 Global Quality Document	Supplier Requirements- Packaging Materials and Identification	
	Reviewer Coordinator: SQD	SRM-SW-0005
	Where Used: CQC,DQA,MQC,PQA,PQC,PROC,SQD	Rev#: 03.00
	Site: ADA,BP,QU	Effective: 03/21/2016
Business Line: Beauty,Durables,Home Care,Nutrition,OTC,Personal Care	Page 1 of 8	

1.0 Purpose

The purpose of this standard work is to clearly state our supplier requirements and expectations, as they relate to PACKAGING MATERIALS AND IDENTIFICATION. Failure to follow these, as enumerated within, will result in one or more of the following:

1. Shipment Refusal
2. Issuance of an ADR (Arrival Defect Report). Issued ADR's will result in a zero (0%) RFT (Right First Time quality metric) score for the Purchase Order Line in question.
3. Issuance of an NCM (Non-Conforming Material) report – in more severe cases where material cannot be properly identified, or material quality/safety is in question. Issued NCM's will result in a zero (0%) RFT (Right First Time quality metric) score for the Purchase Order Line in question.


2.0 Scope

This standard work applies to all ABG-US (Amway-Nutrilite) suppliers, who provide direct materials (raw materials, chemicals, components, finished goods) to any ABG-US location, or globally at the direction of any ABG-US entity.

3.0 Requirements

3.1 Packaging Requirements - General

1. Quantity per delivery must be consistent with the **Packing List**. Any partial container must be marked "**PARTIAL**" so that it is clearly visible and placed on the exterior top of the pallet.
2. Preferred gross weight of individual cartons is 30 pounds (not to exceed 40 pounds).
3. **Bundles** are suitable only in those instances where parts cannot be economically packaged into cartons, and where no critical surfaces exist that may damage the goods.
4. Packaging must be sealed closed upon receipt.
5. A traceable manufacturer/vendor **Lot/Batch Number** must appear on **each consumable package**. In some rare cases, suppliers will be directed (by ABG specification or agreement) to use an 8-digit AMC lot code to replace their lot/batch number (see section


 Global Quality Document	Supplier Requirements- Packaging Materials and Identification	
	Reviewer Coordinator: SQD	SRM-SW-0005
	Where Used: CQC,DQA,MQC,PQA,PQC,PROC,SQD	Rev#: 03.00
	Site: ADA,BP,QU	Effective: 03/21/2016
Business Line: Beauty,Durables,Home Care,Nutrition,OTC,Personal Care	Page 2 of 8	

3.2 Tamper-Evident Seals & Features

1. TAMPER-EVIDENT seals and features will be required on **all** raw material, chemical, and component packaging forms to ensure product integrity and guard against the possibility of adulteration.
2. Examples of Compliance
 - a. Components - Boxes properly and securely sealed with tape or glue (no metal staples)
 - b. Raw Materials and Chemicals (dry powders)
 - **Super Sacks** are tied up, and then zip tied.
 - **Paper Sack** seal integrity is self-evident by its very nature.
 - c. Raw Materials and Chemicals (liquids, resins)
 - **Drums and Totes** are secured with bung covers, zip- ties, etc.
 - **Pails** are fitted with **Lids** having tamper-evident tear tabs (and/or zip-ties).
 - **Tankers** and **Rail Cars** have C-TPAT-compliant safety seals at each opening.

3.3 Super Sacks (for Food/Nutrition Ingredients)

1. Super sacks must be appropriately labeled and identified (please reference individual Nutrilite Container Labeling Specifications).
2. Raw materials must be contained in new (not reused) super sacks, made of 100% food grade material.
3. Super Sacks and other packaging containers must have a 100% food grade inner liner to prevent contact with outer layer.
4. Super sacks must be inspected for cleanliness. Any loose threads trimmed/removed prior to shipping
5. Super sacks must be sealed closed.
6. Your packaging supplier must have gone through your supplier qualification process that supports our expectations.
7. The supplier must at minimum clean, inspect, and run through the metal detector, their super sacks.
8. Super sacks must be shrink or plastic wrapped on sides and top of the super sack.

