

HOW TO GUIDE

1. LOGIN

2. FORGOTTEN PASSWORD

3. NAVIGATION

a. DASHBOARD

4. PERSONAL DETAILS

5. PV INQUIRY

6. LOS MAP

7. SPONSORING AN ABO

8. ORDERING

a. SINGLE ORDER

b. COMBINATION ORDER

9. COMMISSION STATEMENTS

10. TECHNICAL DIFFICULTIES

1. LOGIN

HOW TO:

- To Login, simply click 'Login' on the 'Site Homepage' and enter your username (NB. this is your ABO/Member number) and password on the 'Login Page' and click on the 'Login Button'



Figure 1 Site Homepage

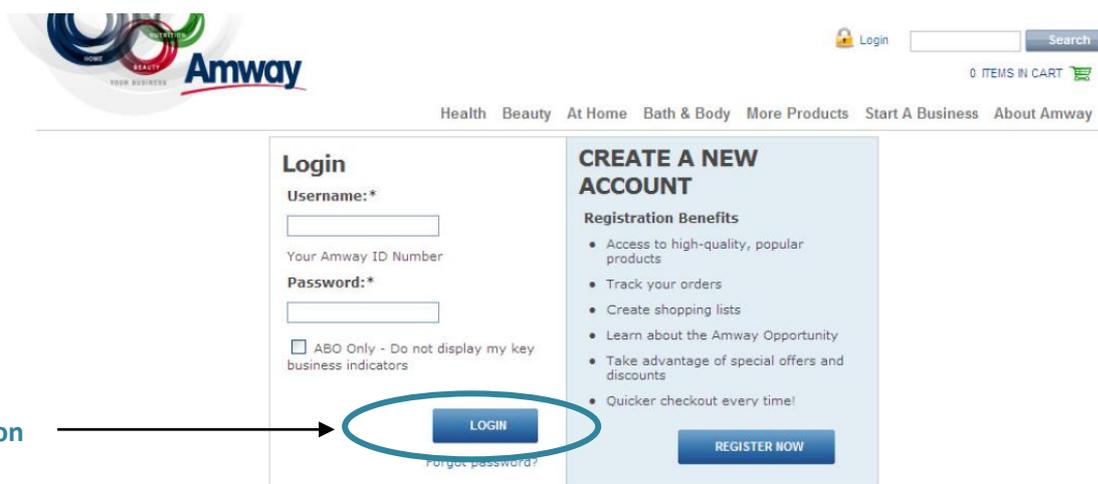


Figure 2 Login Page

- You will then be taken to the 'ABO/Member Dashboard'

Amway
YOUR BUSINESS

Logout Search

0 ITEMS IN CART

Health Beauty At Home Bath & Body More Products My Business About Amway

You are here: Home / ABO Dashboard

MY BUSINESS

Apr, 2013

Name:

Personal PV: 0.00 Group PV: 0.00

Award PV: 0.00

ABO Applications: 0 Member Applications: 0

Bonus Level: 0%

QUICK LINKS

WELCOME TO YOUR NEW LOOK WEBSITE.

LEARN MORE

Use the How To Guide to familiarise yourself with the new features and improvements.

ZAC INTRODUCES AMWAY

ZAC INTRODUCES THE SALES

Figure 3 Logged in successfully



ABO/Member Dashboard

All the details of your business can be viewed at-a-glance along with product announcements and business notices.

2. FORGOTTEN PASSWORD

PASSWORD RECOVERY PROCEDURE

Follow these simple steps to recover your password.

- Click on the 'Forgot password' link on the 'Login Page'

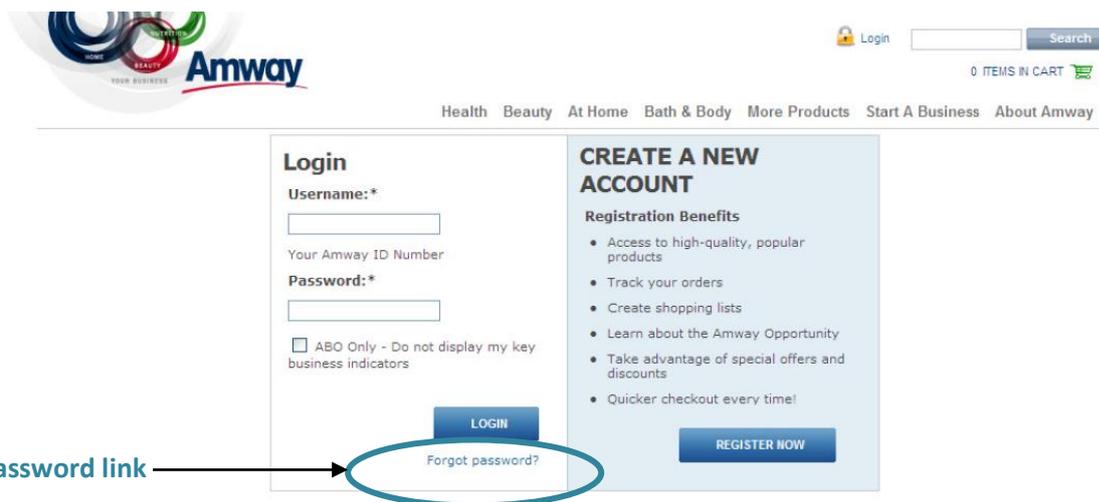


Figure 4 Login Page

- Enter your **ABO/Member number** on the 'Forgot Password' page and click on 'CONTINUE'

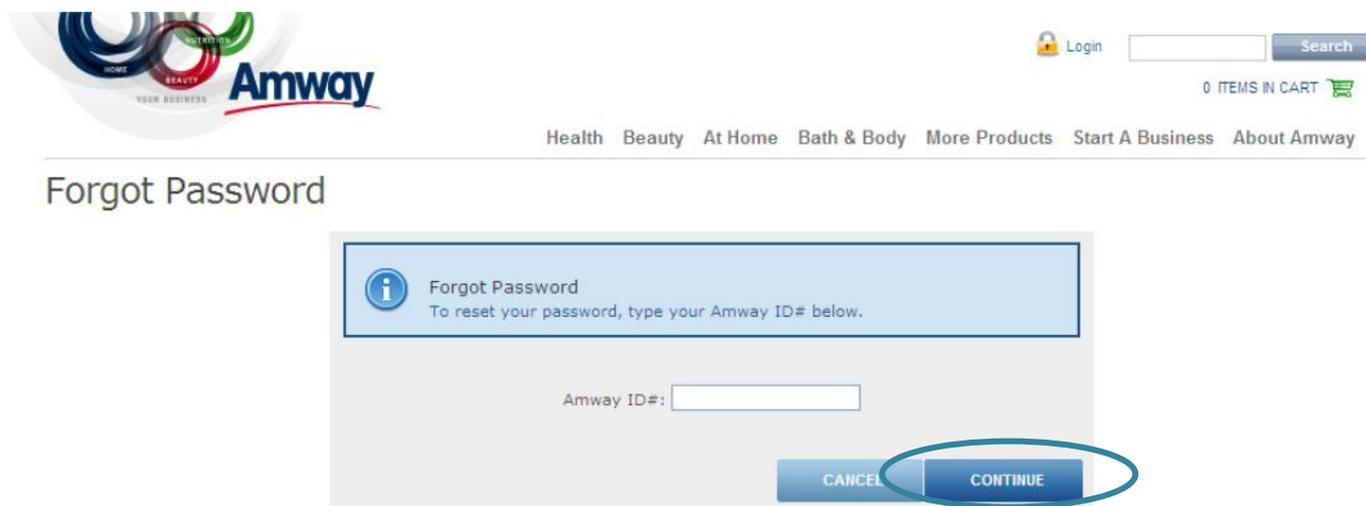


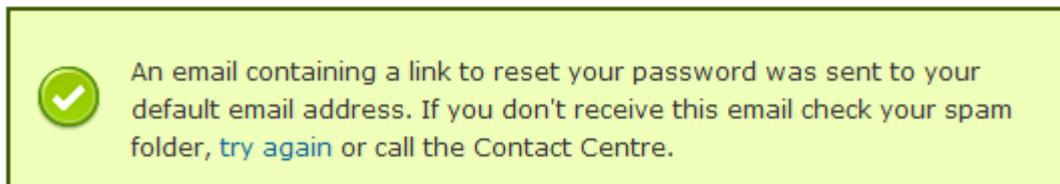
Figure 5 Forgot Password Page

Forgot Password

 **Forgot Password**
To reset your password, type your Amway ID# below.

Amway ID#:

