

SMT Solutions
ASMPT GmbH & Co. KG

Florian Schoenweitz
ASMPT SCM L M

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01.03.2026

**Routing Order plant supply for ASMPT SMT
Germany - Hungary - UK - Singapore - Malaysia**

Dear valued Supplier,

For purchased material based on the currently agreed Incoterms and the associated freight responsibility on the part of ASMPT, we ask you to observe the following information and shipping instructions.

Documents accompanying the goods:

The ASMPT PO number as well as the complete shipment details for dispatch must be stated on all documents accompanying the goods.

- Delivery note; Packing list; Proforma invoice (Customs invoice); Export declaration
(*Number of packages, Weights, Dimensions; Content; ASMPT PO#; etc.*)

Special service and courier:

Special and express deliveries are only to be released by ASMPT. Scheduling for collection and delivery takes place via ASMPT and supplier.

Please note:

- The supplier must ensure that the packaging is neat and suitable for the mode of transport.
- All packages must be properly labeled for clear identification.
- Any information and declaration about the insurance coverage at transport is not relevant.
- If the supplier is responsible for transport costs, e.g. in the event of a warranty claim, the latter is obliged to commission his service provider and deliver to ASMPT on time. The requirements and information on documents accompanying the goods remain unchanged.
- In the case of deliveries which contain dangerous goods, the supplier is obliged to provide the freight forwarder with the dangerous goods data required by law when placing the order. The supplier is also responsible for the legally compliant packaging, labeling and documentation for the respective mode of transport.

ASMPT GmbH & Co. KG • Rupert-Mayer-Strasse 48 • 81379 Munich • Germany • Phone +49 89 20800-0 • smt.asmpt.com

Registered office: Munich, Germany; Commercial registry: Munich HRA 120184
General Partner: ASMPT GmbH; Managing Directors: Josef Ernst, Mike Moehlheinrich
Registered office: Munich, Germany; Commercial registry: Munich HRB 174601

 asmpt.com

ASMPT nominated carrier/forwarder to our global sites:

		to ship to				
		ASMPT DE	ASMPT HU	ASMPT UK	ASMPT SG	ASMPT MY
up to 60 kg	Domestic	DHL Express	**ASMPT	DHL Express	Self delivery	**ASMPT
	*EU		DHL Express			
Third Country	Domestic	↓	**ASMPT	TNT	Self delivery	**ASMPT
	*EU		DBSchenker			
above 60 kg	Domestic	↓	**ASMPT	**ASMPT	**ASMPT	**ASMPT
	*EU		TNT			
Third Country	Domestic	↓	**ASMPT	**ASMPT	**ASMPT	**ASMPT
	*EU		DBSchenker			
LTL / FTL	Domestic	↓	**ASMPT	**ASMPT	**ASMPT	**ASMPT
	*EU		DBSchenker			

*EU incl. CH; UK; NO
 **ASMPT - please ask the local logistics
 all kg data relate to the total chargeable weight

Ship to address: *according to the order from ASMPT*

Calculation of chargeable weight per package:

Length (cm) x Width (cm) x Height (cm) : 5.000 (Vol. Factor)
*Example: 60 x 50 x 40 cm : 5.000 = effective 12,0 kg; chargeable **24,0 kg***

ASMPT Logistics Contact:

ASMPT Germany:	Mr. Florian Schoenweitz +49 89 20800 54843	florian.schoenweitz@asmpt.com
ASMPT Hungary:	Ms. Eva Grosz +36 30 268 7991	logistics.hu@asmpt.com
ASMPT UK:	Ms. Yasmin Nurrish +44 7825 677 502	yasmin.nurrish@asmpt.com
ASMPT Singapore:	Mr. James Lim +65 6877 3848	james.lim@asmpt.com
ASMPT Malaysia:	Ms. Suganya Paramavather +607 253 3500 23543	suganya@asmpt.com

Forwarder Contact Details:

To commission the service provider, please notify our forwarding agent of all relevant data. Please use the attached contacts and Shipping Links, specifying and considering the respective mandatory fields.

