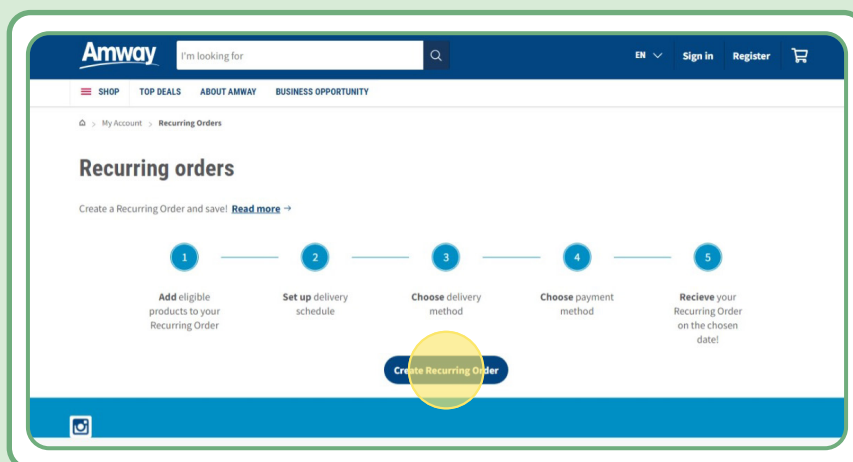
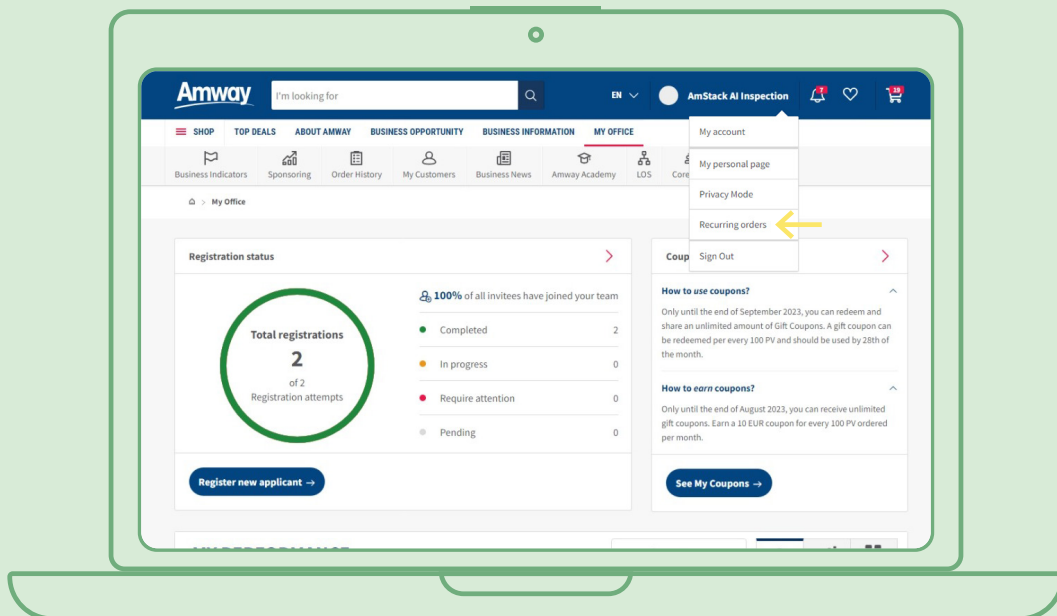


# Recurring Order setup in 5 simple steps



After login, click to your account name and select **Recurring Order**. Then a simple instruction with 5 steps will show and Call to Action: **Creating Recurring Order**.