The following pop up message will display



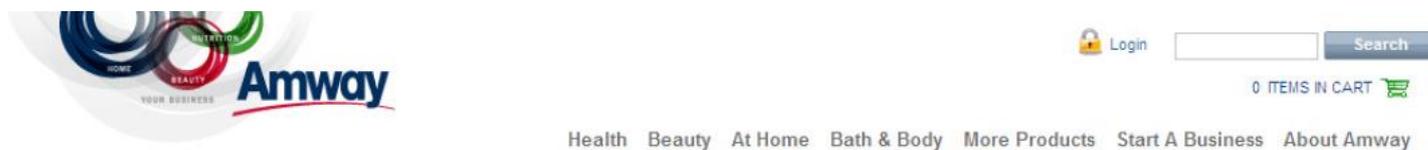
Email Address

Make sure your email address is correct on our system, as this will enable you to receive the above email from Amway without any hassle.

Visit us on www.amway.co.za login, click on 'Personal Details' on the 'My Business' drop down menu to update your email address.

3. NAVIGATION

NEW TOP NAVIGATION STRUCTURE (PUBLIC VIEW)



WHAT'S NEW

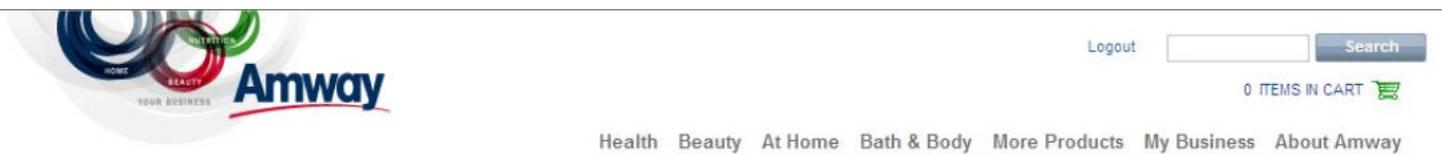
- The new navigation is neater and in a more logical order with more links
- We've made it easier to find the things you love. Browse our catalogue of products, search for an item or experience our brands – it's all about how you prefer to explore

NEW STRUCTURE

HEALTH	About Nutrilite XS	Shop By Category Vitamins & Supplements Active Lifestyle Children Energy	Shop By Brand Nutrilite XS
BEAUTY	About Artistry beautycycle	Shop By Category Skin Care Make-Up Accessories	Shop By Brand Artistry beautycycle
AT HOME	About Amway Home eSpring iCook	Shop By Category Laundry Care Surface Care Dish Care Auxiliary Products Dispensers & Accessories Water Treatment Cookware Gourmet	Shop By Brand Amway Home eSpring iCook
BATH & BODY	About Satinique Body Series Glister Tolsom	Shop By Category Hair Care Oral Care Body Care Fragrances Mens Skin Care	Shop By Brand Satinique Body Series Glister Tolsom

MORE PRODUCTS	Gifts and Accessories One by One Promotions Partner Stores
START A BUSINESS	Be Your Own Boss Get Started Great Products How To Make Money Overview Success Stories Your Rewards Your Support
ABOUT AMWAY	About Us Careers Community Contact Us Media Centre

NEW TOP NAVIGATION STRUCTURE (ABO VIEW)



WHAT'S NEW

- All ABO Tools are available through the '**My Business**' drop down menu.
- ABO Dashboard
 - View all your key business indicators, along with product announcements and business notices.

NEW STRUCTURE

Table 1 ABO logged in 'MY BUSINESS' drop down menu view

MY BUSINESS	Dashboard	Registration	Miscellaneous
	Personal Details	Sponsor an ABO	Electronic Document
	Business Tools	Registration History	Incentives
	LOS Map	Shopping	Resources
	PV Inquiry	Shopping Basket	Recognitions
		Shopping History	Training

MORE PRODUCTS	Gifts and Accessories
	One by One
	Sales Aids
	Promotions
	Partner Stores

You are here: Home / ABO Dashboard

MY BUSINESS

Apr, 2013

Name: ↓

Personal PV: 0.00 **Group PV:** 0.00

Award PV: 0.00

ABO Applications: 0 **Member Applications:** 0

Bonus Level: 0%

QUICK LINKS

- › View LOS Map
- › Personal Details
- › Sales Aids
- › Latest Dealsheet
- › Sponsor an ABO
- › Buy Now
- › PV Inquiry

MY TOOLS

AMAGRAM ONLINE

The ideal tool for your fast growing, modern, digital business!

[LEARN MORE](#)



SALES INCENTIVE PROGRAMME

Amway believes that hard work should be rewarded.

[LEARN MORE](#)



RESOURCES

Take your business to the next level with our wide range of material.

[LEARN MORE](#)



TRAINING

Amway helps you to build a better business.

[LEARN MORE](#)





WELCOME TO YOUR NEW LOOK WEBSITE.

[LEARN MORE](#)

Use the How To Guide to familiarise yourself with the new features and improvements.

ZAC INTRODUCES AMWAY



[VIEW VIDEO](#)

ZAC INTRODUCES THE SALES AND MARKETING PLAN



[VIEW VIDEO](#)

NEWS

 **ARTISTRY™ FALL COLOUR COLLECTION 2013**
Indulge in the rich colours of St. Moritz. Escape to Paradise!

[LEARN MORE](#)

 **GIFT CATALOGUE FEBRUARY - APRIL 2013**
Great gifts for the whole family!

[SHOP NOW](#)

 **BEAUTYCYCLE™ NAIL WRAPS**
Stick it! File it! Love it!

[LEARN MORE](#)

Figure 6 ABO/Member* Dashboard



ABO/MEMBER Dashboard

The 'My Business' drop down menu houses a link to the ABO/Member Dashboard.

*The Member Dashboard may differ from the ABO Dashboard

NAVIGATION STRUCTURE (MEMBER VIEW)



WHAT'S NEW

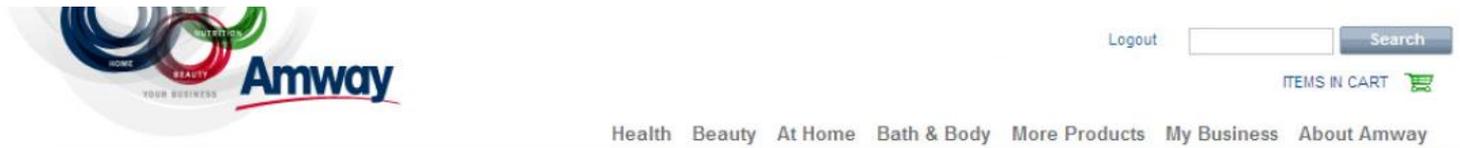
- All Member Tools are available through the **'My Account'** drop down menu.
- Member Dashboard
 - View product announcements and business notices.

