

# **CLS Resources**

How to  
Report Soon To  
Expire Inventory

# Reporting Soon To Expire Inventory BUSINESS BUILDER INCOME

Items in your Amway.com site Inventory List have a 6-month limit before they are deleted from your Inventory.

This could mean lost profits for your business.

Solution: monitor your inventory and use the “New Receipt” tool and report expiring items as a VCS sale to either a VCS Customer or Preferred Customer.

If you have any questions, contact your Upline Support Team.

# Reporting Soon To Expire Inventory

## INSTRUCTIONS

- You need to login into your Amway.com site.
- Click **Business Center** > **MY INVENTORY** > **NEW RECEIPT**.

**1** This “**information banner**” will notify you if you have any products that are 29 days or less of being at the “**6-month inventory limit.**”

**2** Then, click the “**Sort & Filter**” button.

The screenshot shows the Amway 'My Inventory' page. At the top left, there is a back arrow and the text '< My Inventory'. The Amway logo is centered at the top. Below the logo, it says 'Step 1 of 3' and 'Add Items'. Underneath, it says 'Add products from your inventory list.' There are two tabs: 'Receipt List (0)' and 'Inventory List', with 'Inventory List' being the active tab. A search bar labeled 'Search My Inventory' is on the left. On the right, there is a 'Sort & Filter' button. Below the search bar, it says 'Items in Inventory: 627'. A yellow information banner is displayed, stating: 'You have 53 item(s) in your inventory that will begin to be removed in 22 day(s) due to the 6-month inventory limit. Removed items are not eligible for Amway VCS-based incentives.' Below the banner, the first item is 'AMWAY HOME™ Amway Home™ Automatic Dish Tablets' with item number #109867 and price \$19.50. An 'Add Item' button is next to it. The second item is 'AMWAY HOME™ Amway Home™ Dish Drops™ Dishwashing Liquid - Original Scent' with an 'Add Item' button. Two yellow callout boxes with arrows point to the 'Sort & Filter' button (labeled '2') and the information banner (labeled '1').

You have 53 item(s) in your inventory that will begin to be removed in 22 day(s) due to the 6-month inventory limit. Removed items are not eligible for Amway VCS-based incentives.

# Reporting Soon To Expire Inventory

## INSTRUCTIONS

- 1 After you click the **“Sort & Filter”** button this drop-down menu will open.

The screenshot shows the 'My Inventory' app interface. At the top, there is a back arrow and the text '< My Inventory'. Below this is a progress indicator 'Step 1 of 3' and a yellow callout box with the number '1' and the text 'Click Sort & Filter'. The main content area shows 'Receipt List (0)' and 'Inventory List' tabs, a search bar 'Search My Inventory', and a notification: 'You have 53 item(s) in your inventory that will begin to be... are not eligible for Amway VCS-based incentives.' Below the notification, there is a list of items, including 'AMWAY HOME™ Amway Home™ Automatic Dish Tablets' and 'AMWAY HOME™ Amway Home™ Dish Detergent Liquid'. On the right side, a 'Refine Products (0)' dropdown menu is open, showing sorting options and filter categories.

**Refine Products (0)** X

**Sort By**

- Name: A-Z
- Name: Z-A
- Price: Low to High
- Price: High to Low
- Quantity: Low to High
- Quantity: High to Low
- Removal Date: Soonest
- Removal Date: Latest

**Filter By** Clear all filters

**CATEGORY** v

**BRAND** v

**CONCERNS** v

**PRODUCT PREFERENCES** v

# Reporting Soon To Expire Inventory

## INSTRUCTIONS

- 1 Click **“Remove date: Soonest”** This will filter all your inventory with the oldest products listed first.
- 2 Then click **“Close.”**

The screenshot shows a mobile application interface for inventory management. On the left, a blurred background shows the 'Add Items' screen with a search bar and a list of items, including 'NUTRILITE™ Nutrilite™ Garlic Heart Care' and 'SATINIQUE™ Satinique™ Smooth M...'. On the right, a 'Refine Products (0)' overlay is active. The 'Sort By' section includes radio buttons for 'Name: A-Z', 'Name: Z-A', 'Price: Low to High', 'Price: High to Low', 'Quantity: Low to High', 'Quantity: High to Low', 'Removal Date: Soonest' (which is selected), and 'Removal Date: Latest'. The 'Filter By' section has expandable categories for 'CATEGORY', 'BRAND', 'CONCERNS', and 'PRO...'. A 'Close' button is located at the bottom of the overlay. Two yellow callout boxes with numbers 1 and 2 and orange arrows point to the 'Removal Date: Soonest' option and the 'Close' button respectively.

# Reporting Soon To Expire Inventory

## INSTRUCTIONS

- 1 After you click “Close” you now have a list of all your inventory with the oldest products listed first.

< My Inventory **Amway**

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Step 1 of 3

## Add Items

Add products from your inventory list.



**Receipt List (0)**    **Inventory List**

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Search My Inventory  1 Sort & Filter

Items in Inventory: 627

You have 53 item(s) in your inventory that will begin to be removed in 22 day(s) due to the 6-month inventory limit. Removed items are not eligible for Amway VCS-based incentives.