 Global Quality Document	Supplier Requirements- Packaging Materials and Identification	
	Reviewer Coordinator: SQD	SRM-SW-0005
	Where Used: CQC,DQA,MQC,PQA,PQC,PROC,SQD	Rev#: 03.00
	Site: ADA,BP,QU	Effective: 03/21/2016
Business Line: Beauty,Durables,Home Care,Nutrition,OTC,Personal Care	Page 3 of 8	

3.4 All Other Food/Nutrition Containers (*Boxes, Cases, Barrels, Drums, Bags, and Totes*)

1. The supplier of packaging must have gone through the supplier qualification process. The supplier must at minimum clean, inspect, and run through the metal detector, their product.
2. Packaging must have a 100% food grade inner double bag liner to prevent contact with outer covering.
3. Desiccants must be in between the double bag liners.
4. Packaging components must be inspected for cleanliness. Any loose threads/strands must be trimmed/ removed prior to shipping

3.5 Packaging Container Identification

1. The method for identifying shipping containers is determined by the Supplier. Containers included (but are not limited to) boxes, cases, barrels, drums, bags, sacks and totes.
2. Required container information can be printed on a separate label, or printed on the existing supplier's container label (upper or lower section).

3.6 Label Legibility


1. Printed or ink jet labels are preferred. Stencils are also permissible provided the information is legible and durable. Hand lettering is not allowed.
2. In general, labels shall be in English (unless otherwise specified), have a light background, and possess a minimum letter font size of 12.

3.7 Label Placement


All containers must be identified with labels applied to a consistent exterior side.

3.8 Label Information – *All carton or shipping containers shall be identified by labels, as follows:*

1. **Supplier Name**
 - Must match ABG Purchase Order
 - Must match ABG Specification (*if listed*)
2. **Manufacturer Name** – *If the Manufacturer and Supplier are one in the same, then requirement 3.5.3a does not apply. (i.e., not a Broker, not a Distributor)*
 - Must match ABG Specification (*if listed*)
 - Must match Certificate of Analysis provided
3. **Manufacturer Location** - City/State or City/Province are acceptable.
 - Must match ABG Specification (*if listed*)

 Global Quality Document	Supplier Requirements- Packaging Materials and Identification	
	Reviewer Coordinator: SQD	SRM-SW-0005
	Where Used: CQC,DQA,MQC,PQA,PQC,PROC,SQD	Rev#: 03.00
	Site: ADA,BP,QU	Effective: 03/21/2016
Business Line: Beauty,Durables,Home Care,Nutrition,OTC,Personal Care		Page 4 of 8

- Must match Certificate of Analysis provided
4. **Manufacturer Country of Origin** – May be included as one line with Manufacturer Location
 - Must match ABG Specification (*if listed*)
 - Must match Certificate of Analysis provided
 5. The complete **ABG Part Number/SKU**
 - Must match ABG Purchase Order/PO Line
 - Must match ABG Specification
 - Must match Certificate of Analysis provided
 6. The complete **ABG Part Number/SKU Description** of contents
 - Must match ABG Purchase Order/PO Line
 - Must match ABG Specification
 - Must match Certificate of Analysis provided
 7. Manufacturer's Trade Name – Common for raw materials, ingredient or chemical items
 - Must match ABG Specification (if listed)
 - Must match Certificate of Analysis provided (only applicable if on ABG Spec and Label)
 8. The unique manufacturer/vendor **Lot/Batch Number**. Lot traceability is required for each container. Manufacturer/vendor lot numbers must be unique to an individual item and cannot be shared between different items.
 - Must match Certificate of Analysis provided.
 - In some rare cases, suppliers will be directed (by ABG Specification or Agreement) to use an 8-digit AMC lot code to replace their lot/batch number (see section 3.6).
 9. **Manufacturing Date** - Month/Day/Year (MM/DD/YY) on which material is manufactured. ***If Julian-based, the manufacturer/vendor Lot/Batch number can be substituted for Manufacturing Date.***
 10. **Quantity** - The exact quantity per container (*please see 3.5.4 for "Net Weight" requirements*).
 11. **Unit of Measure (UOM)**. The ABG designated (by **Purchase Order**) units of measure are as follows:
 - KG=Kilograms GR=Grams M=Thousand EA=Each
 - LB=Pounds GL=Gallons MT=Meters
 12. **Unit Artwork Number**- If applicable and/or required by ABG Specification

