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	Supplier International Shipping Instructions		

1.0 Purpose

The Supplier International Shipping Instructions defines the steps to ensure the timely movement of goods to Access Business Group (ABG) or Amway locations.

2.0 Scope

The procedure applies to all ABG-managed international shipments from a supplier to an ABG or Amway location.

3.0 Procedure

3.1 Shipping Process Overview

The supplier receives a purchase order from Access Business Group (ABG) Procurement and schedules production.

Once the product is produced, the material will undergo a QA review to ensure the product adheres to the previously agreed-upon specifications.

Note: For new suppliers and first-time purchase orders / production runs, the net weights and gross weights of the items must be verified with ABG Planning and Procurement contacts. After approval from ABG Planner, all gross weights and net weights must remain consistent throughout the product lifecycle. This will help prevent inconsistencies between the Supplier Letterhead documents and the ABG Letterhead commercial shipping documents.

Net weight represents the weight of the selling unit, and the gross weight represents the selling unit plus “throw away” packing material.

*Please note that the gross weight **does not** include the pallet weight.

For all completed purchase orders, the supplier is required to send a Commercial Invoice and Packing List on the Supplier Letterhead.

The supplier must provide adequate advanced notice of desired load date, in compliance with the previously agreed upon delivery date shown on the Purchase Order.

3.2 Booking Process with ABG’s Global Freight Forwarder, Expeditors

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Suppliers should reach out to the Expeditors International local office to place booking request following the below guidelines. Doing so, will allow Expeditors sufficient time to arrange pick-up and confirm a booking with the steamship line or airline.

- Ocean: 21 days prior to cargo ready date
- Air: 7 days prior to cargo ready date
- Truck: 2 days prior to cargo ready date

A comprehensive list of the local Expeditors International offices can be found at www.expeditors.com. You can also reach out to our Expeditors Account Manager team to confirm local contact details.

Expeditors Global Account Management Team		
Origin Region	Account Manager	Email
Americas	Pablo Prieto	Pablo.prieto@expeditors.com
APAC	Frank Yoh	Frank.yoh@expeditors.com
China	Linda Lee	Linda.lee@expeditors.com
India	Rajat Rekhi	Rajat.rekhi@expeditors.com
Europe	Tony O'hare	Tony.OHare@expeditors.com

At the time of booking, suppliers must provide Expeditors with the below shipment details. Please note details can be estimated and revised as needed prior to Cargo Ready Date.

- Ocean Shipments
 - Cargo Ready Date
 - FCL (Full Container Loads): Equipment QTY and Type: (e.g. 1x40, 2x20)
 - LCL (Less-than Container Loads): Pcs / WT / cbm
 - Incoterm (FCA or FOB)
 - Origin and Destination addresses
 - ABG PO#

- Air Shipments
 - Cargo Ready Date
 - Pieces (e.g. Pallets or Master cartons)
 - Dimensions of the pallets or Master Cartons
 - Estimated Total Gross weight
 - Incoterm (FCA or FOB)
 - Origin and Destination addresses
 - ABG PO #

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Once the booking request is sent, Expeditors will be able to provide the booking confirmation within 72 hours (ocean) and 48 hours (Air). If Expeditors is handling the pick-up they will provide the supplier with a pick-up order once confirmed.

It is a requirement that bookings be made through Expeditors Order Management Booking (OMB) Tool. Instructions on the use and set-up of the tool is available upon request.

Prior to export, the supplier is required to send the below documents to Expeditors via OMB or email.

- Commercial Invoice
- Packing List
- Any other related documents for clearance (COO, wood declaration, etc.)

Note:

- ABG enforces a “No Docs / No Ship Policy.” A Packing List and Shippers Letter of Instruction at a minimum, a Commercial Invoice is preferred.
- Accepted INCOTERMS are FCA: Supplier’s Door or FOB: Port of Export.
- The Supplier is always responsible for any export formalities.

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3.3 Supply Chain Security Requirements

ABG is a certified member in the U.S. “Customs-Trade Partnership Against Terrorist” (C-TPAT) and strongly urges Suppliers to adopt the security standards of this program, or the equivalent supply chain security program criteria administered by the Customs administration in the Supplier’s home country. C-TPAT security requirements can be found by accessing the following US Customs website:

<https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>

As outlined in the US Customs website, the Supplier agrees to take such reasonable measures as may be required by ABG to ensure the physical integrity and security of all shipments to ABG / Amway against the unauthorized introduction of harmful or dangerous materials, drugs, contraband, weapons or weapons of mass destruction, or introduction of unauthorized personnel in transportation conveyances or containers. Such measures may include, but are not limited to, physical security of manufacturing, packing and shipping areas, restrictions on access of unauthorized personnel to such areas: personnel screening as is appropriate in supplier’s or manufacturer’s country: and development, implementation and maintenance of procedures to protect the security and integrity of all shipments.

