



# **Quick guide to Navigating shopDOE.com For UPK Providers**

## Approved Vendors UPK providers

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These are the approved vendors which you can buy goods from on ShopDOE.com

- Barclay – Instructional Learning Materials
- Flaghouse – Physical Education and Recreational Materials
- Gramco - Instructional Learning Materials
- School Specialty – Classroom Supplies, Early Childhood Furniture and Instructional Learning Materials
- United Supply - Early Childhood Furniture and Instructional Learning Materials

## Accessing ShopDOE

To Access ShopDOE, type in [www.shopdoe.com](http://www.shopdoe.com) in your browser. Click on “I am Not a DOE employee”.



### Welcome

SHOPDOE is a Purchasing Planning portal for NYCDOE personnel for products and services offered by DOE contracted vendors. Through SHOPDOE, DOE personnel can view, create and save shopping list, and send shopping list(s) to FAMIS for processing.



Click here to access the site

**Username**

dkibreab @schools.nyc.gov

**Password**

.....

Remember Username

Sign in

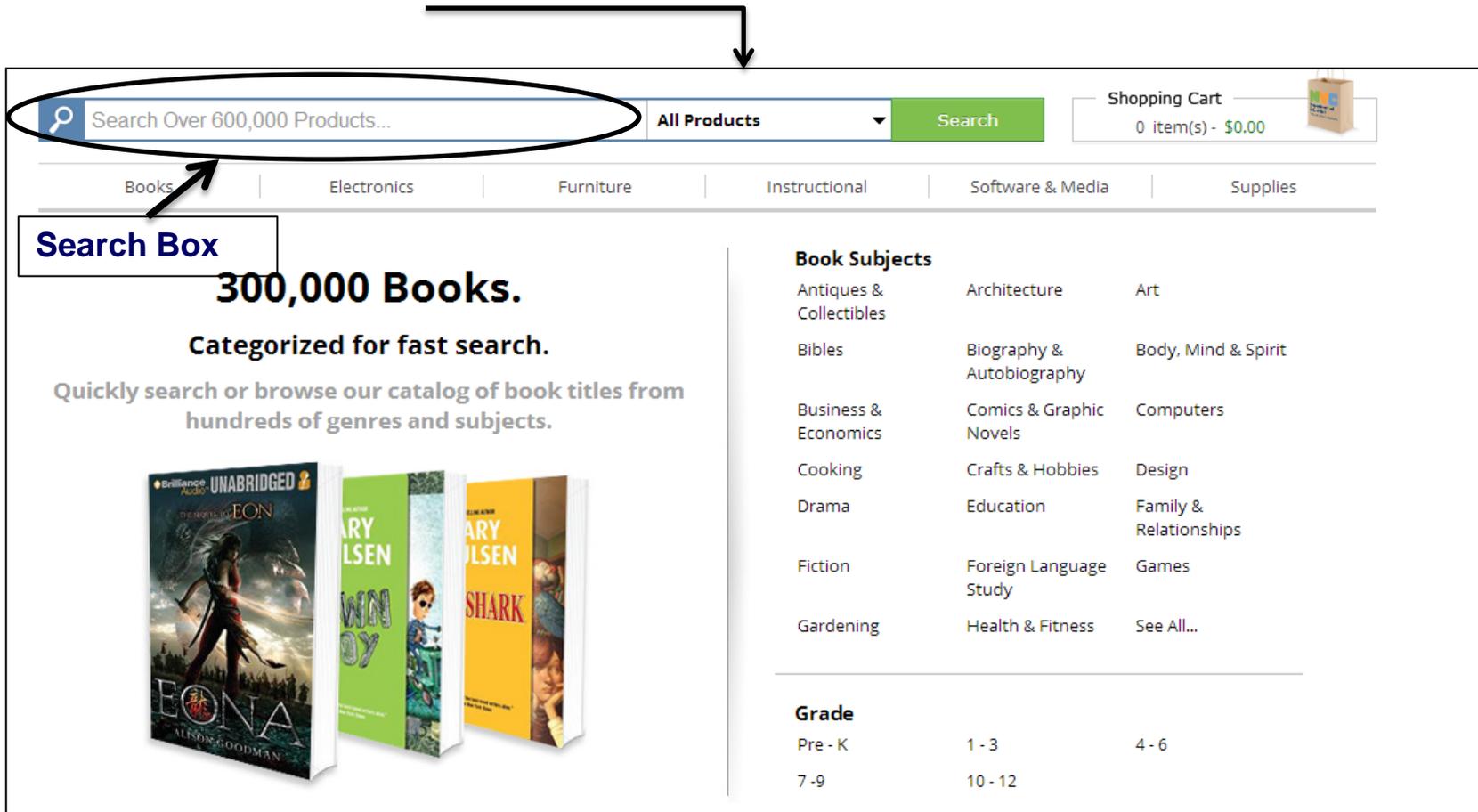
[I am not a DOE employee](#)

[Can't access your account?](#)

## Search and browse for Items

If you're looking for a specific item, enter a few words into the search box on the home page and we'll show you all the matching results.