NEW STRUCTURE

Table 2 Member logged in drop down menu view

MY ACCOUNT	Dashboard	Shopping	Miscellaneous
	Personal Details	Shopping Basket Shopping History	Resources

BREADCRUMB NAVIGATION PATH



You are here: Home / Beauty / Make-Up / Eyes / ARTISTRY™ SIGNATURE EYES™ Volume Mascara

ARTISTRY™ SIGNATURE EYES™ Volume Mascara

Item Number: 116801

Will take you to
Site Home

Links to higher level
pages

Current Page



Breadcrumbs

The breadcrumb navigation path will allow you to 'go back the way you came'. You can select any page between the one you are currently on and the home page

4. PERSONAL DETAILS

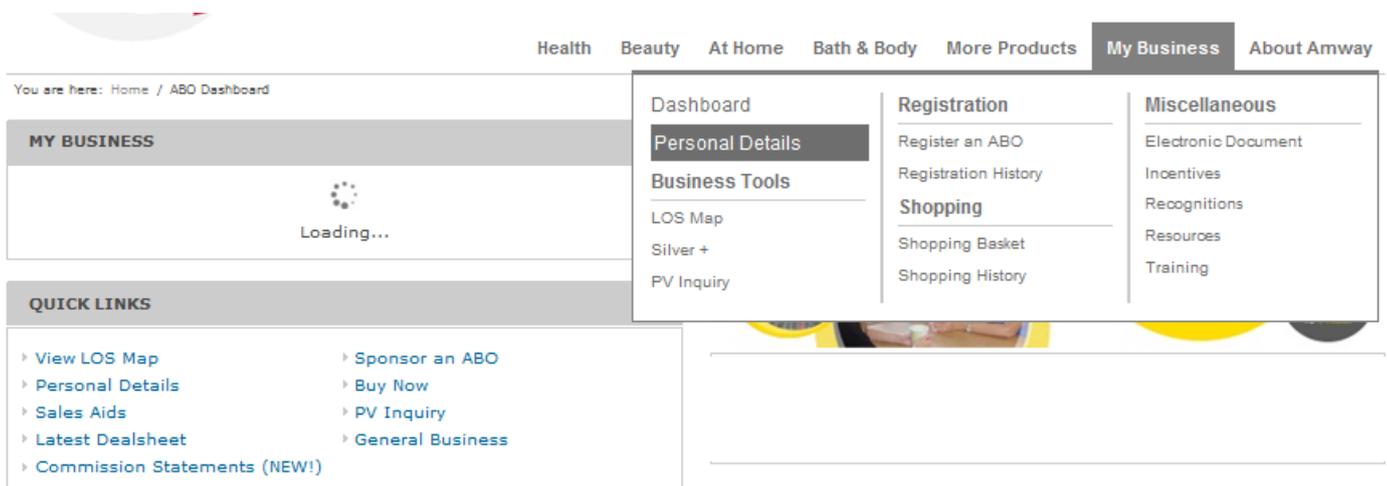
All ABOs can update their Personal Details Online. There is a restriction on certain details, such as Date of Birth and ABO name that cannot be changed online.

What can I update on the 'Personal Details' page?

- Password
- Delivery Address (SA only) and Postal Addresses (SA, NAM, BOT)
- Contact phone numbers
- Email addresses

To access the Personal Details section:

Select '**Personal Details**' on the '**My Business**' drop down menu



Once you have selected '**Personal Details**' the following page (see figure 7) opens.



NB: For Namibia and Botswana the delivery address will be defaulted to the depot address.

Personal Details

Name					Amway ID:	
PASSWORD						
Password	*****					Update
EMPLOYEE RENEWAL						
Renewed	Yes					
Expiry Date	31 Dec 2108					
DATE OF BIRTH						
Hildreth Meyer	01 Jan 1990					
POSTAL ADDRESS						
Street / PO Box:	Ground Floor,Amway House 71 Dock Road					Update
Suburb	WATERFRONT	City	CAPE TOWN	Post Code	8001	
DELIVERY ADDRESS						
Street:	Ground Floor,Amway House 71 Dock Road					Update
Suburb	WATERFRONT	City	CAPE TOWN	Post Code	8001	
CONTACT PHONE NUMBERS						
Home						Update
Fax						Update
Work	27-021-4051700					Update
Mobile						Update
EMAIL ADDRESS						
Primary Notification Email						Update
Hildreth Meyer						Update

Figure 7 Personal Details - Landing Page



Update Link

The process for updating your password, email/delivery/postal address, contact details starts by clicking on the 'Update' link.

Example of how to update your Contact Details

- Select the contact number that you would like to change and click on '**Update**'

CONTACT PHONE NUMBERS	
Home	
Fax	
Work	27-021-4051700
Mobile	

- Enter the new telephone number and click on '**SUBMIT**'.

Amway
YOUR BUSINESS

Logout Search

0 ITEMS IN CART

Health Beauty At Home Bath & Body More Products My Business About Amway

Personal Details

Name: Amway ID: 800153

CONTACT NUMBER

Home +

SUBMIT BACK TO PERSONAL DETAILS

- A confirmation page will display after you clicked on '**SUBMIT**' to confirm that the Contact Number was updated successfully.

Amway
YOUR BUSINESS

Logout Search

0 ITEMS IN CART

Health Beauty At Home Bath & Body More Products My Business About Amway

Personal Details

Name: Amway ID: 800153

Success

CONTACT NUMBER

Home 27-21-4051790

BACK TO PERSONAL DETAILS

Figure 8 Confirmation Page



Telephone Number Format

Enter the number in the following format – Country Code/ Area Code/ Number

Area Code – not applicable to Botswana

5. PV

SUMMARY

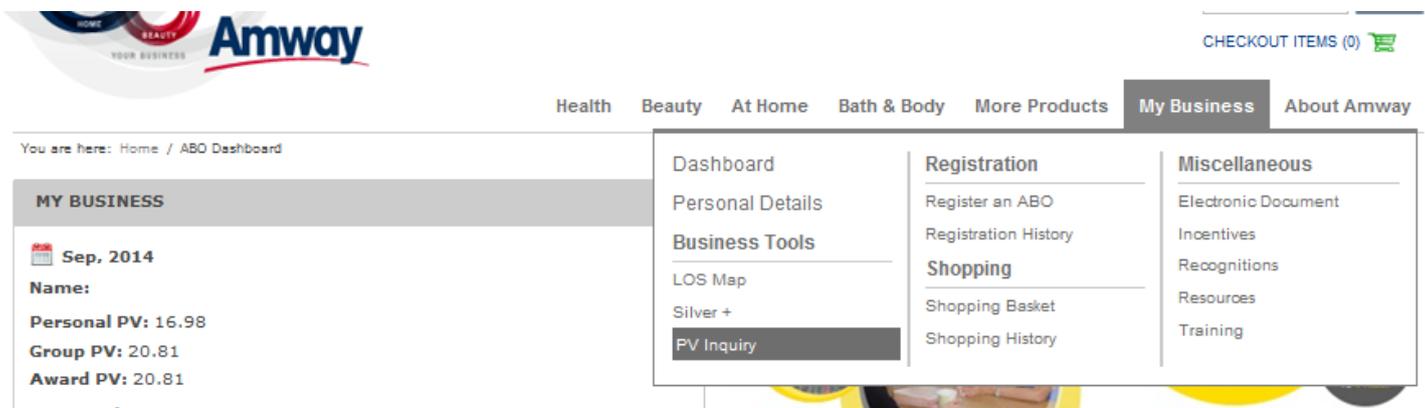
All the products you sell are assigned a Points Value (PV). PV determines your bonus/rebate percentage, and the more PV you earn monthly, the higher your performance bonus/rebate schedule percentage bracket.

PV Inquiry

Provides you with a summary of the PV you have accumulated during a month. You can view your previous month's results including personal PV, award PV, group PV, bonus level and number of ABO and member applications. You can also make a PV inquiry for a downline in your line of sponsorship (LOS), by typing in the ABO number.

To access the PV Inquiry section:

- Select 'PV Inquiry' on the 'My Business' drop down menu



The screenshot shows the Amway website interface. At the top left is the Amway logo with the tagline 'YOUR BUSINESS'. To the right, there is a 'CHECKOUT ITEMS (0)' link. Below the logo is a navigation bar with links for 'Health', 'Beauty', 'At Home', 'Bath & Body', 'More Products', 'My Business', and 'About Amway'. The 'My Business' link is highlighted. Below the navigation bar, the breadcrumb trail reads 'You are here: Home / ABO Dashboard'. On the left side, there is a 'MY BUSINESS' section with a calendar icon for 'Sep. 2014' and the following information: 'Name:', 'Personal PV: 16.98', 'Group PV: 20.81', and 'Award PV: 20.81'. A dropdown menu is open from the 'My Business' link, showing three categories: 'Dashboard', 'Registration', and 'Miscellaneous'. Under 'Dashboard', there are links for 'Personal Details' and 'Business Tools'. Under 'Registration', there are links for 'Register an ABO', 'Registration History', 'Shopping', 'Shopping Basket', and 'Shopping History'. Under 'Miscellaneous', there are links for 'Electronic Document', 'Incentives', 'Recognitions', 'Resources', and 'Training'. The 'PV Inquiry' link under 'Business Tools' is highlighted.