## Table of contents:

<b>1. How to create Recurring Order in 5 steps</b>	<b>3</b>
• Step 1: After clicking “Create Recurring Order”, add the name for your recurring order.	3
• Step 2: Choose the date and frequency that fit you.	4
• Step 3: Select the delivery address.	4
• Step 4: Choose your payment method.	5
• Step 5: Confirm and complete your recurring order.	5
<b>2. How to edit an active recurring order</b>	<b>6</b>
• Quick way to add products to Recurring Order.	7
<b>3. How to cancel a Recurring Order</b>	<b>8</b>

# Step 1:

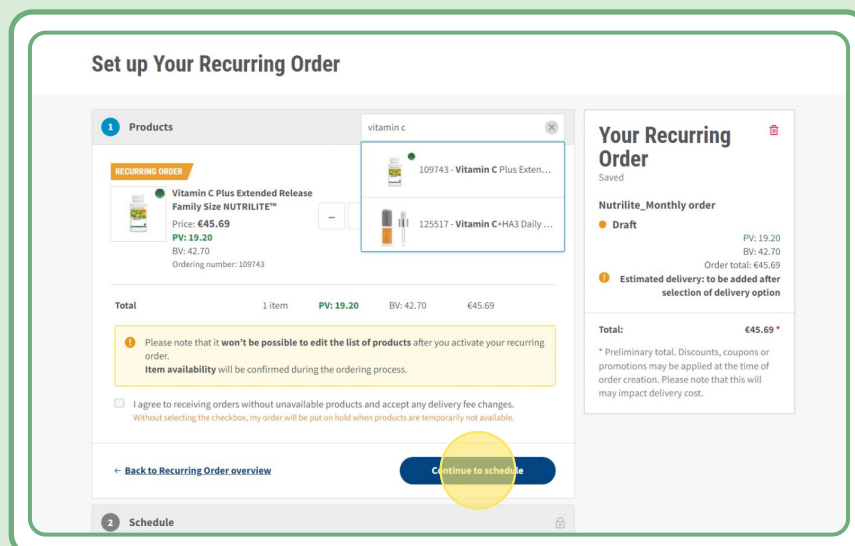
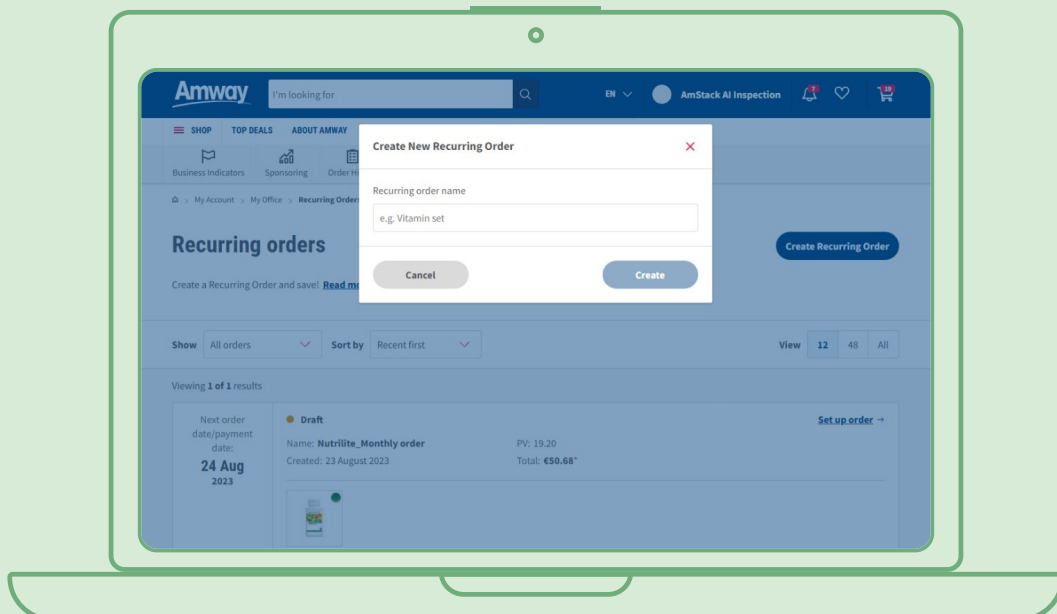
## After clicking “Create Recurring Order”, add the name for your recurring order.

