



Appendix 2: Forwarding process for small shipments

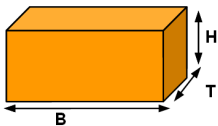
Forwarding process for small shipments

This operating procedure applies to shipments up to maximum 30 kg. Shipments above this limit must not be handled by the CEP service providers (courier, express and parcel services).

If ZF is the freight payer, it is generally indicated on all parcels with the CEP Customer Numbers with ZF receiving plants. The CEP service provider has to be verified with the appropriate receiving plants.

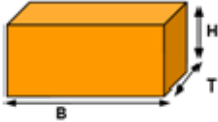
The dispatch is only as per the specified service level standard of ZF and handled without any additional options. Any alternative type of service is only possible with (written) consent of the concerned ZF receiving plant.

The terms and conditions of the CEP service provider have to be observed accordingly.














































	National Shipments	International Shipments
Nominated Service Provider	TNT Express	
Notification	<ul style="list-style-type: none"> - Call on country specific delivery hotline (f. e. out of Germany: 01805-900900) - By fax TNT pickup form) - TNT e-solutions (web-or PC-based) 	
ZF Standard service level	Express	Economy Express
Lead Time	Delivery for next working day	International lead times can be verified on www.tnt.de
max. Dimensions (B x T x H) 	If it exceeds a single measure of 5,0 m X 2,40 m X 1,80 m – only after consultation with concerned TNT Branch	In Europe: 2,4 m x 1, 20 m x 1, 5 m Outside Europe: 1 m x 0,6 m x 0,4 m
Maximum gross weight of Shipment:	30 kg The chargeable weight of shipment is determined either by the actual gross weight or the dimensional weight (B x T x H x factor). The volume weight calculation is based on a factor of kg / m ³ . The higher calculation is relevant	
Dimensional weight factor	200 kg/m ³	In Europe: 250 kg/m ³ Outside Europe: 167 kg/m ³
Hazardous goods	Only after prior consultation with service provider	



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	National Shipments	International Shipments
Nominated Service Provider	UPS	
Notification	<ul style="list-style-type: none"> - Notification through customer ID and the corresponding customer ID of the receiving plant - If there is no customer ID available the application link is: http://www.ups.com/content/de/de/resources/start/account.html - Notification by telephone: 01805-882663 (0,14 € per minute) - Online Portal Notification: https://wwwapps.ups.com/pickup/schedule?loc=de_DE&WT.svl=PNR O L1 	
ZF Standard service level (UPS service level)	Standard	Standard (Expedited)
Lead Time	Delivery for next working day	www.ups.com
max. Dimensions (B x T x H) 	If it exceeds a length of 2,70 m or a measurement (length + extent) of 3,30 m - only after consultation with concerned UPS Branch	If it exceeds a length of 2,70 m or a measurement (length + extent) of 3,30 m - only after consultation with concerned UPS Branch
Hazardous goods	Only after prior consultation with service provider	

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Service providers by plant			
Plant	unpalletted goods	palletted goods	weight limit for unpalletted goods
Bietigheim			
Friedrichshafen			15 kg
Saarbrücken			
Schwäbisch Gmünd			
Brandenburg	 		
Berlin			
Bonn			15 kg
Ahrweiler			
Eitorf			
Troisdorf			
Kreuztal			15 kg
Simmern	 		30 kg
Bielefeld			
Wagenfeld			15 kg
Passau	 		
Thyrnau	 		
Bremen_DivC			15 kg
Bremen_LS			
Bremen_Services			
Damme			15 kg
Dielingen			15 kg
Diepholz			15 kg
Gotha	 		
Schweinfurt_ZF Services			
Schweinfurt_DivTCP	