



MEMORANDUM

TO: Grand Knights, Financial Secretaries, Faithful Navigators, Faithful Comptrollers

FROM: Senior Vice President of Membership and Fraternal Mission

DATE: January 2020

RE: Supplies Online Ordering

It has been 19 months since we introduced the new Supplies Online portal and ordering system, which is accessed through [Officers Online](#). This has allowed the Supreme council to deliver faster and more efficient service and supplies to all councils and assemblies. The Supreme Council has taken great strides to make this transition both easy and efficient on Knights of Columbus units, including assuming all shipping charges, and allowing customers in certain officer roles to charge the order back to their council/assembly.

There's a pertinent upcoming change that all councils should be aware of this year.

Shipping Charges for Supplies Online

Starting **April 1, 2020 shipping fees will be added during your checkout when ordering Supplies Online courtesy of Webb Mason**. Shipping charges will be estimated for you during the checkout process.

Additionally, you may notice a price increase or decrease in some of our printed materials. We have adjusted pricing to better reflect costs for the Order.

If you are a grand knight, financial secretary, faithful navigator, faithful comptroller, district deputy or state council officer you currently have the option to charge the order back to your council/assembly. This feature will continue for the time being but will be evaluated as we conclude the second year of our Supplies Online program.

Please take these changes into consideration when planning orders for your council. Councils and assemblies will find it more cost effective and beneficial to plan in advance, and to order materials for multiple months of events and programs at one time.

We would also like to remind councils and assemblies that orders for Faith in Action program kits and all other supplies **must** be placed via Supplies Online. Program Kit Order Forms and Form 1 Requisitions are no longer accepted at the Supreme Council office.

One step that will help make the ordering and administration easier for councils and assemblies is the ability for them to have council/assembly credit or debit cards. Please refer to the Supreme Treasurer letter dated December 9, 2019, for additional details.

Questions regarding shipping charges may be directed to the Fraternal Mission department's mailbox, fraternalmission@kofc.org.

As a reminder, you may call toll free 1 (833) 591-7770 or email customersupport@webbmason.com if you have any questions regarding the process for ordering print items and print jobs.

Thank you,

Mark McMullen
Senior Vice President
Membership and Fraternal Mission



*CC: State Deputies
District Deputies*

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