 Global Quality Document	Supplier Requirements- Packaging Materials and Identification	
	Reviewer Coordinator: SQD	SRM-SW-0005
	Where Used: CQC,DQA,MQC,PQA,PQC,PROC,SQD	Rev#: 03.00
	Site: ADA,BP,QU	Effective: 03/21/2016
Business Line: Beauty,Durables,Home Care,Nutrition,OTC,Personal Care	Page 5 of 8	

3.9 Net Weight Statements

Food and Drug products must conform to U.S. Federal and/or International regulations covering UOM (unit of measure) labeling. A Net Weight statement must be present on the selling unit and shipping container.

3.10 Advertising & Trade Name Prohibitions

Advertising, trade names, or any other non-required printing on Containers, Cases and Master Shippers is unacceptable (unless otherwise approved by ABG Procurement).

3.11 ABG-Specified Supplier Lot/Batch Coding (AMC)

Only when specifically required by ABG Specification or Mutual Agreement, supplier lot numbers shall follow a format specified by ABG. This lot/batch code is called the AMC (Amway Manufacturing Code). AMC format, when specified, is as follows:

- 1st position Year – Last digit of year the produce is produced
- 2nd thru 4th positions: Julian Date – 3 digit sequential date (of 365) that product is produced
- 5th thru 7th positions: AMC Base Code – Unique 3 position code assigned to each individual SKU. (AMC Base Codes are provided by Amway's Procurement Dept.)
- 8th position: Supplier's sequential batch code (alpha or numeric digit to designate a unique batch/shift)

EXAMPLE:

2123ACDB

2= 2012

123 = Julian date of May 2nd (123rd day of 2012)

ACD = AMC Base Code

B = Supplier's sequential batch or shift code

3.12 Master Shippers

When the Shipping Case is **too small** for Pallet Handling and Storage, Master Shippers shall be used. Master Shipper identifications requirements are the same as that for Cartons (see sections 3.5 and 3.6).

• ***If Unit of Measure is Case, mark as follows:***


xCS (1 CS=yEA) where

x = number of **cases** in the Master Shipper, and

y = number of **Eaches** in a case.

Examples: 1CS (1CS=6EA) 6 each packed in a single Case.

4CS (1CS=6EA)24 each packed in 6 to a Case, 4 cases in a Master Shipper

 Global Quality Document	Supplier Requirements- Packaging Materials and Identification	
	Reviewer Coordinator: SQD	SRM-SW-0005
	Where Used: CQC,DQA,MQC,PQA,PQC,PROC,SQD	Rev#: 03.00
	Site: ADA,BP,QU	Effective: 03/21/2016
Business Line: Beauty,Durables,Home Care,Nutrition,OTC,Personal Care	Page 6 of 8	

- **If Unit of Measure is Each, mark as follows:**

xEA where

x = number of **Eaches** (in a Case or Master Shipper)

Example: 12EA 12 each packed in a single Case or Master Shipper.


Refer to your ABG P.O. to ensure that you are marking Cases with the correct Unit of Measure.

3.13 Mixed Lot Requirements (for Cases, Master Shippers and Pallets)

1. Cases, Master Shippers and Variety Packs
 - a. Lot/batch numbers shall not to be mixed within a case or master shipper (except for Variety Packs)
 - b. For variety packs, the lot number on the case and/or the master shipper must match the supplier's oldest manufactured date on any of the product within the variety pack.

3.14 Pallet Placards

1. Only one part number (SKU) and Supplier Lot Number per pallet are preferred.
2. If a pallet contains more than one SKU and/or Supplier Lot Number, a **SKU/Lot/Qty Breakdown Sheet or Placard** (8.5" x 11" placed on the front of each pallet) must identify the SKU, Lot Number and Qty per SKU.
3. Partial containers must be clearly marked "**PARTIAL**" (placed on the exterior top of the pallet).

