

# Ordering Literacy Missions Material From FedEx

"Open" Site: [https://printonline.fedex.com/nextgen/namb\\_literacy](https://printonline.fedex.com/nextgen/namb_literacy)

When you get to the site, use this information:

1. Click on DocStore Catalog.
2. In the window that opens, move from the "All Folders" that is highlighted to the Literacy folder.
3. Click on the arrow next to that folder so that it reveals the individual folders.
4. Click in the box to the left of the material you want to order. Before ordering, find out which manual the workshop leader can use. Leaders trained or updated in 2019 or later may use the 2019 version of either the TELL or Adult Reading and Writing Manual. **Order by the manual title not the date added.** Only one Tutoring Children and Youth Manual is available.
5. Click in the "Add to Cart" box on the bottom right of the material list. **do not change any printing options or include special delivery instructions. That will override the contracted manual price.**
6. After choosing the material to be printed and beginning the checkout process, you will be given delivery options. Click on the calendar to see your options. Make sure you have chosen the closest FedEx Office Center to where you want the material delivered. *If your workshop location has a FedEx Office Center within the 30-mile delivery area, you may choose free delivery to the address of the workshop.* You may also choose to pick up the material.
7. Payment for the material, and shipping if needed, is required at checkout. Because we are using the North American Mission Board FedEx account, this is not a tax-deductible purchase.

The screenshot shows the FedEx Office Print Online Corporate DocStore Catalog interface. The top navigation bar includes the FedEx Office logo, Home, Upload & Print, and DocStore® Catalog links. The main header displays 'FedEx Office® Print Online Corporate' and 'Track My Cart'. The sidebar on the left lists folders under 'ALL FOLDERS', including 'Events', 'Literacy', 'ARW - Adult Reading and Writing', 'Book of Mark', 'English as a Foreign Language', 'Ministry Background', 'Posters', 'TCY - Tutoring Children and Youth', and 'TELL - Teaching English Language Learners'. The 'Literacy' folder is expanded, showing a list of documents. A red arrow points to the 'Literacy' folder in the sidebar, and another red arrow points to the 'Add to Cart' button on the right side of the document list. A red text box with an arrow pointing to the document list contains the text: 'Click on the arrow next to the folders to see the contents.'

	NAME	CREATED	MODIFIED	MODIFIED BY	PRICE
<input type="checkbox"/>	2019.The good news - 3 Ring Binder	03/05/2018	01/15/2020	Fedex Admin - Ca...	\$18.27
<input type="checkbox"/>	2019.The good news - Coil Bind	03/05/2018	01/15/2020	Fedex Admin - Ca...	\$9.61
<input type="checkbox"/>	The good news - 3 Ring Binder	04/10/2019	01/15/2020	Fedex Admin - Ca...	\$15.85
<input type="checkbox"/>	The good news - Coil Bind	04/10/2019	01/15/2020	Fedex Admin - Ca...	\$9.61