	LTL up to 3.000 kg	FTL above 3.000 kg
EMONS	service.asm@emons.de	charter.muenchen@emons.de
DBSchenker to DE	muenchen.procure@dbschenker.com	muenchen.direct@dbschenker.com
DBSchenker to HU	hu.sm.bud.booking-inbound@dbschenker.com	dora.budai@dbschenker.com dorina.szabo@dbschenker.com
	Air- and Ocean Freight	
CEVA / DSV	see ANNEX	
Shipping Link:	ASMPT @ DHL	Supplier Passcode: ASMPT2026

If you have any further questions, please contact your responsible purchaser at ASMPT.

Mit freundlichen Grüßen / With best regards,
Florian Schoenweitz

Global Logistics Manager

ASMPT enabling the digital world

ASMPT GmbH & Co. KG

SCM L M

Rupert-Mayer-Str. 48

81379 Munich; Germany

<https://smt.asmpt.com/en/company/suppliers/>

ANNEX:

- CEVA Contact Matrix
- DSV Contact Matrix
- MyDHL+ Manual

Country: Germany

Airfreight	Seafreight	Address
<p>Name: Renz Christoph Phone: 49 89 901088 200 Mobile: 49 160 9052 8797 eMail: christoph.renz@cevalogistics.com</p> <p>Name: Schaefer Rabea Phone: 49 89 901088 213 Mobile: eMail: rabea.schaefer@cevalogistics.com</p> <p>Name: Stadler Yvonne Phone: 49 89 901088 224 Mobile: eMail: yvonne.stadler@cevalogistics.com</p>	<p>Name: Laekamp Markus Phone: 49 89 901088 400 Mobile: 49 170 457 49 24 eMail: markus.laekamp@cevalogistics.com</p> <p>Name: Beer Edith Phone: 49 89 901088 441 Mobile: eMail: edith.beer@cevalogistics.com</p>	<p>Ceva Air & Ocean GmbH Suedallee, Cargo Modul G/2 85356 Munich Airport</p>

Country: Singapore

Airfreight	Seafreight	Address
<p>Name: Mark Dorna Phone: 65 9772 4022 Mobile: eMail: dorna.mark@cevalogistics.com</p> <p>Name: Lee Yan Yong Phone: 65 6419 9429 Mobile: 65 8908 1888 eMail: yan-yong.lee@cevalogistics.com</p> <p>Name: Poh Gerald (Sales) Phone: 65 9772 4022 Mobile: eMail: gerald.poh@cevalogistics.com</p>	<p>Name: Suleiman Salima Phone: 65 9772 4022 Mobile: eMail: salima.suleiman@cevalogistics.com</p> <p>Name: Poh Gerald (Sales) Phone: 65 9772 4022 Mobile: eMail: gerald.poh@cevalogistics.com</p> <p>Group Email: sin.ht-gam-se@cevalogistics.com</p>	<p>Ceva Logistics Solution Singapore Ltd. 8 Changi Business Park Avenue 1 # 05-51 Saingapore 486018</p>
<p>Group Email: sin.asm@cevalogistics.com sin.airpre@cevalogistics.com</p>		

Country: China

Airfreight	Seafreight	Address
<p>Name: Zhang Shirley Export Phone: 86 21-20350759 Mobile: eMail: shirley.zhang1@cevalogistics.com</p> <p>Name: Wang Kelly Import Phone: 86 21-38960360 Mobile: eMail: kelly.wang@cevalogistics.com</p>	<p>Name: Grace Gao Export Phone: 86 021-33950509 Mobile: eMail: grace.gao@cevalogistics.com</p> <p>Name: Zhu Maple Import Phone: 86-2133950794 Mobile: eMail: maple.zhu@cevalogistics.com</p>	<p>CEVA Logistics China Co. Ltd. 3F9-10 Warehouse Pudong Intl. Airport No.355 Hai Tian Yi Road Shanghai 201207 CHINA</p>

Country: Malaysia

Airfreight	Seafreight	Address
<p>Name: Azraei Muhammad Phone: 60 018 783 8314 Mobile: eMail: amilvafarzana.muhammadazraei@cevalogistics.com</p> <p>Name: Nazali Nizzamudin Phone: 60 16 583 9739 Mobile: eMail: nizamuddin.nazali@cevalogistics.com</p>	<p>Name: Badrul-Hisham Najihah Phone: 60 16 583 9739 Mobile: eMail: najihah.badrulhisham@cevalogistics.com</p>	<p>CEVA Malaysia (Air & Ocean) Sdn. Bhd. Ground Floor, Bangunan Ang, No.1 Jalan Jeram - Taman Tasek 80200 Johor Bahru, Johor</p>
<p>Group Email: jhb.airpre@cevalogistics.com</p>		

