

Routing Guide Domestic North America

- Shipments with a total weight of 100 lbs. or less (and containing no palletized material), meeting FedEx dimensional requirements should be transported via FedEx small package carrier. **If you are unsure of the FedEx account number, please contact your Diebold Buyer.
- 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 charge code authorization. Otherwise shipment will be charged back to the supplier.
- All shipments over 100 lbs. and/or palletized should be shipped as freight via the XPO Logistics (formerly Menlo) Routing Center via your XPO (formerly Menlo) web access or contacting XPO Logistics (formerly Menlo) at 877-556-3656 or e-mail SCDBLOps@xpo.com.
**Priority or dedicated shipments will require an 18-digit (R12) charge code and a 2-digit reason code for authorization.
**Note: Manifest/BOL should read XX cartons on XX pallets.

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 from China and Hong Kong to US will be transported via DHL Express up to 120 Kg.

Shipments weighing more than 45 Kg* are to be transported via Expeditors. Contact your local Expeditor office. Contact information can be found at <http://www.expeditors.com/office-locations/index.asp>.

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.