PV Inquiry

 Name:

Amway ID:

Press ENTER on your keyboard after typing in your downline ABO's number

 To make a PV inquiry for someone in your line of sponsorship, type their Amway ID#:

Bonus Period: April 2013

	MAY 2012	JUN 2012	JUL 2012	AUG 2012	SEP 2012	OCT 2012	NOV 2012	DEC 2012	JAN 2013	FEB 2013	MAR 2013	APR 2013
Total Pers PV:	110.29	45.71	45.22	53.58	66.47	78.40	65.63	62.65	78.29	150.25	168.46	0.00
Pers PV (Excl. Member):	110.29	45.71	45.22	53.58	66.47	78.40	65.63	62.65	78.29	150.25	168.46	0.00
Award PV:	7989.85	8861.65	6568.74	10122.21	7494.67	10950.20	8715.99	8125.41	9641.78	10941.20	2641.53	-56.87
Group PV:	7989.85	8861.65	6568.74	10122.21	7494.67	10950.20	8715.99	8125.41	9641.78	10941.20	2641.53	-56.87
Bonus:	21%	21%	21%	21%	21%	21%	21%	21%	21%	21%	21%	0%
ABO Apps:	0	0	0	0	0	0	0	0	0	0	0	0

PV 12 Month Performance

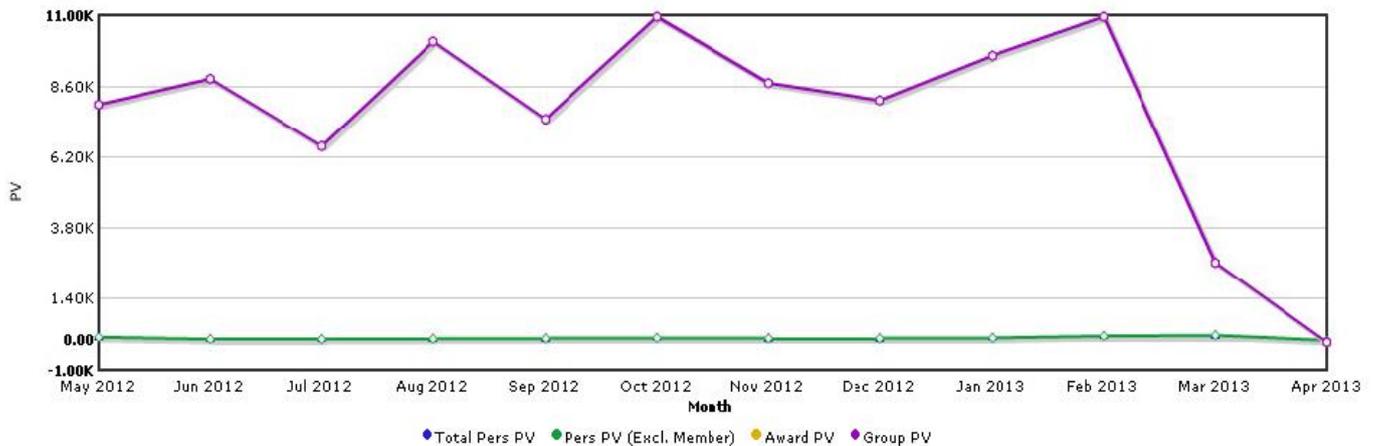


Figure 9 PV Inquiry Landing Page



NEW!

PV can be viewed over a 12 month calendar period and in a graph.

6. LOS MAPS

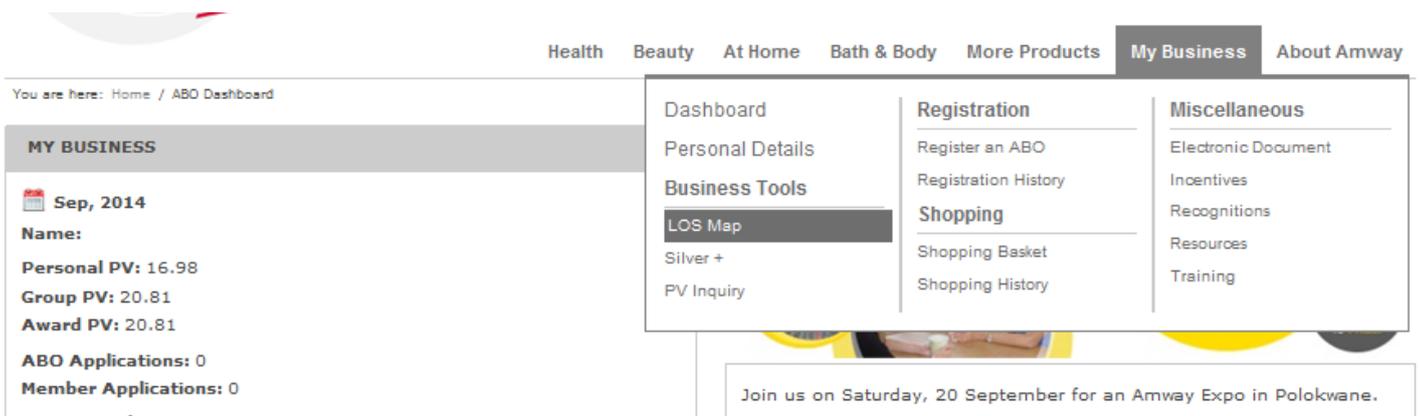
SUMMARY

Your line of Sponsorship (LOS) map allows you to view a summary of both yours and your downline's business information, such as:

- Profiles
- Contact details
- Renewal status
- Join date
- Expiry date
- Personal and Group PV totals
- Bonus %
- Pin/award levels

To access the LOS Map section:

- Select '**LOS Map**' on the '**My Business**' drop down menu



The screenshot displays the Amway ABO Dashboard. At the top, there is a navigation bar with categories: Health, Beauty, At Home, Bath & Body, More Products, My Business (selected), and About Amway. Below the navigation bar, the breadcrumb trail reads "You are here: Home / ABO Dashboard". The main content area is divided into two columns. The left column, titled "MY BUSINESS", shows a calendar for "Sep, 2014" and lists several metrics: Name, Personal PV: 16.98, Group PV: 20.81, Award PV: 20.81, ABO Applications: 0, and Member Applications: 0. The right column contains a dropdown menu for "My Business" with the following options: Dashboard, Personal Details, Business Tools (with "LOS Map" highlighted), Silver +, and PV Inquiry. To the right of this menu, there are three sub-sections: "Registration" (Register an ABO, Registration History), "Shopping" (Shopping Basket, Shopping History), and "Miscellaneous" (Electronic Document, Incentives, Recognitions, Resources, Training). At the bottom of the dashboard, there is a promotional banner for an Amway Expo in Polokwane on Saturday, 20 September.

LOS Map - Amway South Africa

This map reflects LOS information as of **11/04/2013 2:02:07 PM** for the Bonus Period ending **201304**.

Legend:

- LOS Map Full Screen
- PV Information
- Members
- Inactive ABO
- New applicant
- Privacy/Restricted

Search:

Bonus Period: Show / hide columns

LOS PV	[+] (Level)	Organisation Name	ID#	Personal PVGr			
				0.00	-4		
				0.00	11		
				0.00	0.00	0	0
				0.00	-2.84	0	0
				0.00	-3.50	0	0
				0.00	0.00	0	0
				0.00	-42.59	0	0
				0.00	0.00	0	0
				0.00	-7.94	0	0

USING THE NEW LOS MAP

- Select the month and year that you would like and LOS MAP for and click on 'Done'

Bonus Period: Show / hide columns

Personal PVGr

0.00 -4

--- .

ADDITIONAL INFORMATION

Expand All	Collapse All	Print	Save visible rows and columns as CSV	Save all rows and columns as CSV



NEW!

