

Overview

This document contains instructions to prepare a Shipping Request for the USNCT for books required to conduct a Simply Mobilizing course in the USA. If you have any questions, please email books@simplymobilizing.us.

These instructions and the blank Shipping Request form can be downloaded from <https://www.simplymobilizing.us/downloads>. The form or instructions may be revised over time, so please check back often to see if you are using the current versions.

Preparation

1. Make sure the Course Plan / Event has been created in the Course Manager System (CMS) and has been completely filled out. You will need the CMS Event Number to prepare your Shipping Request.
2. Gather and **validate** all the information you need.
 - a. Most **in-person courses** have ALL of the books shipped to a central location and distributed to the registered participants as per the Event Manager. You will need the complete address, contact person, and email address as provided by the Event Manager.
 - b. Most **online courses** have the books shipped separately to each individual registered participant. You will need the complete address, name, and email address of each shipping recipient. If a situation arises where one person is going to receive books for a group of participants, the Event Manager should provide that information including the number of copies to be shipped to that person.
 - c. **Hybrid courses** will usually depend on how the first session will be conducted, therefore either in-person or online scenario will apply
3. Make sure the Shipping Request is sent no later than **two weeks (14 days)** prior to when the books are needed.

Completing the Shipping Request Form

**IMPORTANT NOTE on using Copy/Paste**

Please use the **Paste Values** or **Paste Text** feature if you are copying data from another source into the Excel cells. If you are not familiar with this, search the web for “Excel paste values” (if copying from Excel, or “Excel paste text” if copying from another program).

1. Open a new (blank) copy of the Shipping Request _____.xlsx spreadsheet.
DO NOT REUSE a prior copy.
2. Save the blank copy on your computer with a filename of “Shipping Request #####.xlsx” where the ##### is the CMS Event number.
3. Each row in the spreadsheet represents a separate mailing package.
 - a. An **in-person course** might have only 1 row with the Quantity greater than 1. If additional languages are involved, another row might indicate the number of books in that language.
 - b. An **online course** would probably have multiple rows with a Quantity of 1 (or perhaps more if that recipient is going to distribute copies to others).
4. Specific instructions for the columns are:
 - a. **Item** – List the course and language
Example: Kairos Spanish
 - b. **Quantity** – Quantity to ship for this row
 - c. **First Name & Last Name** – the name of the individual who will receive the shipment (not the church or business)
 - d. **Attention** – This field is optional. If the destination is a church or business, enter it here.
 - e. **Address1, City, State** – enter the street address in standard postal format (see <https://pe.usps.com/businessmail101?ViewName=DeliveryAddress>)
 - f. **Postal Code (Zip Code)** – enter the 5-digit ZipCode for the address. Do NOT use a 9-digit Zip+4 number. Do not include spaces or other characters!
NOTE ► This is one of the most common problem areas in this process. An invalid Postal Code (Zip Code) will prevent a shipment from going out, so double check that the Zip Code is correct
 - g. **Email** – An email address is strongly recommended for each row to enable notification of shipping. It must be a standard email format, but the address is not validated as a working email.
5. Save the **Shipping Request #####.xlsx** file. Consider having someone else review it as a “double check”.
6. Send the spreadsheet by email:
 - a. To: books@simplymobilizing.us
 - b. Subject: “Shipping Request CMS #####”
 - c. Include any special handling or other information in the body of the email.