Then you can add your products by searching by name or order number.

After adding the product you want to subscribe to, click “Continue to schedule” to move to the next step.

Please note that all Amway products are available for Recurring Order. However we offer an exclusive discount for selected products. Learn more about Special Products for Recurring Order, please visit this link:

[https://www.amway.de/en/Shop/c/100000?t=topdeals#!labels=GIFT\\_WITH\\_PURCHASE%2CPV\\_PROMOTION%2CSPECIAL\\_DEAL%2CRECURRING\\_ORDER&page=0&view=48](https://www.amway.de/en/Shop/c/100000?t=topdeals#!labels=GIFT_WITH_PURCHASE%2CPV_PROMOTION%2CSPECIAL_DEAL%2CRECURRING_ORDER&page=0&view=48)



## Step 2:

### Choose the date and frequency that fit you

**Set up Your Recurring Order**

Products Edit

**2 Schedule**

How often would you like to receive your Recurring Order?

Set date

Set up the date for your order

24/08/2023

Next order date

24 Aug 2023

Choose frequency

☒ Every month ☐ Every 2 months ☐ Every 3 months

[Back to Products](#)

[Continue to delivery](#)

**3 Estimated delivery**

**Your Recurring Order**

Saved

Nutrilite\_Monthly order

Draft

PV: 19.20  
BV: 42.70  
Order total: €45.69  
Estimated delivery: €4.99

Total: €50.68 \*

\* Preliminary total. Discounts, coupons or promotions may be applied at the time of order creation. Please note that this will may impact delivery cost.

## Step 3:

### Select the delivery address.

Please note that the delivery fee might be added if order value is lower than the criteria for free delivery.

**3 Estimated delivery**

Choose your delivery method

☒ Delivery to address

Choose your delivery address

☒ Benzstr. 11B-C

Benzstr. 11B-C  
Puchheim  
Germany  
82178

Based on your address, the following delivery options are available to you

☒ Home

DHL Home - 2 day(s) €4.99

☐ Home

**Nutrilite\_Monthly order**

Draft

PV: 19.20  
BV: 42.70  
Order total: €45.69  
Estimated delivery: €4.99

Total: €50.68 \*

\* Preliminary total. Discounts, coupons or promotions may be applied at the time of order creation. Please note that this will may impact delivery cost.

## Step 4:

### Choose your payment method.

The screenshot shows a web interface for a recurring order. On the left, a progress bar has four steps: 'Products', 'Schedule', 'Estimated delivery', and 'Payment' (the current step, highlighted with a blue circle). Below the progress bar, the 'Payment' section contains a message: 'No payment will be processed right now. You will be charged the total on the order date.' Below this is a yellow warning box with an information icon and text: 'No credit cards are saved in your profile. Please go to the My Payments page in My Account and add one. My payments →'. At the bottom of the 'Payment' section are two buttons: '← Back to Delivery' and 'Continue to confirmation'. On the right side, a box titled 'Your Recurring Order' shows 'Nutrilite\_Monthly order' as a 'Draft'. It lists 'PV: 19.20', 'BV: 42.70', and 'Order total: €45.69'. Below this, it shows 'Estimated delivery: €4.99' with an information icon. At the bottom of this box, it says 'Total: €50.68 \*' with a footnote: '\* Preliminary total. Discounts, coupons or promotions may be applied at the time of order creation. Please note that this will may impact delivery cost.' At the very bottom of the interface, there is a blue bar with navigation links: 'SHOP WITH US', 'ABOUT AMWAY', 'BUSINESS OPPORTUNITY', 'SECURE SHOPPING', and 'NEED HELP?'. A yellow circle highlights the 'Continue to confirmation' button.

