



PROCESS DESCRIPTION

DHL EXPRESS PORTAL

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Forecasting & Logistics Contracting

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1 SHIPMENT SIZES

Fronius International GmbH uses defined logistics service providers in the area of procurement logistics depending on the relation and weight range.

Procurement shipments for **parcels up to a maximum of 70 kg** are carried out by DHL Express.

All palletized shipments and shipments over 70 kg are NOT handled by DHL Express.

Palletized shipments are handled by a nominated groupage freight forwarder.

For further information, please contact your known Fronius contact person.

2 DHL EXPRESS PORTAL (EPP)

The following describes how to create a shipment via the DHL Express Portal (EPP).

1. Registration on the portal

The login is carried out with the following user login and password on myepp.dhl.com.

Link: <https://myepp.dhl.com>

The login information is printed at the Fronius - purchase order.

2. Address data

All fields marked with * are mandatory fields.

The sender's address (collection address) must be provided by the supplier.

The receiver address is selected from the predefined Fronius delivery addresses using the "magnifier".

Address data	
Sender  Company* <input type="text"/> Street & House number* <input type="text"/> Additional address 1 <input type="text"/> Adresszusatz 2 <input type="text"/> Zip code* / City* <input type="text"/> <input type="text"/> Country* Austria  Name* <input type="text"/> Phone* <input type="text"/> E-Mail* <input type="text"/> VAT / Tax-ID <input type="text"/> EORI / IOSS EORI  <input type="text"/>	Receiver  Company* <input type="text" value="Fronius International GmbH"/> Street & House number* <input type="text" value="Fronius Straße 5"/> Address information <input type="text" value="Wareneingang Süd - Systemlogistik"/> Additional Address 2 <input type="text"/> Zip code* / City* <input type="text" value="4642"/> <input type="text" value="Sattledt"/> Country* <input type="text" value="Austria"/> Name* <input type="text" value="Direct Procurement"/> Phone* <input type="text" value="+437242 2411470"/> E-Mail* <input type="text" value="officeIBLSAT@fronius.com"/> VAT / Tax-ID <input type="text" value="ATU52614407"/> EORI <input type="text" value="ATEOS1000001180"/>

The VAT number and EORI number is required for imports from non-EU countries.

3. Pick up

The desired pick up date is selected by the supplier. (Pick-ups are only possible on working days)

Pick-up location: Mandatory (e.g. outgoing goods, receipt, ...)

Optionally, a pick up address differing from the sender address can be entered.

Pick up
Pick up date <input type="text" value="Mon 07.12.2020"/> 
Pick up location* <input type="text"/>
Abholanweisungen <input type="text"/>
<input type="checkbox"/> Different pick up address

4. Contents / package

Content description (Electronic component, screws, ...)

The number of pieces must be selected.

NOTE: The dimensions and weight do not have to be specified exactly. This information is only a guide for DHL. All packages are automatically re-measured and weighed by DHL.

When all data have been entered correctly, click on "Next".

Content description			
Content description*			
<input type="text"/>			
Pieces			
Number of pieces			
1 ▼			
Length (cm)	Width (cm)	Hight (cm)	Weight (kg)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="▶ Discard input"/>			<input type="button" value="▶ Next"/>

5. Create shipment

The product selection is already predefined by Fronius:

Outside of Europe: Express Worldwide

Within Europe: Economy Select

Within AT: Express Domestic

The Fronius order number must be defined as a reference.

If desired, the predefined time window can be limited to at least 180 minutes.

When all the details have been entered correctly, click on "Book shipment".

