

## Amway Supplier Information & Technical Exchange - A-SITE Supplier FAQ

**What is it?** A web-based tool for raw material & component suppliers and potential raw material & component suppliers to share needed technical information with Amway Corporation technical staff. The web-based user-interface uses familiar forms, drop down menus and options to upload needed documents.

**What information will be shared through this system?** The information that can be shared includes such items as company and contact information, regulatory information, specifications, certifications (e.g. kosher, organic), MSDS sheets, etc. The information that is shared is evolving and will be expanding over time.

**How is this currently done?** This information is collected by multiple areas in Amway such as Technical Regulatory Affairs, Product Development, QA, etc. This is transmitted by hand-written forms and documents sent by email, fax and hardcopy.

**What is wrong with the current process?** The current process results in redundant submission and storage of needed information as well as a lack of consistent access and change control.

**What's in it for me?** This simple single tool will minimize the need to send documents and information to multiple individuals at Amway. Also, it helps ensure that your company has provided the required technical information to evaluate and use your supplied material. Finally, it eliminates the need to hand write forms to provide information.

**When will it be available?** Implementation of this tool is being executed on a metered basis starting with Home Care, Personal Care and Beauty information, following with Nutrition. Your company will be contacted when you are to be added to the system starting now and continuing through the year.

**How do we get to the site?** Access to this system is granted on a company-by-company basis via email. There after, you can access it at Amway's Supplier portal here <http://supplier.amway.com>.

**Can other companies see our technical information?** No, industry standard security protocols are being used to secure the site.

**Whom do we contact to learn more or if we have problems?** The A-SITE Administrator for Home Care, Personal Care, and Beauty is Deb O'Toole P: 616-787-5733, EM: Deb.O'Toole@amway.com and for Nutrition is Kathy Steindler P: 616-787-6715, EM: Kathy.Steindler@amway.com.

**What time is this tool available?** Although Amway Headquarters is open 8-5 EDT, A-SITE is available 24 hours.

**What if we do not want to use this tool?** When this tool becomes available, it will be the approved process for suppliers to transmit technical information to Amway.

