

Certificate of Conformance (C of C)/Manufacture (C of M)

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I. What is a C of C?

A C of C is a declaration from a non-consumable item supplier stating that the referenced product/material meets all requirements, standards and/or specifications, but it is not a summary of test results.

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A. What are the minimum general C of C requirements?

At minimum, the C of C should include the following information:

- Certification should be on company letterhead
- Company Name
- Manufacturer's Name
- Manufacturing Location
- DDC Number – Durables (if applicable)
- Purchase Order Number
- Part/Item Number
- Lot Number
- Date Codes
- ABG AMC Number (if applicable)
- Quantity

- Supplier Contact Information
- Appropriate Supplier Signature

A printable version of this checklist is available under the *Business Requirements > Quality > Forms* section of this website.

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B. When and how should I provide a C of C?

When indicated as a requirement on the Amway specification, a hardcopy C of C is required to accompany every lot of non-consumable items shipped to Amway, and should be included with the shipment.

The C of C is also required to be faxed or emailed (with the P.O. in the subject line) to the appropriate Quality Assurance (QA) department prior to shipment. Appropriate fax and e-mail information are included below.

Ada Supply Chain Lab (Raw Materials)

1. Please fax each C of C with a cover sheet to "ATTN: Amway SCQA Lab" Fax (616) 787-8981
2. Please email to incchm@amway.com

Ada Physical Lab (Packaging Components and Finished Goods)

Packaging

1. Please fax each C of C with a cover sheet to "ATTN: Amway SCPQA Lab" Fax (616) 682-4059
2. Please email to inpkg@amway.com

Buyout Finished Goods

1. Please fax each C of C with a cover sheet to "ATTN: Amway SCPQA Lab" Fax (616) 682-4073
2. Please email to incbo@amway.com

Home Tech

1. Please fax each C of C with a cover sheet to "ATTN: Amway SCPQA Lab" Fax (616) 682-4072
2. Please email to incth@amway.com

Nutrilite Lab

1. Please fax each C of C with a cover sheet to "ATTN: Nutrilite QC Lab" Fax (714) 763-7613
2. Please email to rmcoa@amway.com

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C. Email Requirements for C of Cs

The subject line for a C of C should include the following:

Vendor Name – ABG Item# - ABG PO# - Lot or Batch #(s)

NOTE: For items supplied through a distributor, please format the subject line as follows:

Manufacturer Name/Distributor Name – ABG Item# - ABG PO# - Lot or Batch #...

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II. What is a C of M?

A C of M is a certification used by a finished good supplier to indicate whether any deviations are made to the process or formula laid out in the specifications. The version and revision date indicated on the certification needs to match those in the master file to be valid.

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A. What are the minimum general C of M requirements?

At minimum, the C of M should include the following information:

- Certification should be on company letterhead
- Manufacturer's Name
- Product Name
- Lot Number
- ABG Item Number
- Manufacturing Date
- Specification Revision Number
- Specification Effective Date
- Certification that no deviations were made or detail of the deviations made

- Name of QA/QC Manager making certification
- Signature of QA/QC Manager making certification
- Date Certification Signed
- Indication of whether product is approved to be sold in the Australian market

A printable version of this checklist is available under the *Business Requirements > Quality > Forms* section of this website.

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B. When and how should I provide a C of M?

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C. C of M Template

Company Letterhead

CERTIFICATE OF MANUFACTURE

The undersigned certifies that **(Product Name) ABG item#, lot number XXXX** which was manufactured on **(date of manufacture)** by **(manufacturer's name)** and was produced as per Master documents, Revision # **XX**, effective date **Month day, year.**

- There were no deviations on the batch
- Details of the deviations are attached
- Product is approved to be sold in the Australian Market
- Product is NOT approved for sale in the Australian Market

QA/QC Manager Signature

QA/QC Manager Name (Print)

Date

A copy of this template is also available under the Business Requirements > Quality > Forms section.

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