Note: Please send new supplier contact information to Erin.Milito@Amway.com. Erin will contact the supplier for a supply chain security review.

3.4 Palletization

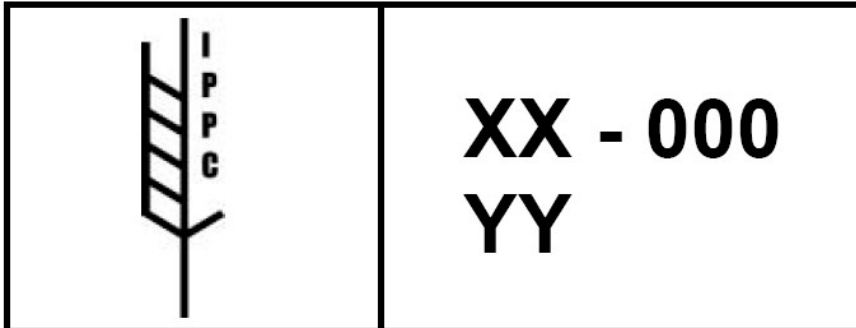
If shipping on pallets, the pallets must be securely shrink-wrapped and labeled according to the Package Identification Requirements procedure. Any damage that results from inadequate packaging will be the responsibility of the Supplier.

Overall height of raw material, component or finished goods palletized unit including pallet is not to exceed 130cm without special permission from receiving warehouse personnel.

Wood Declaration

If solid wood is used in packaging, all pieces must be ISPM15 compliant and contain the IPPC stamp.

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ISPM 15 applies to coniferous (softwood) and non-coniferous (hardwood) raw wood packaging material. This includes dunnage, crating, packing blocks, drums, spools, cases, load boards, pallet collars, skids, pallets, and other wood units used to secure cargo or a commodity.

In case of using ISPM15 compliant wooden pallet for the shipment to China, please provide IPPC declaration certificate. (Below is a sample of certificate)



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3.5 Loading of Container

The supplier must inspect the trailer/container to ensure it is clean and in good condition. Do not load any trailer/container that shows visible signs of potential damage (i.e. holes inside/top/floor, dirt, debris, bad odor, etc.)

Carefully document actual product SKU/Quantity/Lot Code/AMC Code, PO# and PO line # loaded onto the trailer/container, as identified on the Packing List.

To avoid damage during transit, product that is loaded must be properly blocked and braced to avoid cargo from shifting.


Apply high security ISO 17712 bolt seal to door of any full container shipment once loading is completed

Complete container loading within designated load free time (typically 2 hours following trailer/container arrival at Supplier.)

Suppliers **must** take a photo of the completed load, for all full container shipments and keep this available if requested by ABG.

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Suppliers are required to present a container load plan for full containers loaded at the Supplier's facility in the document package. A container load plan must also be included in the container. An envelope labeled "Container Load Plan" should be taped to a carton located at the container door. Container Load Plan Diagram Example:

DOWN		UP		Cut Date/Time	
1	2	1	2	1/3	2300
102578TH7		102578TH7		Order Number	696967
3	4	3	4	SRA/Add-ons	NONE
5	6	5	6	Stage Location	SSDGO4A
7	8	7	8	Destination	THAILAND
9	10	9	10	Trailer Number	NYKW4134769
11	12	11	12	Door Number	4
13	14	13	14	# of Positions	38
15	16	15	16	Counted By	mm'
17	18	17	18	Profiled By	mm'
19	20	19	20	Infeeder	mm'
				Loader	mm'
				Quit	Y <input checked="" type="radio"/> N <input type="radio"/>
				Locations:	All
				Pallets	HT <input checked="" type="radio"/>
				Wood	<input type="radio"/> Slipsheets <input type="radio"/>
				Corrugate	<input type="radio"/> Plastic <input type="radio"/>
				Total:	38
				Ty-Gard	None <input checked="" type="radio"/>
				All	<input type="radio"/>
				No Air Bags	<input type="radio"/>
				Secure	
				Fill all gaps	<input type="radio"/>
				Bag every 6 spaces	<input type="radio"/>
				As needed	<input checked="" type="radio"/>
				Comments	TRIAL Pallet Load
				High-Cube	Y <input checked="" type="radio"/> N <input type="radio"/>
		#6 - 20 Position 40 Foot Profile		NALSHP003F6	
Ada		Reviewer: US Distribution		Rev#: 01.01	
Manufacturing Documentation		Where Used: US Distribution		Effective: 12/05/2017	
		Area: Warehouse		Page 1 of 2	

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3.6 International Shipping Documents

All required documentation outlined below should be turned over to the ABG Planner within **2 Days of Loading**

Commercial Invoice must contain the following:

