

## Routing Guide

- Shipments with a total weight of 100 lbs or less, meeting Fedex dimensional requirements should be transported via Fedex small package carrier. [http://www.fedex.com/us/asvm/diebold\\_internal.pdf](http://www.fedex.com/us/asvm/diebold_internal.pdf). \*\*If you are unsure of the FedEx account number, please contact your Diebold Buyer or Rainy Duskey, Logistics Admin for information [rainy.duskey@diebold.com](mailto:rainy.duskey@diebold.com).
- Any priority shipment MUST be authorized by a Diebold director, plant manager, VP or above and that authorization MUST appear in the reference field by name or internal cost center authorization. Otherwise shipment will be charged back to the supplier.
- All shipments over 100 lbs should be shipped as freight via the Menlo Routing Center. For less than truckload shipments, weighing less than 24k lbs and less than 28 feet of trailer space can be set up via your Menlo web access or contacting Menlo at 877-55MENLO(63656) or e-mail [MLGDBDOps@menloworldwide.com](mailto:MLGDBDOps@menloworldwide.com).
- For all priority freight shipments requiring movement expedited, dedicated ground, via air or for truckload shipments weighing 24,000 lbs or more taking over 28 feet of trailer space, please contact Menlo at 877-55MENLO(63656) or email at [MLGDBDOps@menloworldwide.com](mailto:MLGDBDOps@menloworldwide.com). A 12-digit cost center code and 2 digit reason code are required.

International shipments weighing less than 45 Kg total are to be transported via DHL Express when a Diebold location is paying the freight charges. Shipments weighing more than 45 Kg are to be transported via Menlo Worldwide International routing Center at email: [import\\_export@menloworldwide.com](mailto:import_export@menloworldwide.com) or phone in the US 248-648-6175.

**Exception: Diebold Procomp Brazil only uses FEDEX for small package shipments. They use their own forwarders for larger shipments.**

**If Diebold is not paying the freight charges then route via the customer's preferred carrier.**