

September 21, 2020

To: Amway Suppliers

Subject: Amway Specifications and Artwork Responsibilities

Dear Amway Supplier,

The following provides instructions of your responsibilities for Amway artwork and specifications. Please review the following carefully and follow the instructions applicable to your production of Amway components.

Components with artwork: Suppliers are required to download artwork per the instructions below based on the download method assigned to them:

Amway Print Suppliers that have been provided a download link via automated email from Amway's artwork system (Alticor WebCenter <noreply@amwayglobal.esko-saas.com>):

1. Print Supplier will receive an automated email notification that artwork is ready for download. Download the artwork file from the link provided in the email notification from Amway. This email will arrive prior to PO. The supplier will store the artwork in their own artwork system by artwork number and by component number for ease of reference if possible.
2. Upon receipt of the Amway Purchase Order (PO), verify artwork number in your company's file matches the artwork number on the Amway specification which is referenced by the sku number on the PO.
3. Print Supplier creates electronic proof.
4. Print Supplier submits electronic proof to Amway QA for approval BEFORE production commences. Please email proofs to: SCPQAPROOF@Amway.com. Signed physical samples do not replace electronic proof approvals. Suppliers are responsible to review Amway specifications before each production ensuring artwork listed on specification is being printed and has been approved by Amway QA.
5. Amway QA communicates APPROVAL or REJECTION to the print supplier.
6. Print Supplier production begins AFTER Amway QA approval of the Artwork Proof is received.

7. Print Supplier responsible to ensure final product meets Amway specification per the sku(s) on the PO.

Amway Print Suppliers that have been provided a log in and password to download artwork directly from Amway's Creative Content Hub/CCH (Esko's Webcenter) artwork system:

1. Print Supplier will receive an automated email notification that artwork is ready for download from the Amway CCH system. This email will arrive prior to PO. Print Supplier will download the artwork file from the Amway CCH (Esko) system using the assigned log in and password and complete the "Prepress Download" task in CCH. The supplier will store the artwork in their own artwork system by artwork number and by component number for ease of reference if possible.
2. Upon receipt of Amway Purchase Order (PO), verify artwork number in your company's file matches the artwork number on the Amway specification which is referenced by the sku number on the PO.
3. Print Supplier creates electronic proof.
4. Print Supplier submits electronic proof to Amway QA via CCH for approval BEFORE production commences. Print Supplier uploads electronic print proof to Amway CCH system and completes the "Upload Prepress File" task. This will automatically send the Prepress Proof to Amway QA for review and approval. Signed physical samples do not replace electronic proof approvals. Suppliers are responsible to review Amway specifications before each production ensuring artwork listed on specification is being printed and has been approved by Amway QA.
5. Amway QA communicates APPROVAL or REJECTION to the print supplier via the Amway CCH system that will provide an automated email notification of Approval or Rejection. If rejected, a new revision task will be assigned to the supplier in CCH to upload the revised prepress file and the cycle repeats until approved.
6. Print Supplier production begins AFTER Amway QA approval of the Artwork Proof is received.

Fillers and Co-Packers:

As a filler or co-packer, you may be responsible to purchase components from other suppliers which meet Amway specifications.

1. When purchasing components with artwork, your PO to the second-tier supplier **must state the Amway Spec number and Amway Artwork Number**, to ensure proper art is utilized on all appropriate surfaces of that component.

2. Directed versus Non-Directed Buys

a. Directed Buy: If Amway directs the buy to a component Supplier, Amway will preflight the artwork to both the Primary Finished Good Supplier (as FYI only) and the Secondary Print Supplier that prints the artwork. The Primary supplier provides the secondary supplier with Amway component specification. The Print Supplier creates an electronic proof and submits to Amway QA upon receipt of a PO.

b. Non-Directed Buy: Amway preflights the artwork to the Primary Supplier. The Primary supplier provides the secondary supplier with Amway component specification and artwork file. The Primary Supplier is responsible for submitting an electronic proof to Amway QA.

3. Electronic proof must be submitted to Amway QA for approval BEFORE production commences. Please email proofs to: SCPQAPROOF@Amway.com. Signed physical samples do not replace electronic proof approvals. Suppliers are responsible to review Amway specifications before each production ensuring artwork listed on spec. is being printed and has been approved by Amway QA.

4. Amway QA communicates APPROVAL or REJECTION to the supplier.

5. Print Supplier informs primary supplier when art has been approved by Amway.

6. Supplier (Primary and Second Tier) production begins AFTER Amway QA approval of the artwork proof.

7. Primary Supplier responsible to ensure final product meets Amway specification per PO.

NOTE: Upon Amway request, physical samples should be sent.

*For more information on the FTP site, and Amway specifications and artwork, please talk with your Amway Buyer or refer to the supplier portal:

<http://www.supplier.amway.com/default.aspx>

Link to artwork information on Amway supplier portal:

<http://supplier.amway.com/sites/supplierportal/SpecificationsAndArtwork/default.aspx>