



Appendix 2: Forwarding process for small shipments

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

The service provider for CEP in the region Asia/Pacific, South America and North America will be nominated local. In case of doubt please contact your commissioning ZF site.

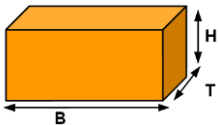
If ZF is the freight payer, it is generally indicated on all parcels with the CEP Customer Numbers with ZF receiving plants. The CEP service provider has to be verified with the appropriate receiving plants.

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. If there are several service providers or the site is not mentioned, the responsible service provider has to be adjusted with the receiving plant.

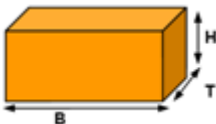


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	National Shipments	International Shipments
Nominated Service Provider	TNT Express	
Notification	<ul style="list-style-type: none"> - Call on country specific delivery hotline (f. e. out of Germany: 01806-900800) - By fax TNT pickup form) - TNT e-solutions (web-or PC-based) 	
Palleted goods	Yes	Yes
ZF Standard service level	Standard	Standard
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
Hazardous goods	Only after prior consultation with service provider	



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	National Shipments	International Shipments
Nominated Service Provider	UPS	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 	
Palleted goods	No	No
ZF Standard service level (UPS service level)	Standard (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	Only after prior consultation with service provider



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	National Shipments	International Shipments																																																							
Nominated Service Provider	DHL																																																								
Notification	<ul style="list-style-type: none"> - Notification by telephone (for Belgium: +32 2 715 50 50) - Online Portal Notification: https://www.intraship-dhl.be/intraship/jsp/LoginDlg1.jsp 																																																								
Palleted goods	Yes	Yes																																																							
ZF standard service level	Standard	Standard																																																							
Lead Time	Delivery for next working day	www.dhl.be																																																							
<p>Time Definite Services</p> <table border="1"> <thead> <tr> <th></th> <th>DHL EXPRESS 9:00</th> <th>DHL EXPRESS 10:30</th> <th>DHL EXPRESS 12:00</th> <th>DHL EXPRESS WORLDWIDE</th> </tr> </thead> <tbody> <tr> <td colspan="5">Weight</td> </tr> <tr> <td>Maximum conveyable piece weight</td> <td>30kg</td> <td>30kg</td> <td>30kg</td> <td>30kg</td> </tr> <tr> <td>Maximum non-pallet piece weight</td> <td>30kg</td> <td>30kg</td> <td>70kg</td> <td>70kg</td> </tr> <tr> <td>Maximum pallet piece weight</td> <td>Not accepted</td> <td>Not accepted</td> <td>1,000kg</td> <td>1,000kg</td> </tr> <tr> <td colspan="5">Dimensions</td> </tr> <tr> <td>Maximum conveyable piece dimensions LxWxH</td> <td>120x80x80cm</td> <td>120x80x80cm</td> <td>120x80x80cm</td> <td>120x80x80cm</td> </tr> <tr> <td>Maximum non-pallet piece dimension</td> <td>120cm</td> <td>120cm</td> <td>300cm</td> <td>300cm</td> </tr> <tr> <td>Maximum pallet piece dimensions LxWxH</td> <td>Not accepted</td> <td>Not accepted</td> <td>120x100x160cm</td> <td>120x100x160cm</td> </tr> <tr> <td colspan="5">Dimensional Weight</td> </tr> <tr> <td>Volumetric calculation factor</td> <td>200 kg/m³ 1/5000 m³</td> <td>200 kg/m³ 1/5000 m³</td> <td>200 kg/m³ 1/5000 m³</td> <td>200 kg/m³ 1/5000 m³</td> </tr> </tbody> </table>				DHL EXPRESS 9:00	DHL EXPRESS 10:30	DHL EXPRESS 12:00	DHL EXPRESS WORLDWIDE	Weight					Maximum conveyable piece weight	30kg	30kg	30kg	30kg	Maximum non-pallet piece weight	30kg	30kg	70kg	70kg	Maximum pallet piece weight	Not accepted	Not accepted	1,000kg	1,000kg	Dimensions					Maximum conveyable piece dimensions LxWxH	120x80x80cm	120x80x80cm	120x80x80cm	120x80x80cm	Maximum non-pallet piece dimension	120cm	120cm	300cm	300cm	Maximum pallet piece dimensions LxWxH	Not accepted	Not accepted	120x100x160cm	120x100x160cm	Dimensional Weight					Volumetric calculation factor	200 kg/m ³ 1/5000 m ³	200 kg/m ³ 1/5000 m ³	200 kg/m ³ 1/5000 m ³	200 kg/m ³ 1/5000 m ³
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Service providers by plant			
Plant	unpalletted goods	palletted goods	weight limit for unpalletted goods
Auerbach			15 kg
Bayreuth			15 kg
Friedrichshafen			15 kg
Saarbrücken			
Brandenburg			
Berlin			
Ahrweiler			
Eitorf			
Troisdorf			
Kláštorec (CZ)			15 kg
Kreuztal			15 kg
Lommel (BE)			
Bielefeld			
Wagenfeld			15 kg
Passau			
Thyrnau			
Bremen_Div.-C			15 kg
Bremen_ZF Services			
Damme			15 kg
Dielingen			15 kg
Diepholz			15 kg
Gotha			
Schweinfurt_ZF Services			
Schweinfurt_Div.-E/P/C/T			

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