**Purpose**

To provide guidelines for affiliates and vendors who wish to ship tangible goods to the U.S.

**Procedure**

1. Pre-shipment notification: Prior to shipment, shippers must transmit by e-mail an advance copy of the commercial invoice and shipment details for review and receive approval from Betina Waldenberger-Azar:

**Transmit invoice and shipment detail to:**

  Access Business Group International LLC

                   Global Trade Operations Dept.

                   Attn:  Betina Waldenberger-Azar 55-1H

                   Telephone No. 616.787.6220

                   Email:  [betina.waldenberger-azar@expeditors.com](mailto:betina.waldenberger-azar@expeditors.com)

1. Invoice Requirements:
   1. Name & address of vendor (specifically when invoice is issued by a US vendor)
   2. SKU/ABG Part Number
   3. Country of Origin/Manufacture
   4. Currency of the transaction
   5. Terms of sale
   6. Name and address of the manufacturer if *Cosmetic, Personal Care and Textile Items*
   7. Include clause "No charge. Value for US Customs purposes only."
   8. If shipment is for research purposes, include clause "Quality Assurance research and not for use on humans or animals and not for resale.

**\*Food Items:**

* 1. Name and address of the manufacturer.

FDA Registration number of the manufacture, shipper and receiver.  It is the responsibility of the **shipper** to research and provide this information.

* 1. Some commodities may require additional FDA information (toothbrushes and sunscreen are a few examples)

1. After all requirements have been met, Betina will e-mail approval and instructions on how to ship the item(s) and what documents need to be accompanied with the shipment.

**Policy Guidelines**

Approved freight forwarders and carriers

* UPS (shipments under 50 lbs / 22.7 kgs)
* Expeditors (shipments over 50 lbs / 22.7 kgs)

Approved Incoterms

* FOB
* FCA Port of Export
* DDP Destination (**Note: supplier/shipper will be required to perform U.S. customs clearance)**

ABG will not act as importer of record for any other incoterms

Due to supply chain security requirements, ABG will only accept customs and FDA cleared shipments that were handled by ABG’s approved freight forwarder, Expeditors International.

**Food and Over the Counter (Drug) Import Requirements:**

* FDA Prior Notice must be completed prior to shipping
* DUNS or FEI Number must be provided for Prior Notice Filing
* Examples of food item shipments:
  + Bulk MTO returns for Nutrilite food supplements
  + Samples, regardless of purpose
  + Competitive samples, regardless of purpose

**Dangerous Goods**

Dangerous goods include, but are not limited to flammables, corrosives, oxidizers, compressed gasses and aerosol products, perfumery products and colognes, some cosmetic products, such as nail color, matches and ignitable material.

Exporters must obtain information regarding proper dangerous goods shipping descriptions, as required by international regulation and provide Amway World Headquarters with notification of these prior to export.

For shipments containing dangerous goods, please contact Jim Wilterink prior to shipment.