

**Quick overview of the procedure for shipment inside the EU per TNT-Fedex
via our customer number 070302345**

(*) 3 employees can ship via TNT: Anette Goebel, Heinz Mahler, Zoya Hadzhieva)

! First of all, Prof. Boccaccini has to allow the shipment !

1. Enter the shipment via TNT website: www.tnt.com/express/de_de/site/home.html
(*) 3 employees can ship via TNT: Anette Goebel, Heinz Mahler, Zoya Hadzhieva) and fill in the address and so on (we need the complete address, a contact person, phone number, email-address, weight, dimensions don't forget to give in a room number for the pickup ("Abholhinweise für den Fahrer"))
2. Print out the forms for the sending you get from TNT-FedEx (3 prints):
 - > address label (cut it out and glue it on the package)
 - > Detailed Manifest (2 x 1 page)
 - > sign ("Sender's Signature" with date) all print outs
3. Give the package with the 2 "Detailed Manifest" to the TNT employee (-> the TNT courier counter-signs 1 document and takes the other one with him.
4. Give the document to the secretary:
 - > "Detailed Manifest" and an info who's sent the package