Country: Hong Kong

Airfreight	Seafreight	Address
<p>Name: Tao William Phone: 852 2765 2000 Mobile: 852 2765 9827 eMail: wiliam.tao@cevalogistics.com</p> <p>Name: Zenobi LI Customer Operation Support Supervisor (Air & Sea) Phone: 852 2765 9146 Mobile: eMail: zenobi.li@cevalogistics.com</p>	<p>Lung Jannie 852 2765 9111 jannie.lung@cevalogistics.com</p>	<p>CEVA Hongkong Ltd. 5/F, Magnet Place Tower 1, 77-81 Container Road, Kwai Chung, NT HongKong, China</p>



HOW TO GUIDE SHIPMENT CREATION WITH SUPPLIER LINK

DHL Express – Excellence. Simply delivered.

DHL
Express

INTRODUCTION

SHIPMENT CREATION WITH SUPPLIER PASSCODE

This How To Guide is aimed at users who want to log in to our shipping platform MyDHL+ and create a shipment without a user account. A link and a supplier passcode are required for this.

What is a Supplier Passcode?

Our business customers can create a unique link and a supplier passcode for each of their suppliers. With this data, suppliers can log in to our MyDHL+ shipping platform and book shipments without authentication. The creation of a MyDHL+ account is not required for the creation of a shipment!

In this How To Guide, we explain how you as a supplier can book a shipment as well as a pick-up by a DHL Express courier. You will receive the link and the supplier passcode for logging in to MyDHL+ in advance from your business partner.



Login to shipping platform with link and supplier passcode



Shipment creation



Optional: Booking a pick-up by DHL Express courier

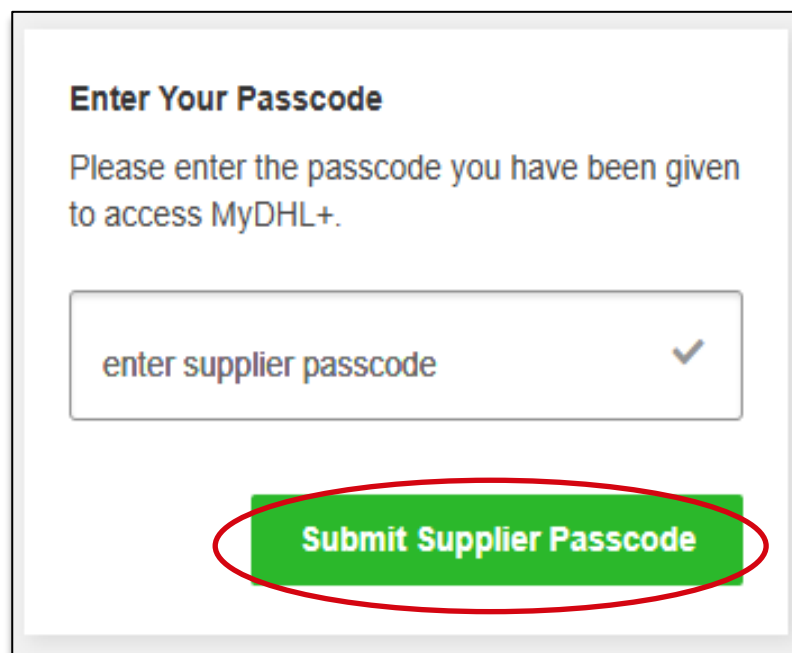


Finalization of shipment creation

SHIPMENT CREATION

LOGIN VIA URL AND SUPPLIER PASSCODE

You have received your link and the corresponding passcode from your business partner via e-mail. Please call up the link and enter the supplier passcode. By clicking on the green button "Submit supplier passcode" you log in to the MyDHL+ shipping platform.



