



We're all about student success!

RALLY! EDUCATION
22 Railroad Avenue
Glen Head, NY 11545
888-99-RALLY
Fax: 1-516-671-7900
www.RALLYEDUCATION.com

RALLY! Education is a Contracted Vendor for New York City Schools!

**We are the Sole Vendor for ALL of our products, however,
sometimes it takes time to get them listed on FAMIS.**

**Follow these steps to place your order for these items using the
NYC FAMIS Purchasing System as a Sole Vendor Purchase.**

Contact Us if you need help or contact your local Sales Associate!

CALL: 888.99.RALLY

EMAIL: RALLY@RALLYEDUCATION.com

Vendor #RAL040000

1. Create Your Order:

Use rallyeducation.com or quotation provided to you by a RALLY! Sales Associate.

Please note: your total is the price...there are no shipping charges for NYC orders.

2. Log On:

Log into the FAMIS Portal Site: <https://dfoforms.nycenet.edu/FamisPortal/login.aspx>

Enter a valid FAMIS User ID and Password

3. Create Purchase Order:

**SELECT "Purchasing" – SELECT "Non-Contracted" – SELECT "Commodities" –
SELECT "Sole Source."**

You will be asked to certify that you have a Sole-Source letter from RALLY.

If you don't have a letter, there is a Sole Source Letter located on the RALLY! Education NYC website, call 888.99.RALLY or send an e-mail your local Sales Specialist and request to have an electronic letter sent to you.

4. Enter Vendor #RAL040000

5. Invoice Information (Bill To) and Delivery Information (Ship To):

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

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

7. Accounting Information:

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

(GO TO NEXT PAGE)

8. Line Item Detail Information:

To order with a RALLY List prepared in advance:

Enter a RALLY ISBN number, item name, quantity, and price for each item.

Note that item number is an optional field. Click the “Calculate” button for total cost of your order. Click the “Check Out” button.

9. Confirm All Information:

Review all information and confirm that it is correct.

Print a copy of your FAMIS Purchase Order for your records.

10. Submit Your Order to RALLY:

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

CONTACT US!

Call: 888.99.RALLY

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Website: www.RALLYEDUCATION.com

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