

## Shipping Instructions / Routing Order of the Liebherr Group European Procurement (except Germany) TNT

valid for shipments from Europe (except Germany) to recipients  
in Europe  
and shipments weighing less than 100 kg

Version 1.2

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## 1. Introduction

Biberach, December 2023

Dear Sir / Madam,

These shipping instructions define the process flow for shipment notifications to Liebherr companies and their suppliers for which the recipient Liebherr company is the freight payer. For this purpose, the Liebherr Group utilises various service providers who specialise in the transport of different goods. Please ensure that your shipment is correctly registered with the service provider responsible, in order to avoid delays. You will find a flow diagram for the correct registration of shipments under point 11 "Flow diagram".

We kindly ask you to determine the required information regarding dimensions, weights and stackability with due care and to pass this information on to the respective service providers. Additional costs incurred by exceeding a maximum tolerance of 10% will be charged to you. Please note that all shipments on a single day must be registered collectively per recipient.

Furthermore, we would like to draw your attention to the fact that Liebherr has authorised its logistics service providers to contact you in the event of notifications that are incorrect, insufficient or that deviate from the specified standard.

If such intervention on the part of our service providers does not lead to the desired success, they are required to inform Liebherr of the unsatisfactory situation accordingly.

Any additional costs arising from non-compliance with these shipping instructions will be charged to you – please feel free to contact us if you have any questions.

We thank you in advance for your support.

**Liebherr-Purchasing Services GmbH**  
*on behalf of all Liebherr companies*

## **2. Access to the current version**

Because these shipping instructions will be adapted to the applicable framework conditions and developments within the Liebherr Group in the future, the latest version can be found under the following link:

<https://downloads.liebherr.com/docs/routingorder/Pages/default.aspx>

Please regularly check whether you have the latest version of these shipping instructions. Refer to point 10 “*Version history*” for the changes made in comparison to the previous version.

## **3. Validity**

These shipping instructions are only valid for the following shipments:

Shipment weight < 100kg (packages >70kg must be palletised)

**Loading point:**       Addresses from Europe (except Germany)  
                                  (Billing address is not relevant)  
                                  Delivery conditions: FCA place of dispatch

**Unloading point:**     Addresses in Europe

If your shipment does not satisfy the above conditions, refer to point 9 “*Shipments that are not covered by the shipping instructions*” for information on how to proceed.

## **4. Identification of the correct service provider**

The Liebherr Group utilises various service providers who specialise in the transport of different goods. Please make sure that your shipment is correctly registered with the service provider responsible.

### **Please check whether your shipment satisfies the following conditions:**

1. Loading point in Europe (billing address is not relevant), except Germany
  2. Delivery terms: FCA place of dispatch
  3. Shipment weight < 100kg (packages >70kg must be palletised)
  4. max. package size 2.4m x 1.2m x 1.8m
- If **all conditions are fulfilled**, register the shipment with our service provider **TNT**. For details on this, refer to point 5 “*Process of shipment registration with TNT*”.

If **the first or second condition is not fulfilled**, please observe the instructions set out in point 9 “Shipments that are not covered by the shipping instructions”.

If **the third or fourth condition is not fulfilled**, please observe the instructions set out in point 9 “Shipments that are not covered by the shipping instructions”.

## 5. Process of shipment registration with TNT

### a) Preconditions that must be fulfilled

- ✓ Shipment weight < 100kg (packages >70kg must be palletised)
  - ✓ max. package size 2.4m x 1.2m x 1.8m
  - ✓ Loading point in Europe (billing address is not relevant)
  - ✓ Delivery terms: FCA place of dispatch
- *If at least one of these preconditions is not satisfied, please observe the instructions set out in point 4 "Identification of the correct service provider".*

### b) Addressing the shipment

<b>For LH companies in DE:</b>	<ul style="list-style-type: none"> <li>• Address directly to the respective Liebherr company</li> </ul>
<b>For other unloading points in DE (not a LH company):</b>	<ul style="list-style-type: none"> <li>• Please contact your respective Liebherr company, as the freight payer, to obtain the correct Liebherr customer number.</li> </ul>
<b>For LH companies in:</b> <ul style="list-style-type: none"> <li>• Colmar (France)</li> <li>• Niederhergheim (France)</li> </ul>	<ul style="list-style-type: none"> <li>• TNT Express GmbH for forwarding on to: **Enter Liebherr company** Almendstr. 10 D-79336 Herbolzheim</li> </ul>
<b>For LH company in:</b> <ul style="list-style-type: none"> <li>• Nenzing (Austria)</li> </ul>	<ul style="list-style-type: none"> <li>• TNT Express GmbH for forwarding on to: Liebherr-Werk Nenzing GmbH Böttgerstraße 18 D-89233 Neu-Ulm</li> </ul>
<b>For all other LH companies in Europe:</b>	<ul style="list-style-type: none"> <li>• Address directly to the respective Liebherr company</li> <li>• <b>All required export papers must be attached directly and securely to the shipment goods (see point 5c)).</b></li> </ul>

- *If the LH receiving company, you require is not listed, please get in touch with your Liebherr point of contact.*

### c) Instructions for filling in the required documents

- One TNT consignment note must be completed per shipment. Please note that all shipments on a single day must be registered collectively per recipient.
- The Liebherr order and supplier number must be entered in the consignment note field "Shipment reference".
- You will find the required Liebherr customer number at TNT under point e), this must be entered.
- Please select "Receiver Pays" as the payment condition for shipments from Europe (except Germany), and "Economy Express" as the standard transit time (**without time specification**). All other types of service must be agreed in advance with the respective Liebherr company. Additional costs incurred without prior agreement will not be accepted.