	<p>NUTRILITE™ <b>Nutrilite™ Garlic Heart Care</b> Item: #A5923    \$30.00 PV/BV: 9.68/30.00 Total: 10    1 ⓘ</p>	<p>Add Item</p>
	<p>SATINIQUETM <b>Satinique™ Smooth Moisture Shampoo</b> — 280 ml</p>	<p>Add Item</p>

Next Step

# Reporting Soon To Expire Inventory

## INSTRUCTIONS

- Now you will remove all your soon to expire products only. Save the remaining products (if you have any) for as needed/future use. **Again, just remove the soon to expire items.**

**1**

This example you have **“10 units in inventory.”**

**2**

Plus, you have **“1 soon to be at the 6-month inventory limit.”**

**i**

Click the **“Information Icon”** to see how many days are left before the product is removed.

The screenshot displays an 'Inventory List' interface. At the top, there are tabs for 'Receipt List (0)' and 'Inventory List', with the latter being active. Below the tabs is a search bar labeled 'Search My Inventory' and a 'Sort & Filter' button. A notification banner states: 'You have 53 item(s) in your inventory that will begin to be removed in 22 day(s) due to the 6-month inventory limit. Remove these items as they are not eligible for Amway Vantage Incentives.' Two yellow circles with numbers '1' and '2' are placed over this banner. Below the banner, two product listings are shown. The first listing is for 'NUTRILITE™ Garlic Heart Care' with a total of 10 units and a yellow circle with '1' and an arrow pointing to the unit count. The second listing is for 'SATINIQUE™ Satinique™ Smooth Moisture Shampoo – 280 mL' with a total of 4 units and a yellow circle with '2' and an arrow pointing to the unit count. An information icon 'i' is circled in black with an arrow pointing to it. At the bottom right, there is a 'Next Step' button.


# Reporting Soon To Expire Inventory

## INSTRUCTIONS



This example, when you click the **“Information Icon”** it tells you how many item(s) and how many days until it is removed.


**Receipt List (0)**      **Inventory List**


Search My Inventory   Sort & Filter


Items in Inventory: 627

You have 53 item(s) in your inventory that will begin to be removed in 22 day(s) due to the 6-month inventory limit. Removed items are not eligible for Amway VCS-based incentives.

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**NUTRILITE™**  
**Nutriline™ Garlic Heart Care**  
Item: #A5923    \$30.00  
PV/BV: 9.68/30.00  
Total: **10**    1   
1 item(s) - 22 day(s) left



Add Item

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**SATINIQUE™**  
**Satinique™ Smooth Moisture Shampoo – 280 mL**  
Item: #110655    \$9.50  
PV/BV: 3.07/9.50  
Total: **4**    1 

Add Item

Next Step






# Reporting Soon To Expire Inventory

## INSTRUCTIONS

**1** In this example you have **“13 units in inventory.”**

**i** The **“Information Icon”** it tells you have **“5 item(s) soon to expire”** with: **“2 item(s) with 22 days left and 3 items(s) with 29 days left”** until they will be removed from inventory.

Receipt List (0)	Inventory List
	<p>NUTRILITE™ <b>Nutriline™ Liver Support</b> Item: #A8084 \$33.00 PV/BV: 10.64/33.00 Total: 9 2 <b>1</b> 2 item(s) - 2</p> <p><b>Add Item</b></p>
	<p>NUTRILITE™ <b>Nutriline™ Heart Health CoQ10</b> Item: #A8084 \$19.50 PV/BV: 6.29/19.50 Total: 13 5 <b>i</b> 2 item(s) - 22 day(s) left 3 item(s) - 29 day(s) left</p> <p><b>Add Item</b></p>
	<p>XS <b>XS™ Sports Protein Shakes – Vanilla Crème</b> Item: #110370 \$40.00</p> <p><b>Add Item</b></p>

**Next Step**

# Reporting Soon To Expire Inventory

## INSTRUCTIONS

➤ Now that you understand how to identify soon to expire inventory, you need to report the expiring items as a sale to either a VCS or Preferred Customer. Keeping in mind that they will be receiving AmPerk points, so you might want to report the sale to productive/consistent/favorite VCS or PC customer(s).

- 1** Click **"Add Item"** button for the expiring products to remove. This will change to a black counter button with how many items you selected,
- 2** If you click **"Receipt List"** you will be able to see a list of item's you have selected.
- 3** Once you are finished click **"Next Step"** which will take you to the next page to complete the transfer.

The screenshot displays the 'Receipt List (1)' interface. At the top, there are two tabs: 'Receipt List (1)' and 'Inventory List'. Below the tabs, it shows 'Items in Inventory: 27'. A yellow callout box with a blue border contains the text: 'You have 53 item(s) in your inventory that begin to be removed in 22 day(s) due to the 6-month inventory limit. Removed items are not eligible for Amway VCS-based incentives.' The interface lists three items:

- NUTRILITE™ Nutrilite™ Garlic Heart Care**  
Item: #A5923 \$30.00  
PV/BV: 9.68/30.00  
Total: 10 1 ⓘ
- SATINIQUETM Satinique™ Smooth Moisture Shampoo – 280 mL**  
Item: #110655 \$9.50  
PV/BV: 3.07/9.50  
Total: 4 1 ⓘ
- SATINIQUETM Satinique™ Smooth Moisture**

Annotations and arrows indicate the following steps:

- 1**: An arrow points to the 'Add Item' button for the first item, which has changed to a black counter button showing '- 1 +'.
- 2**: An arrow points to the 'Receipt List (1)' tab.
- 3**: An arrow points to the 'Next Step' button at the bottom of the page.