

 QA Manual Documentation QAM	Supplier Requirements – Bills of Lading	QPC008
	Reviewer Coordinator: Supplier Quality Development	Rev#: 01.00
	Where Used: ABG-Managed Suppliers, ABG Warehousing Operations	Effective: 9/12/2012
	Site: All ABG-US sites (Ada, Buena Park, Lakeview, etc.)	Page 1 of 1

1.0 Scope

This document applies to all ABG-US (Amway-Nutriline) 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.

2.0 Purpose

The purpose of this document is to clearly state our supplier requirements and expectations, as they relate to SHIPPING DOCUMENTATION (BILLS OF LADING). Failure to follow these, as enumerated within, will result in one or more of the following:

- a) Shipment Refusal
- b) 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.

3.0 Requirements

3.1 Bill of Lading (Information Requirements)

ONLY ONE BILL OF LADING PER SHIPMENT. *The Bill of Lading must state the:*

- a) ABG Purchase Order number and line number(s).
- b) ABG Part Number/SKU.
- c) Product Class and National Motor Freight Classification (NMFC) product classification number.
- d) Number of pallets and total shipping containers.
- e) If applicable, any Special Handling Information. For example: 'sensitivity to humidity' or 'freeze protection.'

3.2 Bill of Lading (Location & Accessibility)

- a) Include a copy of the PACKING SLIP with the Bill of Lading.
- b) Include a copy of the CERTIFICATE OF ANALYSIS (QA) with the Bill of Lading

3.3 Bill of Lading – Special Requirements (for Collect Shipments)

When shipping Collect to ABG, include the proper:

- a) Bill-To Address
- b) ABG Trip Number (*per the ABG Domestic Routing Guide*)

4.0 References and Examples

- 4.1 For PACKING LIST requirements, please refer to the SHIPPING section of the ABG Supplier Portal (www.supplier.amway.com)
- 4.2 For CERTIFICATE OF ANALYSIS requirements, please refer to the QUALITY section of the ABG Supplier Portal (www.supplier.amway.com)
- 4.3 For ABG DOMESTIC ROUTING GUIDE information, please refer to the TRANSPORTATION section of the ABG Supplier Portal (www.supplier.amway.com)

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Approvals

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