- ABG PO# and PO Line # (i.e. 44314OP Line 01)
- Name AND location of the business or person selling the merchandise
- Name AND Location of buyer of the merchandise (typically ABG)
- Destination Address
- ABG sku#
- Describe the item clearly - a detailed description of the merchandise in English
- Country of Origin (where the item was manufactured)
- Value of the items (unit price)
- Currency
- Quantity, weights and measurements
 - Example: net weight in kilograms by line item
- All additional charges that will be billed to Amway. Accounted by name and amount (i.e. freight, pallet charges, productions charges, etc.)
- The invoice and all attachments must be in the English language

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Packing List must contain the following:

- Country of Export
- Net Weight - ensure net weight matches ABG system net weight
- Gross Weight (excluding pallets)- ensure gross weight matches ABG system gross weight
- SKU#
- Description of Product (must be identical to the description on the PO)
- Specification (If shipping spare parts, the name of the equipment on which they will be used)
- PO # and release
- QTY and Pieces
- Number of Master Cartons
- QTY per Master Carton
- QTY per Pallet (if applicable)
- Number of Pallets and Pallet Weight
- Number of Partial Cartons and quantity
- List of assigned lot codes and quantity per lot code (formulated products only)
- Container # or other Carrier Reference #

Value Declaration (if applicable)

Certification of Origin (Form A)

No Wood Declaration or Wood Certification (if applicable)

Container Load Plan/Diagram (Mandatory for full container loads)

Certificate of Analysis (if applicable)

NOTE: ABG has instructed all ocean carriers to issue Express Sea Waybills (ESW) instead of Original Bills of Lading, except where it is a government requirement

Detention / Container Storage Charges:

If any of the aforementioned documents are incorrect, incomplete or inaccurate due to the fault of the Supplier, the Supplier shall be responsible for any additional charges incurred (i.e. container detention charges, storage charges, customs penalty, warehousing charges.)

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3.7 Specific requirement per destination affiliate

Labeling Requirements for Amway Thailand

Supplier is required to tag the shipping mark as per below.

- Shipping Mark: AMWAY
- Ship mode LCL and Air: Tag on the actual cargo (usually on pallet, not on the product)
- Ship mode FCL: Tag inside of the container door



Approval process for ABG US shipment

If the item is new, please make sure to send the shipping documents (Commercial Invoice and Packing List) to ABG US Trade team (Erin.Milito@amway.com) for document approval.

Approval process for Amway India shipment

There is approval process between ABG and Amway India with internal proforma invoice, so supplier needs to provide planned shipping details (PO#, Planned Q'ty, SKU#, Ship Mode) to ABG Buyout Processing team (ANA_buyout_orders@amway.com) and ABG Transportation team (ABG-APAC-Transportation@amway.com) as early as possible and should not release the goods till receiving the shipping approval notification from ABG Transportation. The shipping approval would be sent no later than 5 days from the supplier's notification and if there is any exception, ABG Transportation will give the status notification.

3.8 Small parcel shipment with UPS Express

If the shipment gross weight is less than 50 kg, it needs to ship with UPS Express instead of Expeditors International.

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When Third-Party and Collect billing is requested for Amway to accept charges, please follow the instructions below:

1.) Shipper (entity processing the shipment) must have their own UPS Small Package account #.

This will be a six digit #.

Most shippers already have a UPS Small Package account # but should they need one established (at no cost to either Amway or prospective shipper), it can be requested from local in-country UPS representative or via ups.com.

2.) Shipper must process shipment from UPS approved manifesting platform. Platforms include UPS WorldShip (software), UPS.com (internet based), Campus Ship (internet based), or other UPS-Ready approved host system. a. If shipper needs assistance obtaining manifesting platform, please reach out to your local in-country UPS representative.

3.) Shipper must indicate Collect when shipping to US and Third-Party when shipping to Rest of World

a. **Destination US:** Amway Collect account to be used is: R096E0. Amway Collect account postal code to be used: 49355. Bill Duty & Taxes: Default is Collect unless specifically instructed otherwise from Amway/Access Business Group.

b. **Destination Rest of World:** Amway Third-Party account to be used is: E387W3. Amway Third-Party account postal code to be used: 49355. Bill Duty & Taxes: Default is Collect unless specifically instructed otherwise from Amway/Access Business Group.

c. **Origin Korea to Rest of World:** 022V77 (freight paid by ABG North Asia in Korea / Postal code: 48060)

UPS Express shipping service type: Express Saver Service

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3.9 Main Points of Contact

ABG International Transportation:

Contact: Kristin Kelly

E-Mail: kristin.kelly@amway.com

Tele: 616-787-6255

ABG Global Trade:

Contact: Adam Whitney

E-Mail: adam.whitney@amway.com

Tele: 616-787-7834