

How to Order Supplies

Step-by-Step Guide for Chapter Leaders and Congregational Advocates

STEP ONE: Access your online Administration Menu

1. Go to www.thrivent.com > MyThrivent and log in with user ID and password.
2. Under MyChapter, click **Chapter Leaders Only** or **Congregational Volunteers Only**.
3. This is your Administration page. Click **Order Chapter Supplies** or **Order Congregation Supplies**.
4. You are now on the Thrivent Order System (TOS) page.

Chapter Leadership Administration

Congregational Volunteer Administration

STEP TWO: Populate the Shopping Cart

1. On the TOS catalog page, supply items are categorized into folders which will display automatically.
2. Click on the appropriate folder OR use the Search function. **Note:** *You can search by description or item number.*
3. To select an item to order, click the item name or picture (if one is shown).
4. Select a quantity. **Note:** *Some items have preset order quantities and some do not.*
5. Click **Add to Cart**.
6. On the Shopping Cart screen, you will have the following options:
 - a. **Remove Selected:** Check the box to the left of the item, and click this button to remove the item from your cart.
 - b. **Update Cart:** Click here if you change the quantity of your order.
 - c. **Back To Catalog:** Click here to continue shopping and add additional items to your cart.
 - d. **Save Cart:** Click here to save a list of items you order on a regular basis.
 - e. **Proceed to Checkout:** Click here to continue with the ordering process.

Shopping Cart: Current

✓ Thank you for adding 18x24 Chapter Activity Poster to your cart

Saved

Products	Qty	Price
<input type="checkbox"/> 18x24 Chapter Activity Poster SKU: 33147PC Description: N5-08	2	\$0.00
Remove Selected A	Update Cart B	Subtotal: \$0.00
« Back To Catalog C	Save Cart D	Proceed to Checkout » E

STEP THREE: Place an Order

1. Once you determine that no additional changes are needed, click **Proceed to Checkout**.
2. On the shipping screen, verify that the pre-populated address is correct. To ship the order to a different address, click **Use a New Address** and enter the new address. **Note: The change will only be used for the current order. Each order can only be shipped to one address.**
3. Click **Continue Order**.
4. On the Confirm Order screen, review the information and click **Finish Order**.
5. The order is now complete. An Order Summary is displayed. Note your order number (begins with "PRT"). Click on **Print this page** to print a copy for your records.
6. When you are finished, click the **X** in the upper right corner of your screen to close the window entirely.

Important Notes:

- Some pieces are for print only. See the item description for details. A **Download** link will display. Click the link to view and/or print the PDF to your local printer.
- You may see a charge for some items, however, the system will not charge volunteers (with the exception of personal imprint items) and will not ask for a form of payment.

Order Summary

[View Detail Summary](#)

Order Date: 9/27/2007	Order Number: PRT0000266	print this page
Current Ship To: Thrivent Test address 4321 N. Ballard Rd Appleton, WI 54919 USA	Current Bill To: Thrivent 4321 N. Ballard Road Appleton, WI 54919-0001 USA	

<input type="checkbox"/>	Options	SKU	Description	Ship To	Ship Method	Qty	Price
<input type="checkbox"/>		24032	SKU description	Current	Standard	10	\$0.00
						Subtotal:	\$0.00
						Shipping:	\$0.00
						Postage:	\$0.00
						Tax:	\$0.00
						Total:	\$0.00

Managing Your Orders

1. To view past orders, click the **Order Manager** tab. Adjust the date range and click **Search**.
2. To find the order details, click on the magnifying glass icon to the left of the order.
3. To check the status of delivery using a tracking number, click the **View Detail Summary** button.
4. Under Ship Method, click the highlighted link. This link will take you to the web site for the appropriate mailing service, where you will have the option to track your order.
5. When you are finished managing your orders, click the **X** in the upper right corner of your screen to close the window entirely.

Order Manager

Search For: Orders Requisitions

Order/Req #

Display by Order

September 20 2007

September 27 2007

[Search](#)

Records: 1 to 10 of 10

<input type="checkbox"/>	Options	Items	Order Number	Ordered By	Created
<input type="checkbox"/>		1	PRT0000257	Christina Orheim	9/20/2007
<input type="checkbox"/>		1	PRT0000258	Christina Orheim	9/20/2007

Questions? Contact the Member Connection Center at **800-THRIVENT** (800-847-4836) and say "fraternal," or email fraternal@thrivent.com.