



We strive to make ordering as easy as possible for your school, and we understand that the procurement process can be complicated. We hope the following information will be helpful.

Really Great Reading Company LLCVENDOR ID: **900981289**DBA: **REALLY GREAT READING**DOE Vendor No: **REA981289**Textbook Contract: **7000861****SHOP DOE**

SHOPDOE is a purchasing planning portal for NYCDOE personnel where you can place purchase orders offered by DOE contracted vendors. Through SHOPDOE, DOE personnel can view, create or save shopping list(s).

- Go to www.shopdoe.com
- Enter your username and password, then click sign in
- 1st field enter Really Great Reading
- 2nd field leave All Products

Placing an Order

FAMIS - While in SHOPDOE, you may go to the FAMIS portal to place orders. All of our books are on a FAMIS textbook contract (Teacher Guide Lesson Plans and Students Workbooks).

FAMIS Shipping and Handling

When using the Textbook Contract or NYSTL funds, you do not have to add shipping and handling to the PO. Only materials reviewed and approved by the New York City Department of Education are available under the Textbook Contract.

Non-Contracted Items

Non-contracted items are all items not approved for New York State Textbook Law (NYSTL) funding. Therefore, all non-book products (Student Letter Tile Kits and Teacher Presentation Online Tools, etc) may be purchased directly using your school procurement system or directly from Really Great Reading.

What is the difference between a WO form and a WR form?

- WR forms are used for contracted items only (NYSTL funds)
- WO forms are used for non-contracted items

Submitting Your Purchase Order

If a purchase order has been completed, you do not need to send us a copy. All orders are sent electronically nightly by the New York City Department of Education.