

ZF Hungária General Transport Instruction



General Transport Instruction for small shipments (un-productive)

Dear Sirs, Dear Madams,

enclosed you will find our transport instruction for small packaging which will be valid from **01.11.2014**.

Booking: ZFH nominated service provider : TNT Express



Please take into account consignor (Supplier) should book the transport in every case. The deliveries to ZFH have to be arranged with regard to the delivery conditions valid at the time of delivery (Incoterms).

The specific lead time of the logistics service provider has to be taken into account.

TRANSPORT planning:

With respect to the transport mode, weight and volume of the shipments the following has to be considered:

Small packaging weight 1-10 kg: Please use TNT EXPRESS, **Service type: ECONOMY!**

Central Call Center (Anruf Service) in different country (see Appendix2)

Pick-up order regulations:

- You must always order/call the TNT on the working-day prior to the day of dispatch.
- Fill-in TNT delivery pick up form (waybill) – see Appendix 1
- Documents have to be sent to the ZFH Logistics Dept. Contact: erzsebet.inancsi@zf.com; fuzsina.sandor@zf.com
- Please **indicate the Purchase Order (PO) Nr** on the TNT Waybill. (in Line n.o.3) – see Appendix 1

In case if the supplier would like to use Express Service (instead of ECONOMY), the supplier must have an previous agreement with ZFH Purchasing in regards to the express delivery. Without ZFH released every cost by Express service will be refused by us.

Thank you for your assistance.

ZF HUNGÁRIA Logistics Department / Purchasing Department

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Appendix 1

WRITE SECTIONS ARE MANDATORY. PLEASE COMPLETE IN CAPITALS AND PRESS HARD.

1. Sender's Account Number

2. Invoice to Receiver SENDER LIABLE FOR UNPAID CHARGES
 Cross and provide recipient's account number → **X**
 or off Customer Service for correct account details

3. Customer Reference (Information you would slip on the invoice if required)
 ← please indicate the PO nr

4. From (Collection Address)
 Name: _____
 Address: _____
 City: _____ Postal/Zip Code: _____
 Province/Region: _____ Country: _____
 Contact Name: _____ Tel No: _____

5. To (Receiver)
 Name: _____
 Address: _____
WE CANNOT DELIVER TO PO BOX NUMBERS
 City: _____ Postal/Zip Code: _____
 Province/Region: _____ Country: _____
 Contact Name: _____ Tel No: _____

6. Delivery Address (if differs from receiver's address above)
 Name: _____
 Address: _____
WE CANNOT DELIVER TO PO BOX NUMBERS
 City: _____ Postal/Zip Code: _____
 Province/Region: _____ Country: _____
 Contact Name: _____ Tel No: _____

7. Dangerous Goods (Cross correction)
 Does this consignment contain any dangerous goods? Yes No
 If yes, please call for Customer Service.
CARRIAGE OF THIS CONSIGNMENT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE INVOICE.
 Your Signature: _____ Received by TNT: _____

8. Services (Cross out boxes to select a Service)

Service	Prepaid	Non-Prepaid	Recipient
Special Express	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.00 Express	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.00 Express	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.00 Express	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Express	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economy Express	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Options (Cross boxes)
 Priority
 Insurance

10. Special Delivery Instructions (Reserved for your instructions if required)

11. Goods Descriptions (If available please complete section 11)

General description <small>Please give full details for commercial invoice</small>	Number of		Weight		Dimensions		
	Units	Boxes	Kilos	Grams	Length	Width	Height
pls fill in							
Total No.							
Total							

12. Dutiable Shipment Details (Complete for dutiable consignments)
 Receiver's VAT / TIN / ETR / PRST No. _____

SENDER'S COPY
 Please keep for Reference

Appendix 2

TNT website: www.tnt.com

TNT EXPRESS Agency - Central Call Center in different Country:

GERMANY:

http://www.tnt.de/C1257442002D0760.nsf/html/ueber_uns_presse.html

AUSTRIA:

http://www.tnt.com/express/de_at/site/home/support/contact_help_desk.html

ITALY:

http://www.tnt.it/it/customer/numero_unico.shtml

FRANCE:

http://www.tnt.fr/Centres_et_depots_TNT.pdf

SWITZERLAND/French:

http://www.tnt.com/express/fr_ch/site/home/services/express_delivery_services/freight.html

SWITZERLAND/Germany:

http://www.tnt.com/express/de_ch/site/home/Services/express_delivery_services/freight.html