 Global Quality Document	Supplier Requirements- Packaging Materials and Identification	
	Reviewer Coordinator: SQD	SRM-SW-0005
	Where Used: CQC,DQA,MQC,PQA,PQC,PROC,SQD	Rev#: 03.00
	Site: ADA,BP,QU	Effective: 03/21/2016
Business Line: Beauty,Durables,Home Care,Nutrition,OTC,Personal Care		Page 7 of 8

4.0 Examples

Raw Material Label

Supplier Name:	XYZ Distribution, Inc.	Manufacturer Name:	ABC Mfg. Inc.
ABG SKU:	R3451Q	Manufacturer Location:	Anytown, CA
ABG SKU Description:	Maltodextrin M150 P	Manufacturer Country of Origin	U.S.A.
Quantity:	22.68	Manufacturer Trade Name:	SoSweet150
Unit of Measure:	KG	Manufacturer/Vendor Lot #:	M1210003IP
Gross Weight:	23.00 KG	Manufacturing Date:	12/18/2010
*Net Weight:	22.68 KG		
<i>* For Food and Drug Raw Materials & Finished Goods Only</i>			

BLUE = MATCHES WITH PURCHASE ORDER, SPECIFICATION, and CERTIFICATE OF ANALYSIS (supplier name not required on CofA)

RED = MATCHES WITH SPECIFICATION and CERTIFICATE OF ANALYSIS

GREEN = MATCHES WITH CERTIFICATE OF ANALYSIS


Component Label

Supplier Name:	ABC Distribution, Inc.	Manufacturer Name:	XYZ Mfg. Inc.
ABG SKU:	PBP030C	Manufacturer Location:	YourTown, MI
ABG SKU Description:	BTL-250 CC 38/400 WHT HDPE	Manufacturer Country of Origin	U.S.A.
Quantity:	450	Manufacturer/Vendor Lot #:	C48283839
Unit of Measure:	EA	Manufacturing Date:	12/18/2010

BLUE = MATCHES WITH PURCHASE ORDER, SPECIFICATION, and CERTIFICATE OF ANALYSIS (supplier name not required on CofA)

RED = MATCHES WITH SPECIFICATION and CERTIFICATE OF ANALYSIS

GREEN = MATCHES WITH CERTIFICATE OF ANALYSIS

 Global Quality Document	Supplier Requirements- Packaging Materials and Identification	
	Reviewer Coordinator: SQD	SRM-SW-0005
	Where Used: CQC,DQA,MQC,PQA,PQC,PROC,SQD	Rev#: 03.00
	Site: ADA,BP,QU	Effective: 03/21/2016
Business Line: Beauty,Durables,Home Care,Nutrition,OTC,Personal Care		Page 8 of 8

"This document may contain confidential information and is considered proprietary information. Use of this document is covered by the corporate agreement regarding confidentiality and intellectual property. This document is not to be shared with third parties or with employees outside of normal business conduct without prior approval from the Director of Quality Assurance."

Approvals

Title	Name	Signature
Group Manager CQC	Jerry Visscher	Reference Documentum
Supervisor CQC	Stephanie Svalen	Reference Documentum
Supervisor CQC	Gregor Stasik	Reference Documentum
Supervisor CQC	Paola Clavijo	Reference Documentum
Group Manager QS MQC	Steve Allard	Reference Documentum.
Supervisor MQC	Tehani Mang	Reference Documentum.
Group Manager PQC	Nathan Sierra	Reference Documentum.
Group Manager PQA	Kristina Parkanzky	Reference Documentum
Supervisor PQA	Desirae Lau	Reference Documentum
Group Manager SQD	Richard Hawke	Reference Documentum.
Group Manager SQD	Sam Kilgore	Reference Documentum
Supervisor NSP	Kevin DeBruyn	Reference Documentum.
Dept Manager – QA	Sandy O' Day	Reference Documentum.
Manager - HC/PC Procurement	Paul Bareno	Reference Documentum.
Dept Manager – QA	John Tulloch	Reference Documentum.
Dept Manager – QA	Tom Hines	Reference Documentum.
Author	Danielle Spicer Sam Kigore	Reference Documentum.