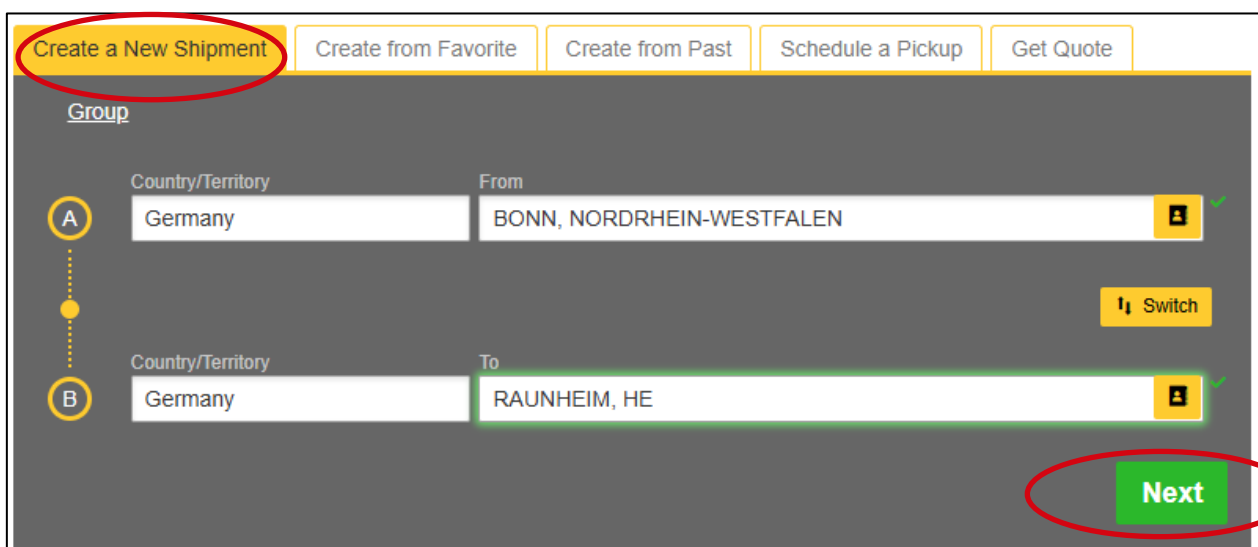
Enter Your Passcode

Please enter the passcode you have been given to access MyDHL+.

enter supplier passcode ✓

Submit Supplier Passcode

You are now on our MyDHL+ shipping platform. Enter the sender and recipient addresses and click on **“Next”**.



Create a New Shipment | Create from Favorite | Create from Past | Schedule a Pickup | Get Quote

Group

A Country/Territory: Germany | From: BONN, NORDRHEIN-WESTFALEN

B Country/Territory: Germany | To: RAUNHEIM, HE

Switch

Next

SHIPMENT CREATION

ENTER ADDRESS AND CONTACT DETAILS

On this page, please enter the **sender and recipient addresses** as well as the **contact details** of you and the recipient. Please click on the green button “**Next**”.

From	To
Name <input type="text" value="First Name and Last Name"/> *	Name <input type="text" value="First Name and Last Name"/> *
<input type="checkbox"/> Business Contact	<input type="checkbox"/> Business Contact
Company <input type="text"/> *	Company <input type="text"/> *
Country/Territory <input type="text" value="Germany"/> ✓	Country/Territory <input type="text" value="Germany"/> ✓
Address <input type="text" value="Heinrich-Bruening-Strasse"/> ✓	Address <input type="text" value="Werrastrasse"/> ✓
Address 2 <input type="text"/>	Address 2 <input type="text"/>
Address 3 <input type="text"/>	Address 3 <input type="text"/>
Postal Code <input type="text" value="53113"/> ✓ City <input type="text" value="BONN"/> ✓ Province <input type="text" value="NORDRHEIN-WESTFA"/> ✓	Postal Code <input type="text"/> * City <input type="text"/> * Province <input type="text"/>
<input type="checkbox"/> Residential Address	<input type="checkbox"/> Residential Address
Email Address <input type="text" value="DHL will send shipment notifications to this email address"/> *	Email Address <input type="text" value="DHL will send shipment notifications to this email address"/>
Phone Type <input type="text" value="Office"/> Code 49 ✓ Phone <input type="text"/> * Extension <input type="text"/>	Phone Type <input type="text" value="Office"/> Code 49 ✓ Phone <input type="text"/> * Extension <input type="text"/>
<input type="button" value="Add Another"/>	<input type="button" value="Add Another"/>
EORI Number <input type="text" value="Enter IOSS in Customs Declaration section"/>	EORI Number <input type="text" value="Enter IOSS in Customs Declaration section"/>
	Type of ID (for Proof of Identity) <input type="text" value="Select One"/>
	Notes about this contact
	<input type="button" value="Next"/>

SHIPMENT CREATION

ENTER SHIPMENT DETAILS

Please select whether your shipment is a **document shipment** or a **shipment of goods**. In the example, the shipment of goods is selected. Please also enter a **description of the contents** of your shipment.

