



Appendix 5: Location specific forwarding instructions

Valid for location Bielefeld / Division T

Version: 01.08.2011

1. Necessary documents for the good receipt

- Waybill for every goods receipt
- Delivery notes
- Customs documents

2. Requirements for the equipment of the forwarder

- Only sideways (lateral) loading and offloading of canvas cover trucks possible
- No processing of box trucks

3. Requirements for the forwarder

- The delivery has to be in the timeframe listed below
- All trucks have to carry the following equipment when entering the plant
 - Reflective vest (Norm EN 471)
 - Safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345)

All passengers have to wear the reflective vest and safety shoes when leaving the truck.

4. Contact

Function	Name	Phone	Fax
Logistics management	Mr. Jürgen Palupski	(+49521) 41703-19	- 770019
Inbound	Mr. Kratky	(+49521) 41703-241	- 770241
Dispatch	Mr. Grübel	(+49521) 41703-21	- 34
	Ms. Vogel	(+49521) 41703-25	- 34
	Mr. Starck	(+49521) 41703-23	- 34
Reception/ Registration	Ms. Duba	(+49521) 41703-0	
	Ms. Braun		



Appendix 5: Location specific forwarding instructions

5. Opening hours

Goods receipt:

7.00 h - 14.30 h Mon-Thu

7.00 h - 13.30 h Fri

Variations must be arranged with the goods receipt (e. g. in the case of express freight or special freight)