoryTown 2008 5-Pack Library Book Grade 1 **Hello**, House! 1184531 in Book Title

Rainbow Hoops - 24" Ribbons
by [Flaghouse](#)

Sold By	Fund	In Stock	Price
Flaghouse, inc.	N/A	✓	\$3.26

Rainbow Hoops - 12"
by [Flaghouse](#)

Create, Save and Share Shopping Cart

SHOPXDOE

Search Over 600,000 Products... **All Products** Search

Shopping Cart 1 item(s) - \$4.16 

Books | Classroom Supplies | Electronics | Furniture | Instructional | Office Supplies | Software & Media

SHOPPING CART

[Save](#) [Share](#) [Clear Cart](#)

PRODUCT	IN STOCK	PRICE	UNIT	QUANTITY	SUBTOTAL	
School Specialty, Inc. Sax Drawing Paper - 60 pound - 9 x 12 inches - 500 Sheets - White	✓	\$4.16	REAM	<input type="text" value="1"/>	\$4.16	Delete

MINIMUM:

Did you make changes? [Update Cart](#) **Total: \$4.16** [Checkout](#)

- Save to New Shopping List
- + Add Items to Existing Shopping List

Send Shopping Cart to FAMIS for Processing



CHECKOUT

1. SHIPPING ADDRESS

2. REVIEW

YOUR INFORMATION

First Name:

Last Name:

Email Address:

Phone Number:

Personal information tied to your personal DOE credentials

SHIPPING ADDRESS

Select an address where you would prefer your order to be shipped to. Please note that your school's Purchasing Secretary may change this shipping address.

Location:

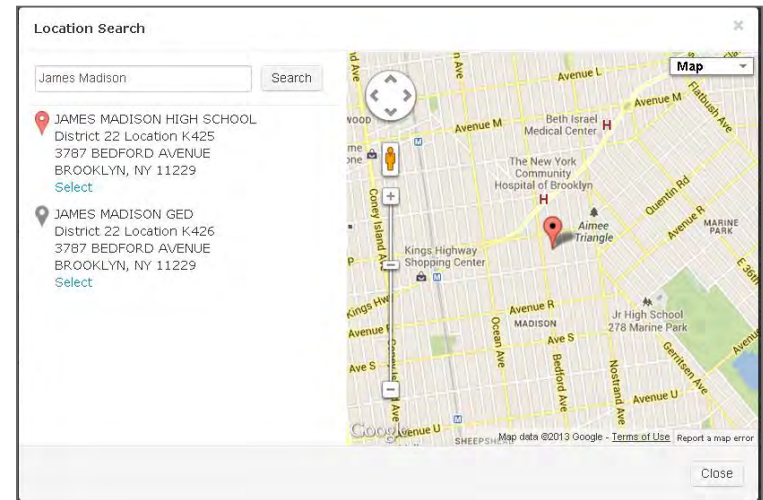
Selected Address: **JAMES MADISON HIGH SCHOOL**
District 22, Location K425
3787 BEDFORD AVENUE
BROOKLYN, NY 11229

Find your location address

Delivery Instructions:

Comments:

Save my information: Update
We previously saved your information, check Update to save any changes.



My Account - View Saved Shopping List

My Account ▾ Order History News Sign Out Help

SHOPXDOE

Search Over 600,000 Products... All Products Search

Shopping Cart 51 item(s) - \$1,685.10

Books Classroom Supplies Electronics Furniture Instructional Office Supplies Software & Media

SHOPPING LISTS

The DOE Shopping List - Save the item(s) you want to purchase in the future.

Name	DATE CREATED	TOTAL ITEMS
Monthly Purchasing	8/7/2013	51
mark favorites	7/31/2013	1
favorite1	7/31/2013	10
My favorite	7/31/2013	10
Basketballs	5/9/2013	10
New List - Copy	5/9/2013	20
New List	5/9/2013	20
May 09_Demo	5/9/2013	156

Click on the Shopping List you want to view

My Account - View Saved Shopping List Continued

My Account ▾ Order History News Sign Out Help

SHOPXDOE

Search Over 600,000 Products...

All Products ▾

Search

Shopping Cart

51 item(s) - \$1,685.10



Books

Classroom Supplies

Electronics

Furniture

Instructional

Office Supplies

Software & Media

Shopping List: Monthly Purchasing

[Back to Shopping Lists](#)

Changes Occurred!

1 item in your Shopping List have changed price or are no longer sold.
Items in your Shopping List will always reflect the seller's most recent price.