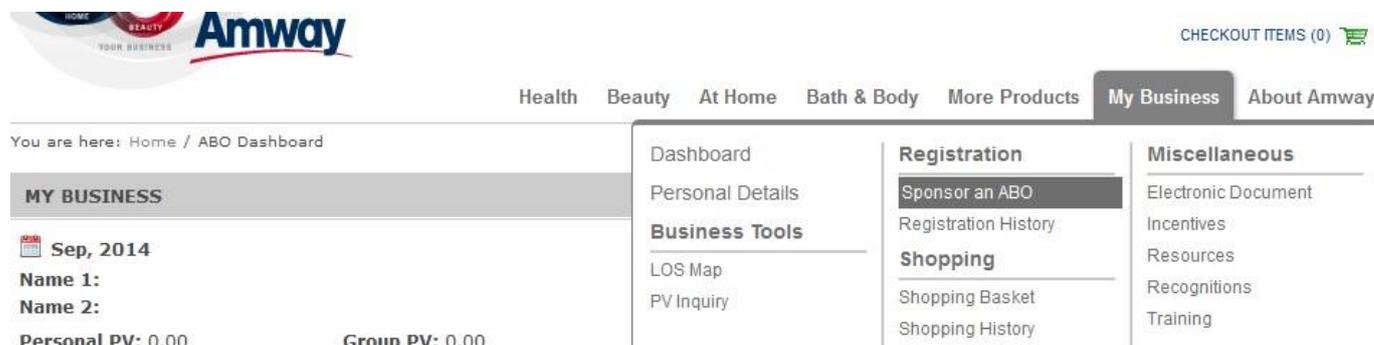
You can now view an LOS Map depending on when you joined Amway for the past 12 months.

7. SPONSORING AN ABO

SUMMARY

To access the Sponsor an ABO section:

- Select 'Sponsor an ABO' on the 'My Business' drop down menu



The screenshot shows the Amway website's 'My Business' dashboard. The Amway logo is at the top left, and the navigation menu includes 'Health', 'Beauty', 'At Home', 'Bath & Body', 'More Products', 'My Business', and 'About Amway'. A 'CHECKOUT ITEMS (0)' cart icon is at the top right. The breadcrumb trail reads 'You are here: Home / ABO Dashboard'. The 'MY BUSINESS' section is highlighted, showing a calendar for 'Sep, 2014' and fields for 'Name 1:', 'Name 2:', 'Personal PV: 0.00', and 'Group PV: 0.00'. A dropdown menu is open under 'My Business', with the 'Registration' section expanded to show 'Sponsor an ABO' as the selected option. Other options in the 'Registration' section include 'Registration History'. The 'Business Tools' section includes 'LOS Map' and 'PV Inquiry'. The 'Miscellaneous' section includes 'Electronic Document', 'Incentives', 'Resources', 'Recognitions', and 'Training'.

Enter the information as requested and Click on '**SUBMIT**'

Step 1
New ABO Information

Need Help?
Click here for help

REGISTRATION DETAILS

Country 

Registration Number

SPONSORSHIP INFORMATION

Line of Sponsoring ABO ID#

Are you being sponsored by an ABO from a different country? YES NO

Select the 'Country' from the list of values (lov), depending on where the applicant resides

Figure 10 Sponsor an ABO Landing Page



REMINDER

All fields e.g. Sponsoring ID Number and Suburb are shown as a List of Values. Start keying into the field for these values to populate.
Select the 'ABO number', 'Suburb' and 'Country', from the List of Values (LOV)

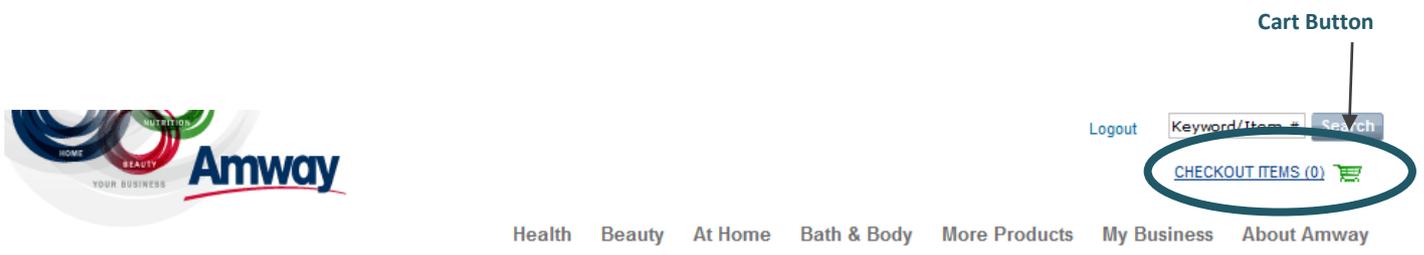
8. ORDERING

8a. SINGLE ORDERS

Ordering is divided into three easy steps:

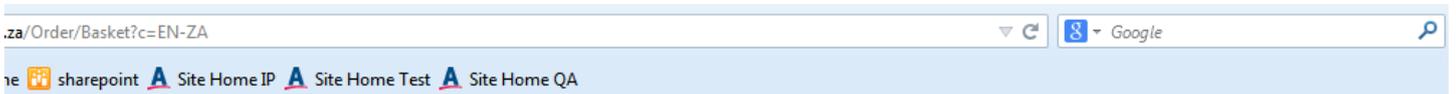
1. Order Entry
2. Delivery and Payment
3. Order confirmation

To start placing your order click on the **'CART'** button or on the **'BUY NOW'** link under quick links, on the ABO dashboard.



STEP01 – Order Entry

Enter the item number of the product that you are ordering and select it from the List of Values (LOV) drop down menu that appears.



Ordering: Order Entry

Step 1
Order Entry

Step 2
Delivery & Payment

Step 3
Confirmation

Need Help?
Click here for help

ORDER DETAILS

Requesting ABO:

Order Code:

This Order is for:

Description:

ADD ITEMS

Item Number or keyword:

100049

100049 - Tolsom™ Facial Moisturising Lotion with SPF 15 (100 ml)

100054 - NUTRILITE™ CLA 500

Search more Products like "1000"

Step 2
Check Availability

List of Values drop down menu

BASKET CONTENT

Remove selected

Sort By: Order Entered

Item Name	QTY	Item#	Status	PV	BV	Price	VAT	Price+VAT
-----------	-----	-------	--------	----	----	-------	-----	-----------

The selected product's detail (PV/BV, Price and VAT) displays.

Requesting ABO: 79997

Order Code: B-15059PNMJW-79997

This Order is for:

Description:

! Please note that all discounts will be applied after you submit your order and the discount price will be visible once processed.

ADD ITEMS

Item Number or keyword:

BASKET CONTENT Click on 'Step 2' to check availability → ▶ **Step 2**
Check Availability

Sort By Order Entered ▾

Item Name	QTY	Item#	Status	PV	BV	Price	VAT	Price+VAT
Tolsom™ Facial Moisturising Lotion with SPF 15 (100ml)	1	100049		11.22	172.66	R172.63	R24.17	R196.80
Subtotals				11.22	172.66	R172.63	R24.17	R196.80

VAT Total: **R24.17**
Order Sub Total: **R196.80**

Checking Availability



Checking the availability of your items...

QTY Item# Status PV BV Price VAT

STEP02 – Delivery and Payment

ORDER DETAILS	DELIVERY
Order Code: B-332610QQTk-24436	Choose Preference
Requesting ABO: 799997	<div style="border: 1px solid black; padding: 5px;"><p>Delivery - R99.00</p><p>Pickup - R50.00</p><p>Post Office - R55.00</p><p>Combination Owner order - R250.00</p><p>Combination Additional order - R0.00</p></div>
This Order is for: 799997	Ship to ABO: <input type="text"/>

← 'Delivery Type' options

Select the **'Delivery type'** from the drop down menu

If 'Delivery' is selected as the **'Delivery Type'** for the order, the parcel will be shipped to the ABO's **default Delivery Address** stored on our system.

NB: Delivery Type

For Botswana and Namibia, the delivery address defaults to the depot address, if a home delivery is selected the ABO must enter an alternative address.