## Step 5:

### Confirm and complete your recurring order.

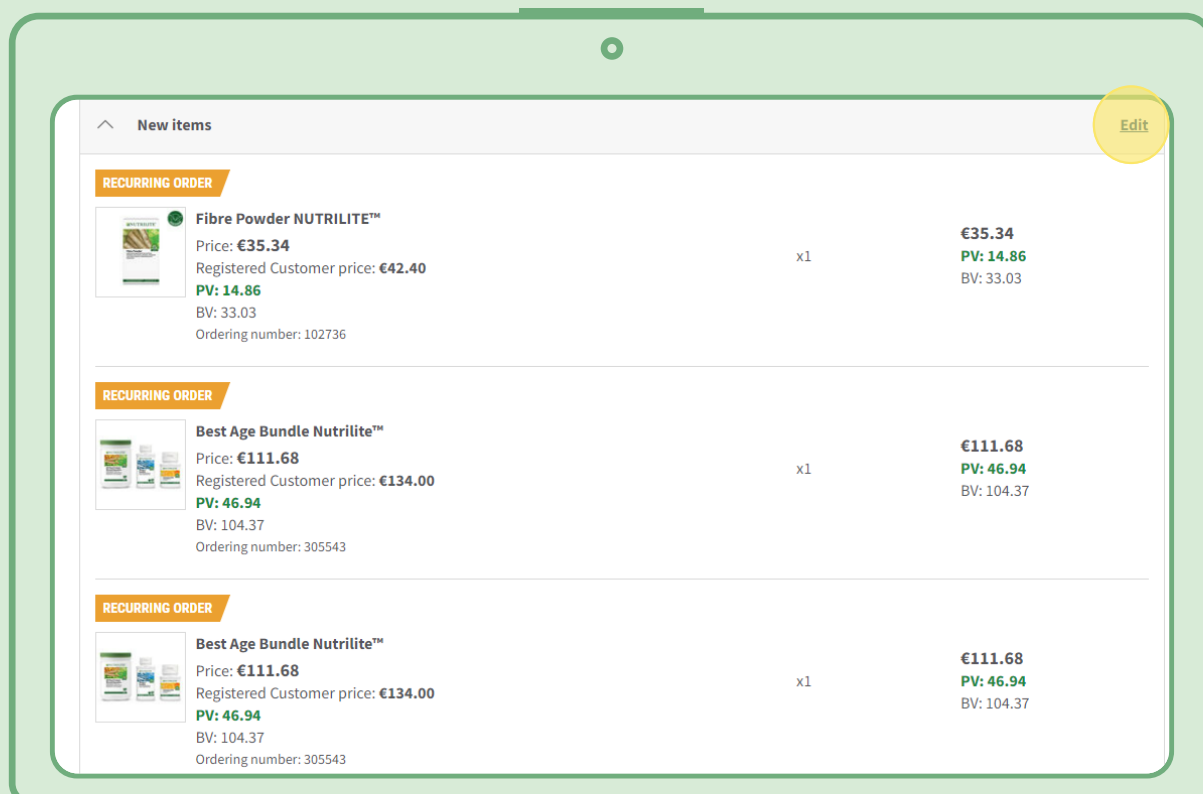
The screenshot shows the 'Confirmation' step of the recurring order process. At the top, it says 'Delivery: €4.99'. Below this is a dark blue table with the following data:

<b>Total payment</b>	<b>2 items</b>	<b>PV: 36.93</b>	<b>BV: 82.13</b>	<b>€92.87 *</b>
----------------------	----------------	------------------	------------------	-----------------

Below the table, a footnote reads: '\* Preliminary total. Discounts, coupons or promotions may be applied at the time of order creation. Please note that this will may impact delivery cost.' Under the heading 'Additional information', there is a link: 'Learn more about the withdrawal possibility: [Right of Withdrawal - product order](#). You can use the [model withdrawal form](#) and send it to us.' Below this text is a checkbox with a blue checkmark. At the bottom left, there is a link: '← [Back to Payment](#)'. At the bottom right, there is a dark blue button with the text 'Confirm & Activate order'. A yellow circle highlights this button.