To better your results, try restricting your search to a particular type of product category in the drop-down menu.



Search Over 600,000 Products... All Products Search Shopping Cart 0 item(s) - \$0.00

Books Electronics Furniture Instructional Software & Media Supplies

**Search Box**

**300,000 Books.**  
Categorized for fast search.  
Quickly search or browse our catalog of book titles from hundreds of genres and subjects.

**Book Subjects**

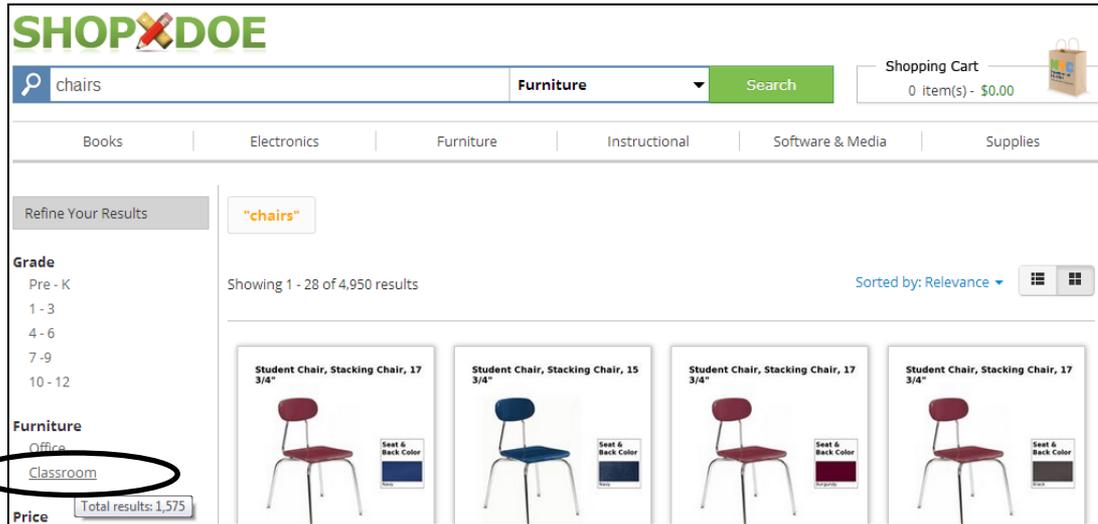
Antiques & Collectibles	Architecture	Art
Bibles	Biography & Autobiography	Body, Mind & Spirit
Business & Economics	Comics & Graphic Novels	Computers
Cooking	Crafts & Hobbies	Design
Drama	Education	Family & Relationships
Fiction	Foreign Language Study	Games
Gardening	Health & Fitness	See All...

