

Versandanweisung für „ab Werk / FCA“ Lieferungen an Microdyn-Nadir Deutschland

Für „ab Werk / FCA“ Lieferungen an Microdyn-Nadir Deutschland
Lieferadresse Kasteler Straße 45 Building B245 65203 Wiesbaden
wurden folgende Dienstleister nominiert:

- für Pakete national und international : DHL Express
- für Paletten innerdeutsch: IDS Verbund
- für Paletten aus Europa: Dachser
- für Überseesendungen (Luft- und Seefracht) Agility

Auf den folgenden Seiten erhalten Sie Detailinformationen zur Anmeldung bei dem einzelnen Dienstleistern.

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Anlieferungen Paletten Deutschland:	Seite	7
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Anlieferungen Übersee:	Seite	9

Generelle Rückfragen richten Sie bitte an:

MANN+HUMMEL Sachgebiet Frachten
Frau Elke Ertl
Tel.: ++49 (0) 8732 20 -5230
E-Mail: elke.ertl@mann-hummel.com

Folgende Mindestangaben sind für die Abholung aufzugeben:

- Vollständige Ladeadresse
- Vollständige Entladestelle
- Anzahl, Art und Abmessungen sowie Bruttogewicht des/der Packstücks/-stücke
- Ladezeiten

Achtung:

Mehrkosten, die durch die Nichteinhaltung dieser Anweisung entstehen, wird Microdyn-Nadir an Sie zurückbelasten.

A) Paket Lieferungen national und international

Versand via DHL Express – für Sendungen bis 31 kg bzw. 0,16 cbm

Key Account Manager DHL Express:

Mr. Peter Lähr

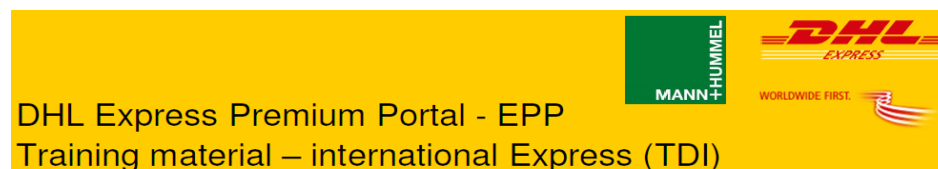
E-Mail: peter.laehr@dhl.com

oder

Sales Support Assistant:

Mrs. Carmen Mazar

E-Mail: carmen.mazar@dhl.com



Step 1: login in + shipper address

Access without login + password – please click on the link below!

(Please copy the full URL into your web browser. We recommend “Mozilla Fire Fox” for EPP)

<https://myepp.dhl.com/gw/premiumweb/public/Login.action?userName=MHL12&userPass=MHL.12>

DHL Express Premium Portal

Shipment information

Address data

Sender	Receiver
Company*	Company*
XVZ Ltd.	
Additional Address	Address information
Street* / House number*	Street* / House number*
Test 12	
Zip code* / City*	Zip code* / City*
75001 Paris	
Country*	Country*
France	Germany
Phone*	Name*
1234567890	
E-Mail*	Phone*

There are several consignee addresses of Mann+Hummel in Germany, which could be chosen by clicking on the loupe

Fill in your complete shipper address with phone number and e-mail address

Step 2: Mann+Hummel - consignee address selection

DHL Express Premium Portal

Create Shipment
Postcode search / Transit Times
Logout

Shipment information

Address data
 Schöner
 Company*
 XYZ Ltd
 Additional Address
 Street / House number*
 12
 Zip code / City (*)
 75001 Paris
 Country*
 France
 Phone*
 123456789
 E-Mail*
 test@xyz.de

Pick up
☐ Regular pick up / Pick up request later today
☒ Pick up request

Address book

Search criteria

Cancel Update

Search results

Company	Additional Address	M & H Nummer	Street/No.	Zip code/City	actions
Mann+Hummel Automotive GmbH	AJOC	Grubenweg 22	39067 Bad Harzburg	DE	Details Resume
Mann+Hummel GmbH	IMUL	Göhrsenstr. 45	71636 Ludwigsburg	DE	Details Resume
Mann+Hummel GmbH	IMSP	Bruchweg 15	67346 Speyer	DE	Details Resume
Mann+Hummel GmbH	IMWK	Kelbacher Str. 31	84183 Vorkdorf	DE	Details Resume
Mann+Hummel GmbH	IMWS	Friedrich-Engels-Str. 157	96515 Sonneberg	DE	Details Resume
Mann+Hummel GmbH	CEVA IMSP	Druckstr. 56	67346 Speyer	DE	Details Resume
Mann+Hummel GmbH			84100		Details

After the click on the loup you will find the overview of all relevant Mann+Hummel addresses in Germany.

