



## APPROVAL FORM

### “INTERNAL KN EMAIL ADDRESS FOR EXTERNALS”

**General Email naming convention:**

KN internal email address:      `firstname.lastname@kuehne-nagel.com`

Email address for externals:      `external.firstname.lastname@kuehne-nagel.com`

On special requirements an exception can be granted for giving a KN internal email address to an external employee (PDM: Status “Is non staff member”). This means that colleagues, suppliers or customers are not able to see that the email correspondence is from an external employoc. Exceptions can be made to avoid negative business impact. However, legal and contractual issues have to be taken into account by the national management before approving such cases.

**Process flow:**

(1) National HR / PDM admin creates PDM record for an external → (2) KN superior fills in this request form and sends it to national HR department for getting approval → (4) National HR department gets approval from RP / NM → (5) National HR department sends the signed form to [IT.HR@kuehne-nagel.com](mailto:IT.HR@kuehne-nagel.com) → (6) Corporate PDM support releases KN internal email address and sends acknowledge back to HR → job done.

Form Submitter:

**Email Address:**      `ext.januar.isprijadi@kuehne-nagel.com`

External Employee to be approved:

<b>Lastname:</b>	Isprjadi
<b>Firstname:</b>	Januar
<b>Region Code</b>	SAP
<b>Country Code:</b>	ID
<b>Location Code:</b>	JKT
<b>KN Code:</b>	CZ

Approval

**Approval NM:**

**Date:**

OR

**Approval ZP / NP:**

**Date:**

*Handwritten signature and date*  
3/8/18