

Dear Valued Supplier/Vendor:

SHIPPING REQUIREMENTS – PREPAID ROUTING GUIDELINES

Policies for delivery of goods to our receiving facilities are located below. We appreciate your assistance in educating your carrier(s) on these requirements including, but not limited to, adding specific information on the BOL.

- Appointments are necessary for unloading all Purchase Orders where the freight terms are Prepaid.
- Missed Dock Appointment or No Advanced Shipping Notice Given:
  - An appointment is considered missed when the carrier arrives 30 minutes before or after the scheduled appointment OR failed to show up for the appointment at all. \*If the carrier will be more than 30 minutes late, please ensure they call to inform the receiving team\*
- Please see below for a list of delivery appointment contact phone numbers for each location:

<u>Branch Plant</u>	<u>Address</u>	<u>Phone Number(s)</u>	<u>Minimums</u>
Several	7575 E Fulton Street, Ada, MI Monday - Friday 8 a.m. - 4 p.m.	1-888-765-9572 Option 3	10+ Pallets
80321	Lakeview, CA Monday - Friday 5 a.m. - 3 p.m.	951-928-6526 951-928-6515	N/A
80322	5609 River Way, Buena Park, CA Monday - Thursday 5 a.m. - 3 p.m.	714-562-6416 714-562-7550	N/A
80320	7861 Dr. Sam Way, Buena Park, CA Monday - Thursday 5 a.m. - 3 p.m.	714-562-6442 714-562-6417	N/A
80324	7861 Dr. Sam Way BLDG 14, Buena Park, CA Monday - Thursday 5 a.m. - 3 p.m.	714-562-6442 714-562-6417	N/A

- When making a delivery appointment, the following information is required:
  - Date and time of delivery
  - Purchase Order Number(s)
  - Number of Pallets
  - Supplier Name
  - Carrier Name
  - Driver Name and Number
- **\*For all California deliveries, you will not receive a callback unless we need to make changes to your delivery date and time OR if you require a confirmation number prior to delivering\***
- On-Time Delivery is calculated as the material arrives at the designated Amway location. The policy states that the delivery must be no more than 5 calendar days early, and 0 days late based on the Request Date located on the Purchase Order.
- Amway takes load integrity and security of our employees and facilities very seriously. We comply with all appropriate regulations (CT-PAT, FDA Bioterrorism, etc).
  - Drivers of commercial size vehicles will be required to have a valid CDL that must be presented upon request. A photocopy may be taken for our records.
  - Trailers (other than LTL shipments) should be sealed when they leave the suppliers facility and the seal must be left intact until verified and recorded by an Amway representative.