Shipment Details

What are you shipping?

Documents
Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages
Packages are goods, merchandise or commodities for personal or commercial purposes.

Prohibited Items

Some items that are prohibited when shipping to Germany. [View Prohibited Items](#)

Summarize the contents of your shipment (in detail) ?

Provide details in English only

Examples:
For multiple items: 2 Mobile Phones, 3 Women's Shirts, 1 Boy's Jacket
For a single item type: 2 Mobile Phones

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Add Shipment References

Your first reference will appear on your shipping label/waybill. All additional references will not show on shipping

Would you like to book **transport insurance**? Then check the box for "Transport insurance". If you do not want transport insurance, you must uncheck the box.

Please click on **"Next"** once you have completed all the necessary shipment details.

SHIPMENT CREATION

SELECTION OF PACKAGING AND ACCOUNT NUMBER

Please select the packaging in the drop-down menu or manually enter the **packaging size** of your shipment. Please click **"Next"**.

Select Packaging

[Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight	Length	Width	Height
<input type="text" value="Select Packaging"/>	<input type="text" value="1"/>	<input type="text"/> kg	<input type="text"/> cm	<input type="text"/> cm	<input type="text"/> cm

[Save](#) [Copy](#)

Total Packages: 1 Total Weight: --,-- KG [Add Another Package](#)

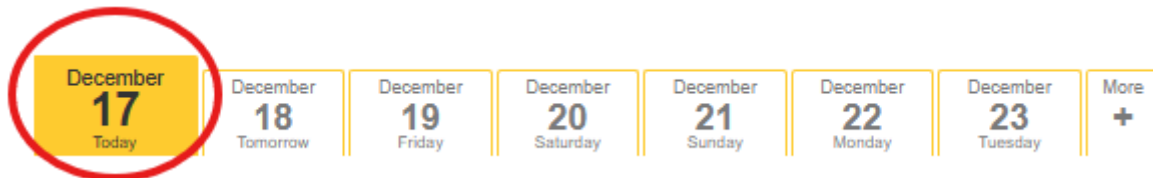
Next

For billing, we need the account number in the next step. Please select the **account number** stored in the drop-down menu. Clicking on **"Next"** will take you to the next page.

SHIPMENT CREATION

PICK-UP & DELIVERY SELECTION

Please indicate when the shipment will be ready for shipment. To do this, select a tag in the row. The **selected day** is **highlighted in yellow**. In the example, it is 17.12.



Please also select the **desired delivery day** and, if applicable, **the delivery time** of your shipment. By clicking on the **"Select"** button, you confirm the delivery day you have selected, including the delivery time.

Delivery Date	Delivered By	Estimated Price	
December 18 Thursday MEDICAL EXPRESS DOMESTIC	9:00	---	Select
December 18 Thursday EXPRESS DOMESTIC 9:00	9:00	---	Select
December 18 Thursday EXPRESS DOMESTIC 10:30	10:30	---	Select
December 18 Thursday EXPRESS DOMESTIC 12:00	12:00	---	Select
December 18 Thursday EXPRESS DOMESTIC	End of Day	---	Select

Note

Your business partner can pre-configure the shipping options available to you, so you only have one or a few shipping options available here.

SHIPMENT CREATION

PICK-UP BOOKING

A DHL Express courier will pick up the shipment from you. On this page, please select the button circled in red to set the **pick-up time window** for the courier. Please specify the specific pick-up time window in the box highlighted in grey. Then click on **"Next"**.

Do you want to schedule a courier pickup?