- Select the method of payment from the **'Payment Type'** drop down menu for the order

PAYMENT OPTIONS

Payment Type

Card Type

Card Number

Card Name

Card Expiry

CCV

- Select the 'Card Type' from the drop down menu and enter the credit card number, cardholders name, expiry date and the CCV number as it appears on your credit card.

Click on **'SUBMIT'**

Once you have clicked on **'SUBMIT'** you will receive an online confirmation.

STEP03 – Order Confirmation

Step 3 of the ordering process confirms whether the order was successful.

Ordering: Confirmation

Step 1
Order Entry

Step 2
Delivery & Payment

Step 3
Confirmation

Need Help?
Click here for help

Thank you!

Your order has been received and is being processed.
Once processed, an order confirmation will be sent to
. You can update this address in [Personal Details](#).

Order Code
B-15056LLGUF-799997

Once processed, an order confirmation will be sent to **xxx@xxx.co.za**. You can update this address in [Personal Details](#).

[Return to Homepage](#)

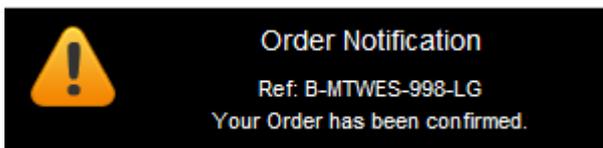


Figure 11 Order Confirmation



Order Confirmation

Once your order is processed, an order confirmation will be sent to your email address we have on record. You can update this email address in 'Personal Details.'

To view the **Order Summary Page**, follow these easy steps below:

- Select the '**Shopping History**' link on the **My Business/My Account** drop down menu.
- Your order will be displayed under the '**Pending**' section with the order number (e.g. 1002197564).
- Select '**View**' on the '**Action**' drop down menu, the confirmation Summary Page will be displayed.

Order History

i Only the last six months of your order history is shown.

Search

i Only the last six months of your order history is shown.

Order ID	Date	Order For Name	Amway ID	Delivery Type	Ref.	PV	BV	Sub Total	Placed	Action
⊟ Pending (2)										
1002197564	20/09/1 01:44:0	AMWAY TEST 3 & AMWAY TEST 4	799997	Regular Delivery		11.22	172.66	R295.80		
1002077088	04/06/1 08:24:3	AMWAY TEST 3 & AMWAY TEST 4	799997	Pickup		0.00	0.00	R0.00		
⊟ Processed (39)										
1002195548	18/09/1 09:15:0	AMWAY TEST 3 & AMWAY TEST 4	799997	Pickup		0.00	0.00	R0.00		
1002195546	18/09/1 09:12:0	AMWAY TEST 3 & AMWAY TEST 4	799997	Pickup		0.00	0.00	R0.00		

Confirmation Summary



Confirmation Pending
Order Status: ENTERED

Requesting ABO / ABO Number :

Order For :

Charged Amount: R295.80

Amway ID #:

Tax: R24.17

ORDER INFORMATION

Order Reference:

Order ID #: 1002197564

Order Submitted: 20 Sep 2014 01:44:03

Dated for Period:

Despatch Date: 20 Sep 2014

ITEM NUMBER	QTY.	DESCRIPTION	PV	BV	PRICE	VAT	PRICE + VAT	STATUS	NOTE
100049	1	Tolsom™ Facial Moisturising Lotion with SPF 15 (100ml)	11.22	172.66	R172.63	R24.17	R196.80	ENTERED	*
0	1		0.00	0.00	R0.00	R0.00	R0.00	ENTERED	*
9042	1	South Africa Order Form	0.00	0.00	R0.00	R0.00	R0.00	ENTERED	*
Sub Total			11.22	172.66	R172.63	R24.17	R196.80		
Handling/Delivery Charge							R99.00		
Total							R295.80		

DELIVERY INFORMATION

Delivery Address

23 Test Road
PARKTOWN
GAUTENG 0084



NB: TO VIEW ORDER SUMMARY PAGE

Select the 'Shopping History' link on the My Business/My Account drop down menu.

Your order will be displayed under the 'Pending' section with the order number (e.g. 1002197564).

Select 'View' on the 'Action' drop down menu, the confirmation Summary Page will be displayed.

8b. COMBINATION ORDERS

Click on the “BUY NOW” quick link or on the ‘CART’ link

The screenshot shows the Amway ABO Dashboard. At the top right, there is a 'CHECKOUT ITEMS (0)' link circled in blue. Below the navigation bar, the 'MY BUSINESS' section displays details for September 2014, including Name 1 (AMWAY TEST3), Name 2 (AMWAY TEST 4), and various PV values. The 'QUICK LINKS' section on the left has a 'Buy Now' link circled in blue. On the right, there is a promotional banner for an 'AMWAY EXPERIENCE MEETING IN POLOKWANE' with a 'Join Us!' button and a 'FIND OUT MORE' link. Below the banner, there is a news section with a 'LONG-LASTING HOLD FOR MAXIMUM CONTROL' article and a 'LEARN MORE' link.

STEP 01

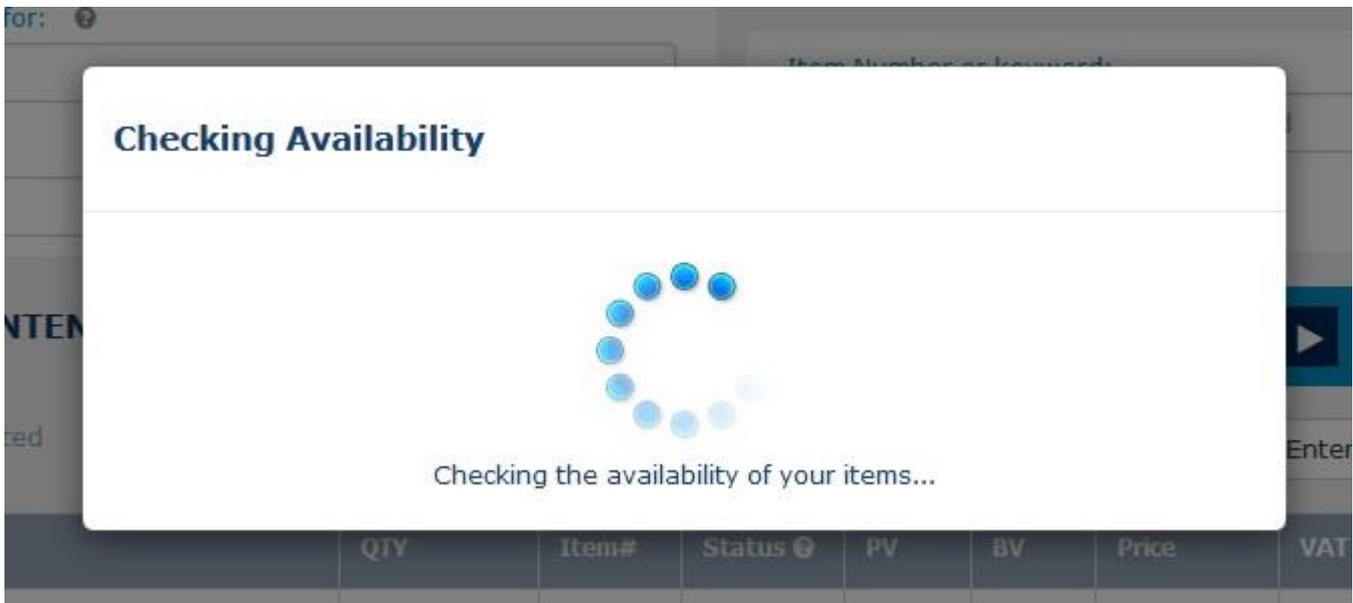
- Enter the item number and select from the List of Values (LOV)

Ordering: Order Entry

The screenshot shows the Amway Order Entry form. At the top, there are three steps: Step 1 (Order Entry), Step 2 (Delivery & Payment), and Step 3 (Confirmation). A 'Need Help?' button is also visible. The 'ORDER DETAILS' section includes fields for 'Requesting ABO:', 'Order Code:', 'This Order is for:', and 'Description:'. A blue information box states: 'Please note that all discounts will be applied after you submit your order and the discount price will be visible once processed.' The 'ADD ITEMS' section has a search bar with '100049' entered, and a dropdown menu showing search results: '100049 - Tolsom™ Facial Moisturising Lotion with SPF 15 (100ml)', '100054 - NUTRILITE™ CLA 500', and 'Search more Products like "1000"'. A 'Step 2 Check Availability' button is located below the search results. At the bottom, there is a 'BASKET CONTENT' section with a 'Remove selected' button and a 'Sort By' dropdown menu set to 'Order Entered'. A table header is visible at the bottom of the page.