✘ AT&T ML17928 2-Line Speakerphone is no longer sold

The List is dynamic. Price changes or Item deletion will automatically be updated

- Add to Cart Or Rename
- Copy , delete entire cart or single item

Add to Cart ▾

Rename

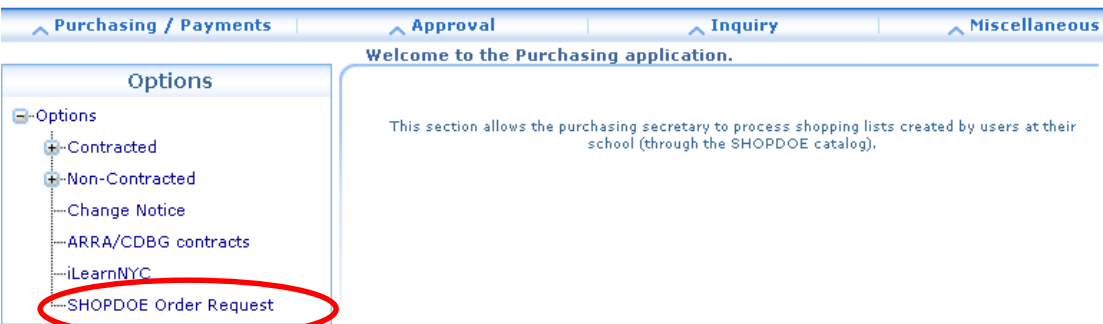
Copy

Delete

PRODUCT	PRICE	UNIT	QUANTITY	SUBTOTAL	
Macbeth	\$3.63	EACH	20	\$72.60	Delete
Computer Table, 60"x24", Top: Bannister Oak,	\$187.28	EACH	1	\$187.28	Delete
Youth Mesh shorts,7" inseam, sizes avail: S-XL, polyester, elastic waistband an	\$6.28	EA	19	\$119.32	Delete
DE/REINSTALLAB2FIXED BRD WALL MNT PR	\$900.00	EACH	1	\$900.00	Delete
AT&T ML17928 2-Line Speakerphone	\$40.59	EA	10	\$405.90	Delete

FAMIS PO Module

Purchasing Setup



Purchasing / Payments | Approval | Inquiry | Miscellaneous

Options

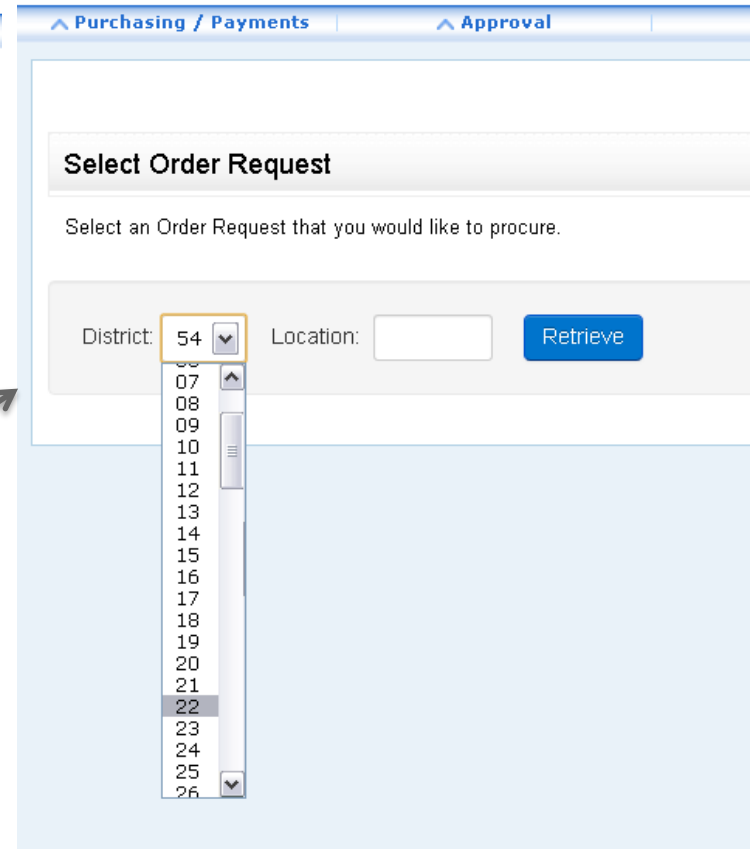
- Options
 - +Contracted
 - +Non-Contracted
 - Change Notice
 - ARRA/CDBG contracts
 - iLearnNYC
 - SHOPDOE Order Request

Welcome to the Purchasing application.

This section allows the purchasing secretary to process shopping lists created by users at their school (through the SHOPDOE catalog).