Please click on „Resume“ of the suitable address you would like to ship.

Step 3: Pickup and define a shipment

Pick up request

Please choose „Pick up request“ if you would like to raise a pickup booking together with your shipment request:

Pick up

☐ Regular pick up / Pick up request later today
☒ Pick up request

Pick up at
 Wed 15.10.2014

Pick up location*
 Gate 2, Warehouse A

☐ Different pick up address

Content

Short Description*
 samples of oil filters

Pieces

Number of pieces 1

Length (cm)	Width (cm)	Height (cm)	Weight (kg)
50	50	20	7,5

Discard input Next

Pickup can requested for the same day
 Please specify the pickup location!!
 (Gate, Warehouse, Building, Department, etc.)

Please in shipment description, the box number(s),
 Measurement(s) and weight(s)
 – please click on the relevant white fields.

Please click on „Next“
 after complete acquisition.

Step 4: Book shipment

Create a shipment

Entered shipments

Sender
XYZ Ltd.
Test 12
FR 75001 Paris
Phone: 1234567890
E-Mail: test@test.de

Receiver
Mann+Hummel GmbH
Sandra Gleich
Grönerstr. 45
DE 71636 Ludwigsburg
Phone 07141/98-3478
E-Mail: sandra.gleich@mann-hummel.com
M & H Nummer MHLB

Pick up
pick up on: Wed 15.10.2014
Pick up location: Gate 2, Warehouse A

Number of pieces
1 Pieces

Product selection

Product
☐ EXPRESS WORLDWIDE

Delivery until
Thu 16.10.2014 end of day

Mann+Hummel Order-No./Bestell-Nr.
Reference: ABC12345

Please check/modify the pick up time window!
pick up on: Wed 15.10.2014 From 16:00 To 18:00 Hour

Please enter your !!Mann+Hummel Order-Number!!, which is mandatory in the "Reference" field

The pickup time window can be adjusted to 120 min from the latest pickup time.

The latest pickup time depends on the pickup address (zip code)

Finally you can book the shipment

Step 5: Print of shipping label

After the successful booking the shipment details are visible. If you raised a pickup booking together with the shipment the pickup booking reference will be displayed as well. If you would like to check the pickup status or need to cancel the pickup, please contact the DHL customer service at the pickup country and provide this booking reference to identify the right pickup order.

DHL Express Premium Portal

Shipment details

The shipment has been successfully booked (Pick up booking reference 7532).

Shipment details	
Created on	Tue 10.14.2014 11:10 / MHL12
Delivery Date	Thu 16.10.2014 end of day
AWS	6681740413
Content Code	EXPRESS WORLDWIDE EU
Total	8.00 kg
Number of pieces	1
Content	samples of oil filters
Sender	XYZ Ltd. Test 12 FR 75001 Paris E-Mail: test@test.de Telephon: 1234567890
Receiver	Mann+Hummel GmbH Sandra Gleich Grönerstr. 45 DE 71636 Ludwigsburg E-Mail: sandra.gleich@mann-hummel.com Telephon: 07141/98-3478
Reference	ABC12345

Services	
Saturday Delivery	No
Insured value	Not insured

Pick up details	
Pick up at	15.10.2014
Pick up window	16:00 To 18:00 Hour
Pick up location	XYZ Ltd. Test 12 FR 75001 Paris E-Mail: test@test.de Telephon: 1234567890
Pick up location	Gate 2, Warehouse A
Pick up confirmation number	7532

Pieces				
#	Width (cm)	Length (cm)	Height (cm)	Weight (kg)
1	50	50	20	8.00

Label transfer

Mailaddress: test@test.de

Message for the shipper:

Multiple email addresses can be separated by e.g. colon or space.