**Grade**

Pre - K	1 - 3	4 - 6
7 - 9	10 - 12	

# Search Refinement

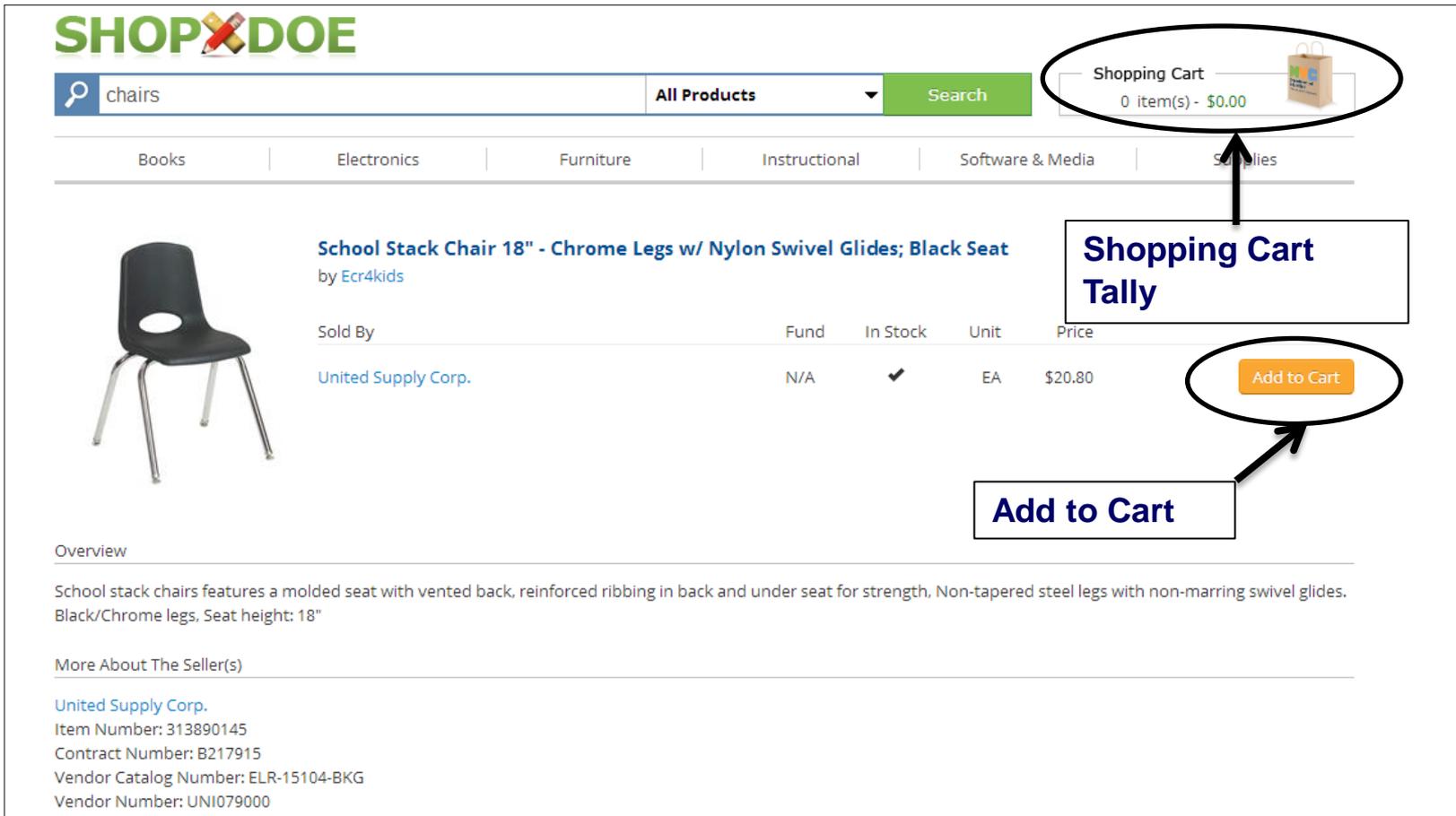
After your search you can refine your search results by navigating the left hand column called “Refine Your Results”. For example, my search for “chairs” can be refined by clicking on Classroom or Office Furniture, and then by clicking on the vendor of interest



**For additional search tips and detailed overview of ShopDOE. Please click on <http://tinyurl.com/l6myblg> to view the instructional video on how to get the most out of shopdoe**

# Adding items to Shopping cart

Once you have chosen the item to purchase, you can simply add the item to the Shopping cart by clicking on 'Add to Cart' button. As you keep adding the items you want to purchase the Shopping Cart basket on the top right hand corner will keep a tally of the number of items and \$ total spend



**SHOPXDOE**

chairs All Products Search

Shopping Cart  
0 item(s) - \$0.00

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

**School Stack Chair 18" - Chrome Legs w/ Nylon Swivel Glides; Black Seat**  
by Ecr4kids

Sold By: [United Supply Corp.](#) Fund: N/A In Stock:  Unit: EA Price: \$20.80

**Add to Cart**

**Shopping Cart Tally**

**Add to Cart**

Overview

School stack chairs features a molded seat with vented back, reinforced ribbing in back and under seat for strength, Non-tapered steel legs with non-marring swivel glides. Black/Chrome legs, Seat height: 18"

More About The Seller(s)

[United Supply Corp.](#)  
Item Number: 313890145  
Contract Number: B217915  
Vendor Catalog Number: ELR-15104-BKG  
Vendor Number: UNI079000

# How to Share your Shopping Cart

Once you have found and added the items you want to purchase to your shopping cart, you can click on 'Share' to either download as Excel or pdf file or email the shopping cart. You will not have access to 'Save' cart functionality since you are not DOE employee

My Account ▾ Order History News Sign Out Help



All Products ▾

**Shopping Cart**  
 1 item(s) - \$371.74
 

[Book Subjects](#) | 
 [Classroom Supplies](#) | 
 [Electronics](#) | 
 [Furniture](#) | 
 [Instructional](#) | 
 [Office Supplies](#) | 
 [Software & Media](#)

## SHOPPING CART

Share Shopping Cart

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PRODUCT	IN STOCK	PRICE	UNIT	QUANTITY	SUBTOTAL
B & H Foto & Electronics Corp.					
Epson PowerLite S11 Multimedia Projector - EPPLS11	✓	\$371.74	1	<input type="text" value="1"/>	\$371.74
					MINIMUM: <input type="text" value="\$25.00"/>
					<input type="button" value="Delete"/>

Did you make changes? [Update Cart](#)

**Total: \$371.74**

## For additional Help

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For questions and additional help you can either access the FAQ section of shopDOE or call our helpdesk

- To get a comprehensive overview on how to navigate the site please view this video: <http://tinyurl.com/l6myblq>
- For quick FAQ review click on: <http://tinyurl.com/kqblbmj>