Item Name	QTY	Item#	Status	PV	BV	Price	VAT	Price+VAT
-----------	-----	-------	--------	----	----	-------	-----	-----------

- Click on ‘Step 2’ to check for availability



STEP02

- Select 'Combination Owner order' from the 'Delivery Type' drop down menu.



Figure 12 - Figure 12 - The 250.00 fee will be charged to your order

Order Sub Total	R452.20
Delivery Fees	R250.00
Order Total	R702.20

* Final order total is subject to promotions, delivery fees and order consolidation.

- Enter method of payment details and click on 'SUBMIT'

STEP 03

Order reference number is displayed

Ordering: Confirmation

Step 1
Order Entry

Step 2
Delivery & Payment

Step 3
Confirmation

Need Help?
Click here for help

Thank you!

Your order has been received and is being processed. Once processed, an order confirmation will be sent to . You can update this address in [Personal Details](#).

Order Code
B-15058LDTQC-799997

[Return to Homepage](#) 



Order Notification
Ref: B-MTWES-998-LG
Your Order has been confirmed.

Order Notification Message:
An automated pop-up message to confirm the status of the order,

Once you have received your order confirmation message, continue with the 2nd order in the combination.

Confirmation Summary

 Confirmation Pending Order Status: ENTERED									
Requesting ABO / ABO Number :									
Order For:					Amway ID #:				
Charged Amount: R702.20					Tax: R55.53				
ORDER INFORMATION									
Order Reference:					Order ID #: 1002925678				
Order Submitted: 17 Oct 2016 13:14:10					Dated for Period:				
					Despatch Date: 17 Oct 2016				
ITEM NUMBER	QTY.	DESCRIPTION	PV	BV	PRICE	VAT	PRICE + VAT	STATUS	NOTE
100054	1	NUTRILITE™ CLA 500	24.09	396.69	R396.67	R55.53	R452.20	ENTERED	*
9042	1	South Africa Order Form	0.00	0.00	R0.00	R0.00	R0.00	ENTERED	*
0	1		0.00	0.00	R0.00	R0.00	R0.00	ENTERED	*
Sub Total			24.09	396.69	R396.67	R55.53	R452.20		
Handling/Delivery Charge							R250.00		
Total							R702.20		

Figure 13 Order Confirmation Summary

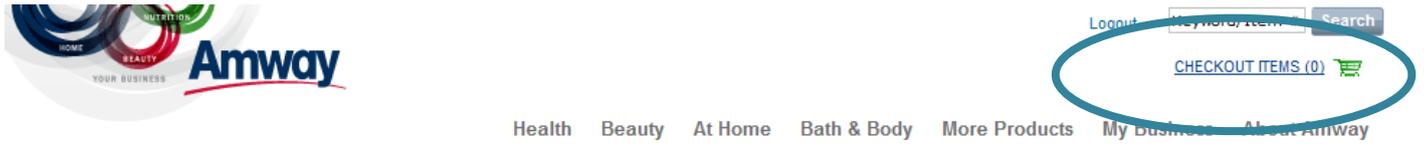


REMINDER

NB: A delivery fee is applied to the 1st ABO in the combination order.

2nd ABO in the combination

Click on 'CART'



In the field "This order is for" enter the downline ABO number which is in your LOS and select from the List of Values (LOV)

NB there is a validation on this field:

- you will not be able to enter a downline ABO number who is not in your LOS
- you will not be able to enter your uplines ABO number
- you will not be able to enter a downline from a different country

Ordering: Order Entry

Step 1
Order Entry

Step 2
Delivery & Payment

Step 3
Confirmation

Need Help?
Click here for help

ORDER DETAILS

Requesting ABO:
AMWAY TEST 3 and AMWAY TEST 4, 799997

Order Code:
B-15059PNMJW-799997

This Order is for:

- 2220664 - south africa
- 2220664 - south africa

ADD ITEMS

Item Number or keyword:
Please enter item number or keyword

BASKET CONTENT

Step 2
Check Availability

- Enter item number and select from the list of Values (LOV)

Step 1
Order Entry

Step 2
Delivery & Payment

Step 3
Confirmation

Need Help?
Click here for help

ORDER DETAILS

Requesting ABO:
AMWAY TEST 3 and AMWAY TEST 4, 799997

Order Code:
B-15058WLQVG-799997

This Order is for:

2220664

Description:

! Please note that all discounts will be applied after you submit your order and the discount price will be visible once processed.

ADD ITEMS

Item Number or keyword:

100049

100049 - Tolsom™ Facial Moisturising Lotion with SPF 15 (100ml)
Search more Products like "100049"

BASKET CONTENT

Step 2
Check Availability

Remove selected

Sort By Order Entered

Item Name	QTY	Item#	Status	PV	BV	Price	VAT	Price+VAT
Glister™ Multi Action Fluoride Toothpaste (150ml/200g)	1	6833		3.58	55.14	R55.17	R7.72	R62.89
Glister™ Children's Toothbrushes (Pack of 4)	1	9922		6.87	105.81	R105.79	R14.81	R120.60
L.O.C.™ Multi-Purpose Cleaner (1 Litre)	1	1		4.47	68.80	R68.77	R9.63	R78.40

Click on 'Step 2' to check for availability

If an item is Temporary Not Available (TNA) or No Longer Available (NLA) it will display a red message "Items Not Available", click on 'REMOVE SELECTED' to remove the item before clicking on 'Delivery & Payment'.

✘ Items Not Available
We have highlighted products in your cart that are not available. Please remove them by selecting them and clicking Remove. You must remove the products before you can progress with your order.

BASKET CONTENT

Step 2
Delivery & Payment

Remove selected

Sort By Order Entered

Item Name	QTY	Item#	Status	PV	BV	Price	VAT	Price+VAT
Glister™ Multi Action Fluoride Toothpaste (150ml/200g)	1	6833	✓	3.83	55.14	R55.17	R7.72	R62.89
ARTISTRY™ Ideal Dual Powder Compact	1	104369	✘	10.35	148.87	R148.86	R20.84	R169.70
Subtotals				14.18	204.01	R204.03	R28.56	R232.59

Save for Later Clear Basket

VAT Total: R28.56

Order Sub Total: R232.59

Savings on RRP: R71.90

STEP02

Select 'Combined Additional order' from the 'Deliver Type' drop down menu.

DELIVERY

Choose Preference

Combination Additional order - R0.00

- Delivery - R99.00
- Pickup - R50.00
- Post Office - R55.00
- Combination Owner order - R250.00
- Combination Additional order - R0.00

In the field 'Ship to ABO' enter the first ordering ABO in the combination order. The delivery address of the 1st ABO in the combination will be defaulted and the system will check that there is an open order and the delivery fee will be removed.

NB: there is a validation on this field:

- You will not be able to enter a downline ABO number who is not in your LOS
- You will not be able to enter a downline from a different country

Enter the method of payment details and click on 'SUBMIT'.

STEP03

- Order reference number is generated

Ordering: Confirmation

Step 1 Order Entry Step 2 Delivery & Payment Step 3 Confirmation Need Help? Click here for help

Thank you!

Your order has been received and is being processed. Once processed, an order confirmation will be sent to . You can update this address in Personal Details.