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- All required export documents for shipments within the EU must be attached directly and securely to the goods to be shipped.
  - On the package:
    - Consignment notes
    - 3 copies of commercial invoice
  - Handover to the driver:
    - Manifest (have the collection manifest signed by the driver)
    - 1 copy of commercial invoice

For the procedure for deliveries to third countries (inside Europe), please refer to point 8 “Customs information”.

## d) Registration with TNT

- You have the following options for registration:
  - **MyTNT** (for further information visit: <http://my.tnt.com>)
  - **Telephone** (you can find your nearest branch at: <https://www.tnt.com> → Select country → Search location)
- To find out the latest registration times for collections by TNT Express on the same working day, visit <https://www.tnt.com> → Select country

## e) Liebherr customer numbers:

<u>Company</u>	<u>Address</u>	<u>Town and postcode</u>	<u>Customer number at TNT</u>
Liebherr-Mischtechnik GmbH	Im Elchgrund 12	88427 Bad Schussenried	<b>70074025</b>
Liebherr-Werk Biberach GmbH	Memminger Straße 120	88400 Biberach an der Riß	<b>70074027</b>
Liebherr-Components Biberach GmbH	Memminger Straße 68	88400 Biberach an der Riß	<b>70500333</b>
Liebherr-Electronics and Drives GmbH	Ernst-Ottenbacher-Straße 2	88400 Biberach an der Riß	<b>30023575</b>
Liebherr-International Deutschland GmbH	Hans-Liebherr-Straße 45	88400 Biberach an der Riß	<b>70291942</b>
Liebherr-Purchasing Services GmbH	Hans-Liebherr-Straße 45	88400 Biberach an der Riß	<b>70270811</b>
Liebherr-Components Deggendorf GmbH	Kreuzäcker 8	94469 Deggendorf	<b>70504570</b>
Liebherr-Werk Ehingen GmbH	Dr.-Hans-Liebherr-Strasse 1	89584 Ehingen/Donau	<b>70074024</b>
Liebherr-Ettlingen GmbH	Hertzstraße 9-15	76275 Ettlingen	<b>70299116</b>
Liebherr-Verzahntechnik GmbH, Werk Ettlingen	Hertzstraße 9	76275 Ettlingen	<b>70236871</b>
Liebherr-Aerospace Lindenberg GmbH, Werk Friedrichshafen	Adelheidstraße 40	88046 Friedrichshafen	<b>70561214</b>
Liebherr-MCCtec Vertriebs- und Service GmbH	Am Neuländer Baggerteich 1	21079 Hamburg	<b>73049188</b>
Liebherr-Verzahntechnik GmbH	Kaufbeurer Straße 141	87437 Kempten/Allgäu	<b>70074026</b>

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Liebherr-Components Kirchdorf GmbH	Liebherrstraße 12	88457 Kirchdorf an der Iller	<b>70552137</b>
	St. Vitus 1	88457 Kirchdorf an der Iller	<b>70668420</b>
Liebherr-Hydraulikbagger GmbH	Liebherrstraße 12	88457 Kirchdorf an der Iller	<b>70074017</b>
Liebherr-Baumaschinen Vertriebs- und Service GmbH	Liebherrstraße 12	88457 Kirchdorf an der Iller	<b>73025772</b>
Liebherr-Logistics GmbH	St. Vitus 1	88457 Kirchdorf an der Iller	<b>70506571</b>
Liebherr-IT Services GmbH	St. Vitus 1	88457 Kirchdorf an der Iller	<b>70436873</b>
Liebherr-Elektronik GmbH	Peter-Dornier-Straße 11	88131 Lindau	<b>70048165</b>
Liebherr-Aerospace Lindenberg GmbH	Pfänderstraße 50-52	88161 Lindenberg/Allgäu	<b>70074023</b>
Liebherr-Verzahntechnik GmbH	Dieselstraße 1	76316 Malsch	<b>30000185</b>
Liebherr-Hausgeräte Ochsenhausen GmbH	Memminger Straße 77-79	88416 Ochsenhausen	<b>70074011</b>
Liebherr-MCCtec Rostock GmbH	Liebherrstraße 1	18147 Rostock	<b>70338832</b>
Other unloading points (not an LH company)			<b>individual<sup>1</sup></b>
Liebherr-France SAS	147, rue du Ladhof	FR-68005 Colmar/Cedex	<b>70331293</b>
Liebherr-Mining Equipment Colmar SAS	49, rue Frédéric Hartmann CS 50038	FR-68025 Colmar/Cedex	<b>70515391</b>
Liebherr-Components Colmar SAS	43, rue Frédéric Hartmann CS 50038	FR-68025 Colmar/Cedex	<b>70564284</b>
Liebherr-Werk Nenzing GmbH	Dr.-Hans-Liebherr-Strasse 1	AT-6710 Nenzing	<b>70088178</b>
Liebherr-Werk Bischofshofen GmbH	Dr.-Hans-Liebherr-Strasse 4	AT-5500 Bischofshofen	<b>2019449</b>
Liebherr-Transportation Systems GmbH & Co.KG	Liebherrstraße 1	AT-2100 Korneuburg	<b>57868</b>
Liebherr-Hausgeräte Lienz GmbH	Dr.-Hans-Liebherr-Strasse 1	AT-9900 Lienz	<b>41004</b>
Liebherr-Werk Bischofshofen GmbH	Högmoos 19	AT-5660 Taxenbach	<b>2019433</b>
Liebherr- Werk Telfs GmbH	Hans Liebherr Strasse 35	AT-6410 Telfs	<b>41005</b>
Liebherr Machines Bulle SA	Rue Hans-Liebherr 7 Case postale 272	CH-1630 Bulle/FR	<b>601155</b>
Liebherr-Romania S.R.L.	Str.Horia closca si crisan nr61 63 et3 Offbuiliding II, J2	RO-75100 Otopeni	<b>000024022</b>
Liebherr-Sunderland Works Ltd.	Ayres quay Deptford Terrace	GB-R4 6DD Sunderland	<b>000520763</b>
Liebherr-Logistics GmbH (Broekman Logistics Limburg BV)	Heirweg 2 - 3	NL-6121 RE Born	<b>100016752</b>
Liebherr-Makine Ticaret Servis Ltd. Sti	Yakacik Cumhuriyet Mah E-5 Yan Yol No.39	TR-34870 Kartal	<b>002035848</b>