Shipper will schedule pickup

I will propose pickup date and time

[Assign this shipment to shipper to complete](#)
[Assign this Shipment](#)

DHL will email shipper to confirm date, time and readiness

Important

- DHL will email shipper to confirm date, time and readiness
- Shipper can reschedule or cancel a pickup if there is a conflict with your requested date and time
- Please ensure your shipper will have the shipment and all the paperwork ready at pickup

I'm sending my shipment on **December 18** Tomorrow

Pickup Window – When courier may arrive and shipment is ready

Earliest 7:00 Latest 18:00

7:00 9:45 12:30 15:15 18:00

Please allow longest possible window for your Pickup Window.

Note

You are the sender of the shipment. Therefore, you can ignore the notes in the yellow box.

SHIPMENT CREATION

PROVISION OF SHIPPING DOCUMENTS

Please click on **“Accept and Continue”**.

Shipment Cost Summary

EXPRESS DOMESTIC
Fri, 19 Dec, 2025 - End of Day

Total (VAT included if applicable) ⓘ

Volumetric Weight ⓘ 3,907 kg
Total Weight 5 kg
Chargeable Weight 5 kg

Terms and Conditions



By clicking on Accept and Continue I am agreeing to [Terms and Conditions](#) and declare that this shipment does not include any [Prohibited Items](#).

Accept and Continue

After the Accept and Continue, a new browser window will open. Please click on the green button **“Send documents”**. The label and the pick-up confirmation will then be sent to you by e-mail.

Send Documents to Shipper

Email your documents now or download and email them later.



Label (Waybill) Receipt

☆ Save as Favorite

Your Tracking Number
5991909431
Piece # 1:
JD014600012370176562

Pickup Confirmation Number
PRG251218711809

Pickup Details
Thu, Dec 18, 2025
Between 9:30 am and 6:00 pm

Download Documents
Make sure the pickup will be confirmed

Send Documents
Shipper needs to confirm the pickup

Your shipment is not completed until you have sent your documents to the shipper

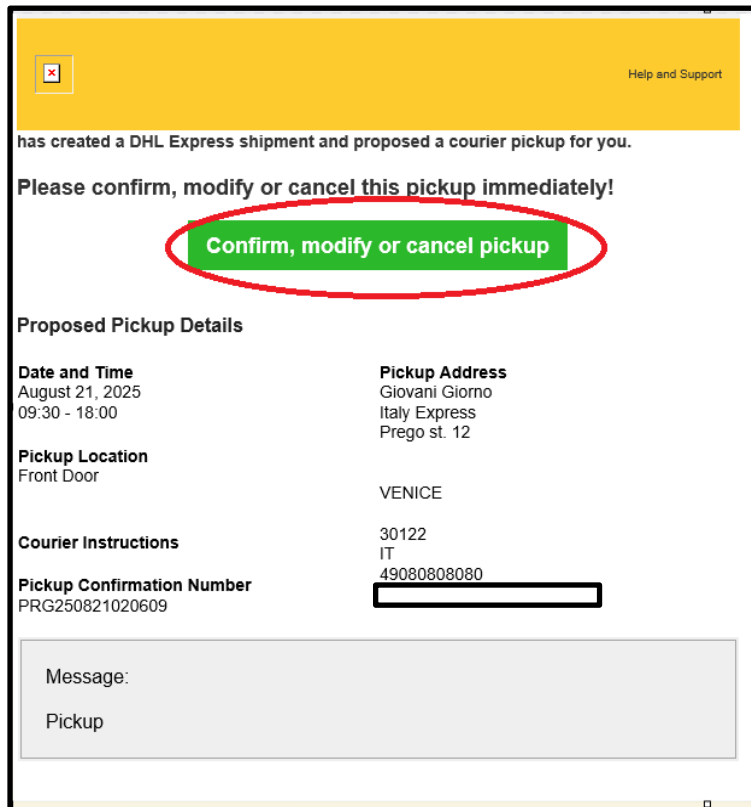
Note

The shipment creation is not complete until you have sent the shipping documents to the sender by e-mail. In this case, you are the sender.

SHIPMENT CREATION

CONFIRMATION OF COLLECTION VIA E-MAIL

You will receive the e-mail with the label as well as the information about your pick-up. Finally, a confirmation of your pick-up booking is required. Please click the green button "**Confirm, modify or cancel pickup**".



A new window will open. Click on the green button "**Confirm Pickup**". This completes the booking.