Order Code
B-15058WLQVG-799997

Return to Homepage 

Once you have received your order confirmation message follow these steps to view the 'Confirmation Summary':

- Select the 'Shopping History' link on the My Business/My Account drop down menu.
- Your order will be displayed under the 'Pending' section with the order number.
- Select 'View' on the 'Action' drop down menu, the confirmation Summary Page will be displayed

Confirmation Summary

 Confirmation Pending
Order Status: ENTERED

Requesting ABO / ABO Number : AMWAY TEST 3 & AMWAY TEST 4 / 799997

Order For: Amway ID #: 2220664

Charged Amount: R18.90 Tax: R2.32

ORDER INFORMATION

Order Reference: Order ID #: 1002164169

Order Submitted: 19 Sep 2014 17:25:06 Dated for Period:

Despatch Date: 19 Sep 2014

ITEM NUMBER	QTY.	DESCRIPTION	PV	BV	PRICE	VAT	PRICE + VAT	STATUS	NOTE
1959	1	Glister™ Multi Action Fluoride Toothpaste (50ml/75g)	1.15	16.55	R16.58	R2.32	R18.90	ENTERED	*
9042	1	South Africa Order Form	0.00	0.00	R0.00	R0.00	R0.00	ENTERED	*
Sub Total			1.15	16.55	R16.58	R2.32	R18.90		
Handling/Delivery Charge							R0.00		
Total							R18.90		

DELIVERY INFORMATION

Delivery Address: 23 Test Road
PARKTOWN
GAUTENG 0084

8c. On-carriage fees – Botswana/Namibia

Single order for delivery

At the 'Ship to' section, select the **Alternate Delivery Address** option. The **Delivery Fee** automatically adjusts as per your selected option.

Ship to:

Alternate Delivery Address - Additional R94.00

Pickup Depot

Alternate Delivery Address - Additional R94.00

ORDER DETAILS

Order Code:
B-33262DHZQK-44035

Requesting ABO:
799998

This Order is for:
799998

Volume ABO:
799998

Savings on RRP **R133.31**

Order Sub Total **R444.27**
Delivery Fees **R194.00**

Order Total **R638.27**

* Final order total is subject to promotions, delivery fees and order consolidation.

DELIVERY

Choose Preference

Delivery - R100.00

Ship to ABO:

2460027

Ship to:

Alternate Delivery Address - Additional R94.00

Name:

Amway SA

Delivery Address:

Please do not use a PO Box Address

1 Amway Road

Suburb/Town:

MAUN

City:

MAUN

PostCode:

BOTSWANA

Confirmation Summary



Confirmation Pending
Order Status: ENTERED

Requesting ABO / ABO Number

Order For:

Amway ID #:

Charged Amount: R638.27

Tax: R47.60

ORDER INFORMATION

Order Reference:

Order ID #: 1002925681

Order Submitted: 17 Oct 2016 13:57:06

Dated for Period:

Despatch Date: 17 Oct 2016

ITEM NUMBER	QTY.	DESCRIPTION	PV	BV	PRICE	VAT	PRICE + VAT	STATUS	NOTE
100054	1	NUTRILITE™ CLA 500	24.09	396.69	R396.67	R0.00	R396.67	ENTERED	*
Sub Total			24.09	396.69	R396.67	R0.00	R396.67		
Handling/Delivery Charge							R194.00		
Disbursement VAT							R47.60		
Total							R638.27		

Combination Orders

At the 'Ship to' section, select the **Alternate Delivery Address** option. The **Delivery Fee** automatically adjusts as per your selected option.

ORDER DETAILS

Order Code:
B-33263DUBFI-44035

Requesting ABO:
799998

This Order is for:
799998

Volume ABO:
799998

Savings on RRP **R133.31**

Order Sub Total **R444.27**
Delivery Fees **R344.00**

Order Total **R788.27**

* Final order total is subject to promotions, delivery fees and order consolidation.

DELIVERY

Choose Preference

Combination Owner order - R250.00

Ship to ABO:

44035

Ship to:

Alternate Delivery Address - Additional R94.00

Name:

Amway SA

Delivery Address:

Please do not use a PO Box Address

1 Amway Road

Suburb/Town:

MAUN

City:

MAUN

PostCode:

BOTSWANA

Confirmation Summary



Confirmation Pending
Order Status: ENTERED

Requesting ABO / ABO Number :

Order For: Amway

Charged Amount: R788.27 Tax: R47.60

ORDER INFORMATION

Order Reference: Order ID #: 1002925682

Order Submitted: 17 Oct 2016 14:05:05 Dated for Period:

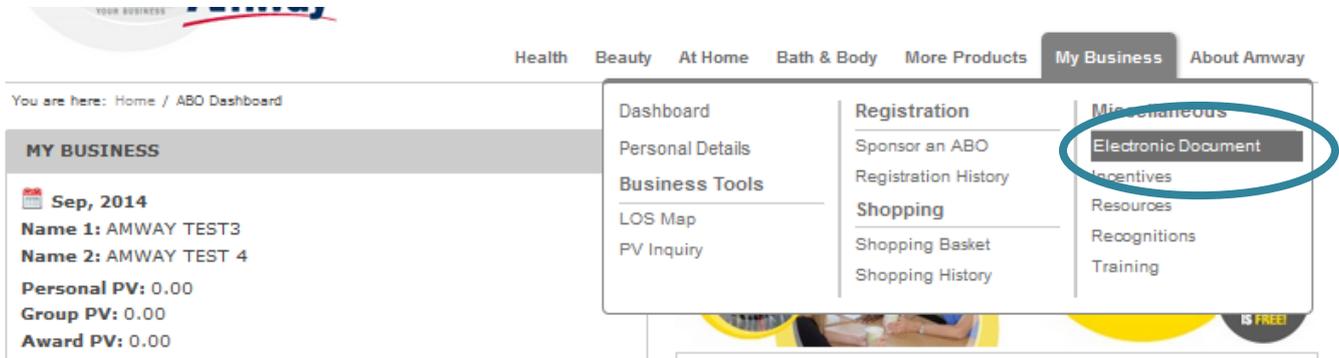
Despatch Date: 17 Oct 2016

ITEM NUMBER	QTY.	DESCRIPTION	PV	BV	PRICE	VAT	PRICE + VAT	STATUS	NOTE
100054	1	NUTRILITE™ CLA 500	24.09	396.69	R396.67	R0.00	R396.67	ENTERED	*
Sub Total			24.09	396.69	R396.67	R0.00	R396.67		
Handling/Delivery Charge							R344.00		
Disbursement VAT							R47.60		
Total							R788.27		

9. COMMISSION STATEMENTS

SUMMARY

To view your electronic statement, simply click on **'ELECTRONIC DOCUMENT'** on the **'MY BUSINESS'** drop down menu.



Once you have clicked on **'ELECTRONIC DOCUMENT'** a list of your latest e-statements will display as well as the archived e-statements. The archive will include e-statements of the past 18 months.

Simply click on the month which statement you would like to view to open it.

Business Documents

Hi, AMWAY TEST 3 & AMWAY TEST 4

List of Statements:

- [August 2014](#)
- [May 2013](#)
- [December 2012](#)
- [November 2012](#)
- [October 2012](#)
- [September 2012](#)
- [August 2012](#)
- [August 2012](#)
- [July 2012](#)
- [July 2012](#)

10. TECHNICAL SUPPORT

DISPLAY SIZE

The website is best viewed at a screen resolution of 1024 x 768 or higher. If the content runs off the right-hand side of the screen it may be that the screen resolution is set too low.

BROWSERS

Certain elements on the website behave differently depending on the browser (software) and computer you use. To ensure that you get the best possible experience, we recommend:

- Chrome 23 or greater
- Firefox 11 or greater
- Safari 11 or greater
- Internet Explorer 8 or greater

COOKIE BLOCKING

The website requires the use of cookies to be able to access the site correctly. Most browsers accept these by default. If you are prompted to accept cookies from the website, please click 'accept' or 'OK'. Some browsers, anti-virus programs and firewalls are configured to block cookies. Should this be the case, cookies will need to be explicitly enabled for the Amway website or enabled for all websites. Each system has its own method of achieving this, please refer to the help facility of that program.

POP-UP BLOCKING

The website requires the use of pop-ups as this will enable you to use the site fully. If the browser blocks a pop-up; an information bar is usually displayed allowing you the option to show this pop-up. To permanently accept pop-ups for the website, please refer to the HELP facility of your browser.