<sup>1</sup> Please contact your respective Liebherr company, as the freight payer, to obtain the correct Liebherr customer number.



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Liebherr-Makine Ticaret Servis Ltd.	Orhanli Mah. Katip Celebi Cad. No.17	TR-34775 Umraniye	<b>002000376</b>
Liebherr-Russia OOO	Ul. 1-ya Borodinskaya, House 5	RU-121059 Moscow	<b>000010944</b>

The link below leads to further TNT-Customer numbers for European Liebherr companies:

<https://downloads.liebherr.com/docs/routingorder/Pages/default.aspx>

- *If the LH receiving company, you require is not listed, please get in touch with your Liebherr point of contact.*

## 6. Transit times

The transit times and service type (Economy Express) can be checked in advance on the TNT website via the following link <https://www.tnt.com> (→ Select departure destination → Select arrival destination).

## 7. Shipment tracking via TNT

After entering the Liebherr order and supplier number in the "Shipment reference" field on the consignment note, the shipment can be tracked using the following link:

<https://www.tnt.com> → Select country → Track & Trace

## 8. Customs information

For deliveries to third countries within Europe, the following shipping requirements must be met:

- On the package:
  - Consignment notes
  - 3 copies of commercial invoice
  - Export accompanying document (from goods value of € 1,000)
- Handover to the driver:
  - 1 copy of commercial invoice
  - Export accompanying document (from goods value of € 1,000)
  - Manifest (have the collection manifest signed by the driver)

### 1. Commercial invoice / pro forma invoice

A correctly issued invoice is essential for seamless export and import customs clearance:

- A commercial invoice is generally produced for a sales transaction
- In the case of a temporary delivery, a pro forma invoice is usually generated

In all cases, a meaningful description of the goods is essential. Please note in this regard that all customs authorities involved must be able to identify the goods you are delivering immediately. The customs authorities do not consider the indication of a customs tariff number in conjunction with a meaningless goods description to be sufficient. It is imperative that the

number of packages / gross weight / net weight / franking and declaration of origin / country of origin also be clearly indicated on the invoice.

## 2. Export accompanying document (EAD)

An export accompanying document (EAD) is required for exports to a third country for goods with a value of EUR 1,000 or more.

## **9. Shipments that are not covered by the shipping instructions**

In the case of shipments that are not fully covered by these provisions, please clarify the procedure directly with your point of contact within the purchasing department of the respective Liebherr company.

## **10. Version history**

Date	Version	Implemented changes	Changes implemented by
01/12/2019	V1.0	Newly compiled	Hugo Binder (LPS), Tobias Winterhalder (LPS)
29/08/2023	V1.1	<ul style="list-style-type: none"><li>5.e Change of address Liebherr-France SAS</li><li>5.e Adding Liebherr-Electronics and Drives GmbH</li><li>5.e Adding Anlieferadresse Liebherr-Logistics GmbH Netherlands</li><li>5.e Adding outside warehouse LBH in Bad Reichenhall</li></ul>	Christian Winter (LPS)
15/12/2023	V1.2	<ul style="list-style-type: none"><li>5.e Deletion outside warehouse LBH in Bad Reichenhall</li><li>5.e Change of address and account number Liebherr-Logistics GmbH Netherlands</li></ul>	Christian Winter (LLG)

## 11. Flow diagram