Product selection	
Product	Delivery until
<input checked="" type="radio"/> EXPRESS DOMESTIC	Thu 10.12.2020

Bestellnummer
Customer reference* <input type="text"/>

Please check/modify the pick up time window!
<small>The earliest pick up time may vary from the displayed time below. Please enter 10:00 o'clock as earliest pick up time to ensure a successful pick up. The latest time a pick up request can be made for a collection today is 14:30. Please allow at least a 180 minute window for your collection to take place. The latest pick up time for today is 16:30.</small>
Pick up date: 09/12/2020 From <input type="text" value="8"/> : <input type="text" value="00"/> To <input type="text" value="16"/> : <input type="text" value="30"/> Hour

6. Shipment Details

The following message is displayed when the collection is successfully created:

"The shipment and pickup has been successfully booked".

If necessary, the shipment can be cancelled using the "Cancel" button.

The **shipping label** can now either be printed directly (field "Label download") or sent to any e-mail address. (Field "Send Label")

7. Print shipping label

The Shipping label and the Archive Doc are opened in pdf format and can be printed using a conventional A4 printer or a label printer.

The shipping label must always be attached to the package.

The Archive Doc is only required for customs shipments and must be handed over to the driver.

ATTENTION: The labels must be printed in original size. Otherwise the labels cannot be scanned.

Shipping label:

EXPRESS DOMESTIC		DOM	
<small>ERP 2.1</small>			
From : Fronius International GmbH Fronius Straße 5 Wareneingang Süd 4642 Sattledt Austria		Origin: LNZ	
To : Fronius International GmbH Fronius Straße 5 Wareneingang Süd - Systemlogistik 4642 Sattledt Austria		<small>Contact: Direct Procurement +4372422418757</small>	
AT-LNZ-GTW			
		Day	Time
Ref Code 654654654	Date: 2020-12-09	Pcs/Shtpt Weight	Piece
Test		40.0 kg	1 / 1
 WAYBILL 87 3522 3954			
 (2L) AT4642+46000000			
 (J) J D000 3900 0052 4783 4544			

Archive Doc:

* ARCHIVE DOC *		DOM	
<small>Not to be attached to package</small>			
From : Fronius International GmbH Fronius Straße 5 Wareneingang Süd 4642 Sattledt Austria		Origin: LNZ	
To : Fronius International GmbH Fronius Straße 5 Wareneingang Süd - Systemlogistik 4642 Sattledt Austria		<small>Contact: Direct Procurement +4372422418757</small>	
AT-LNZ-GTW			
Product: [N] EXPRESS DOMESTIC () Payment code:		Features / Services:	
Ref Code 654654654	Shtpt Wght: 40.0 kg	# of Pieces	
Test	Shipment Date: 2020-12-09	1	
 WAYBILL 87 3522 3954			
<small>License Plates of pieces in shipment JD0003900005247834544</small>			
- page 1 of 1 -			

3 FAQ - FREQUENTLY ASKED QUESTIONS

/ The DHL Portal is not displayed in my preferred language?

The language of the DHL Portal is automatically adapted to the language setting of the used internet browser. The following languages are available: English, German, Italian, French, Spanish, Czech and Polish. If the selected browser language is not supported by the DHL Portal, the DHL Portal will be displayed in English.

/ The dimensions and the exact weight are not known.

Approximate information about the dimensions and weight of the shipment is sufficient. All shipments are measured and weighed again by DHL.

/ Clicking on "Next" results in the following error message:



No matching products found.

Error sources:

- Incorrect address data
- The address data should be entered without umlauts. (Umlauts can cause system-related problems).
- If the pick-up address is located on an island, a separate user login may be required. In this case please contact: transport@fronius.com

/ When printing the label, the edges are cut off.

As long as the barcode is not cut off, it will not be a problem. Please adjust the individual print settings.

/ Do you want to change the pickup date or pickup time window after the booking has been completed?

Please contact the national DHL Express Customer Service. Available at www.dhl.com

/ The collection by DHL Express did not take place at the agreed collection time?

Please contact the national DHL Express Customer Service. Available at www.dhl.com

/ Contact for technical questions about the DHL Portal at Fronius International

Phone: +43 7242 241 8757

transport@fronius.com