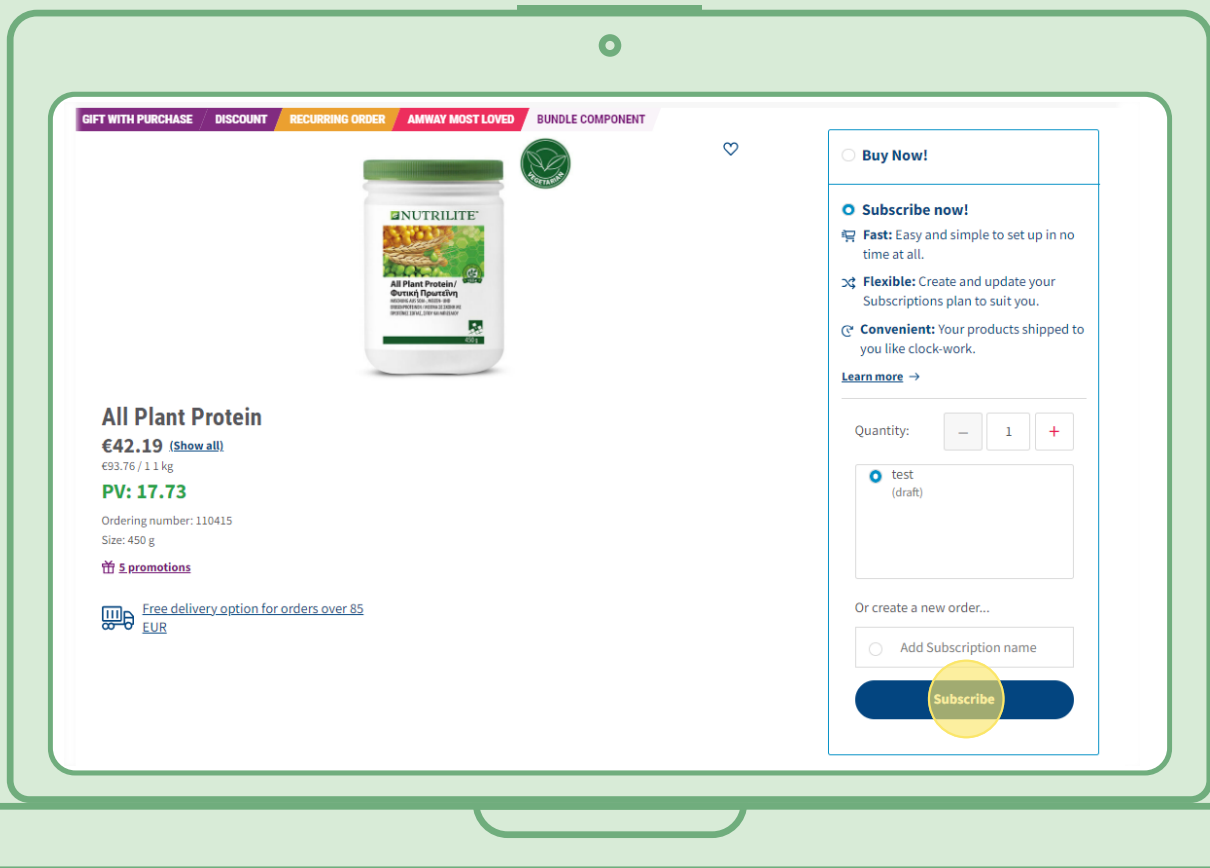
# How to edit an active recurring order

Select the active recurring order which you want to adjust the products (add/ remove). In the product list area, please select “Edit”, then you can add or remove products as you want.



## Quick way to add products to Recurring Order

From product page, select “Subscribe Now” and select Recurring Order which you would like to add the product. Then click “Subscribe”.



# How to cancel a Recurring Order

Select the active Recurring Order which you want to cancel. Open and select “Deactivate”.