- Click on ShopDOE Order Request to view Order Request waiting for processing
- Enter District and Location code

Purchasing: E-Catalog



Purchasing / Payments | Approval

Select Order Request

Select an Order Request that you would like to procure.

District: 54 | Location: | Retrieve

07
08
09
10
11
12
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21
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23
24
25
26

FAMIS PO MODULE Continued

[Back to Purchasing Menu](#)

Select Order Request

Select an Order Request that you would like to procure.

District: 22

Location: K425

Retrieve

New

Processed

Rejected

- Click on the tabs to view Order Request in different status
- Select the Order Request Number you want to view and click Select

	Order Request No	Total Items	Requested By	Date Placed
<input checked="" type="radio"/>	1179	92	Kibreab, Dawit	08/07/2013
<input type="radio"/>	1173	37	Kim, Jean	08/07/2013
<input type="radio"/>	1172	37	Kim, Jean	08/07/2013
<input type="radio"/>	1160	26	Kim, Jean	08/05/2013
<input type="radio"/>	1156	100	Kibreab, Dawit	08/05/2013
<input type="radio"/>	1153	21	Kim, Jean	08/02/2013
<input type="radio"/>	1135	37	Kim, Jean	08/01/2013
<input type="radio"/>	1134	268	Kim, Jean	08/01/2013
<input type="radio"/>	1118	13	Kim, Jean	07/31/2013
<input type="radio"/>	1116	47	Gausman, Alex	07/31/2013
<input type="radio"/>	1115	47	Gausman, Alex	07/31/2013
<input type="radio"/>	1114	47	Gausman, Alex	07/31/2013

Select

Order Request Detail

Purchasing: E-Catalog

Purchasing / Payments

Approval


Inquiry


Miscellaneous


[Back to Purchasing Menu](#)

Order Request ID # 1179 (New)

Reject Order Request

 **Books**
40 items

 **Supplies & Instructional**
50 items

 **Electronics**
2 items

 **Software**
0 items

 **Media**
0 items

Item	Quantity	Price	
Hertzberg-new Method, Inc. (Vendor: PER048000, Contract: 7108104)			
Macbeth Item Number: 642685339, Unit: EACH	<input type="text" value="40"/>	\$3.63	Delete
Total:		\$145.20	

[Back to Order Selection](#)

[Purchase Books](#)


- Click on the tabs to view commodity specific Order Requests
- An entire Order Request Can be rejected
- Item Quantity can be changed as well as deleted
- Changes must have a reason

Relationship between PO Module & Order Request History in ShopDOE

Changes made to an Order Request In FAMIS PO Module will be reflected in Order Request History in ShopDOE. For additional information click into an Order Request ID#

ORDER REQUEST HISTORY

The different Order Request Status

View: 

ID	STATUS	DATE PLACED	
1391	New	9/16/2013	Cancel
1375	Partial Order Rejected	9/10/2013	
1374	New	9/10/2013	Cancel
1357	Cancelled	8/30/2013	
1356	Rejected	8/30/2013	
1352	Cancelled	8/29/2013	
1333	Partial Order Placed & Rejected	8/27/2013	
1332	Pending	8/27/2013	
1331	Pending	8/27/2013	
1329	Cancelled	8/27/2013	
1328	Cancelled	8/27/2013	
1327	Cancelled	8/27/2013	
1325	Rejected	8/27/2013	
1324	Order Placed	8/27/2013	
1323	Order Placed	8/27/2013	
1 2 3			

Understanding Your Order

Request

All order requests go through a review and approval process by your school. As your order request is processed, it will change to one of the status below. To see more information about an order request, click on the order request number.

New: Your order request has been submitted to your purchasing secretary for review.

Pending: The entire order request or a portion of it has been reviewed and processed by your purchasing secretary, but is pending approval from your school principal.

Order Placed: Your entire order request has been approved by the principal and an order has been placed with the seller or sellers.

Partial Order Placed: A portion of your order request has been approved by your principal and an order has been placed with the seller or sellers.

Rejected: Your entire order request has been rejected by your purchasing secretary or principal.

Partial Order Rejected: A portion of your order request has been rejected by your purchasing secretary or principal.

Partial Order Placed & Rejected: A portion of your order request has been approved by your principal and an order

NYSTL (Textbook, Library & Software)

Resources

Division of Contracts and Purchasing -

<http://schools.nyc.gov/Offices/DCP/Vendor/Default.htm>

Buying Tools for Schools

<http://schools.nyc.gov/Offices/DCP/BuyingTools/default.htm>

Finance Service Center (718)935-5000 or

clientservices@schools.nyc.gov