print of shipping label

Step 6: Print of shipping label Shipping labels

Sample for shipping label

EXPRESS WORLDWIDE		ECX	
EXP 2.1 From: XYZ Ltd. Test 12 75001 Paris France		Origin: CDG	
To: Mann+Hummel GmbH Grönerstr. 45 71636 Ludwigsburg Germany		Contact: Sandra Gleich 07141/88-3478	
DS17 DE-STR-ST3			
Ref Code ABC12345		Date 2014-10-14	Weight 8.0 kg
sample of oil filters		PKGS 1 / 1	
WAYBILL 66 8173 8173			
(2L) DE71836+51000005			

Please print out one label for each piece of your shipment, the following Archive Document can be used to ask DHL Courier to sign the pickup.

Sample label for shipper

* ARCHIVE DOC * Not to be attached to package	ECX	DHL
From: XYZ Ltd. Test 12 75001 Paris France	Original: CDG	
To: Mann+Hummel GmbH Grönerstr. 45 71636 Ludwigsburg Germany	Contact: Sandra Oleich 07141/08-3478	
DE-STR-ST3		
Product: [U] EXPRESS WORLDWIDE () Payment code:	Features / Services:	
Ref Code ABC12345	Shpt Wght: 8.0 kg	# of Pieces: 1
Shipment Date: 2014-10-14		
example of oil filters		
 WAYBILL 66 8173 8173		
License Plates of pieces in shipment JD09051000005240027172		

Label Printing

Customer Service + Tracking + IT support

Customer Service worldwide:

To find the phone number of your local customer service in your country for any support, please use http://www.dhl.com/en/contact_center/contact_express.html and select your country

Tracking a shipment via <http://www.dhl.com/en/express/tracking.html>

Technical support for DHL Express Premium Portal (EPP) via email
(Monday – Friday / 09:00 a.m. to 06:00 p.m.)
resolution.support@dhl.com

- * Use service level "International Express"
- * In field "Shippers Reference" (field "Shipper" above "Firmennamen"): note your / suppliers invoice number
- * in case you need a first contact to DHL Express in your country, use www.dhl.com
Select from the pull down menu "Select your country" =>Go
Here you will find the DHL customer service phone no. by pressing „Contact us”.
- * Time schedule
Shipments within Germany: Avis day A till 2 oclock p.m. => pick up day A – arrival consignee day B
International: see transit time table DHL Express

B) Paletten Lieferungen innerhalb Deutschland

Versand via IDS – für Sendungen national über 31 kg bzw. größer 0,16 cbm

Bitte avisieren Sie Ihre Sendungen über 31 kg bzw. mit Abmessungen größer 0,16 cbm bei IDS.

IDS Logistik GmbH
Saaläckerstraße 8
63801 Kleinostheim

E-Mail: cs@ids-logistik.de

Tel.: ++49 (0) 6027/40903-35 bzw. -34

Vereinbarte Regellaufzeiten bei IDS:

- Stückgut bis 2,5 to bzw. 3 ldm:

Bei Avis Tag A bis 11 Uhr; Abholung Tag A; Zustellung Tag B

Bei Avis Tag A bis 14 Uhr; Abholung Tag B; Zustellung Tag C

- Teil-/ Ladungen über 2,5 to bzw. 3 ldm:

Bei Avis Tag A bis 14 Uhr; Abholung Tag B oder C; Zustellung Tag C

C) Paletten Lieferungen aus Europa

**Versand via Dachser – für Sendungen aus Europa über 31 kg
bzw. größer 0,16 cbm**

Bitte avisieren Sie Ihre Sendungen über 31 kg bzw. mit Abmessungen größer 0,16 cbm bei Dachser.

DACHSER SE
Niederlassung Mintraching
Dachserplatz 1
93098 Mintraching

E-Mail: beschaffung.regensburg@dachser.com
Tel.: ++49 (0) 9406/2840 – 152

Vereinbarte Regellaufzeiten bei Dachser:

Laufzeiten länderabhängig

Bitte Sendungen mindestens 2 Tage vor Abholung an Dachser avisieren

D) Überseesendungen (Luft- und Seefracht)

Bitte avisieren Sie Ihre Überseesendungen bei Agiltiy.

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Heidenkampsweg 82
20097 Hamburg

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Tel. : +49 40 237 13 516