



Appendix 5: Location specific forwarding instructions

Valid for location Bonn / Division C

Version: 01.08.2011

1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill

2. Requirements for the equipment of the forwarder

- Only sideway loading and offloading of canvas cover trucks possible
- No processing of box trucks respectively only after prior consultation
- Delivery of sea containers only possible with prior arrangement.

3. Requirements for the forwarder

- Register off the vehicles at the office.
- Securing of the load has to be done by the driver.
- All passengers have to wear the reflective vest (Norm EN 471) and safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345) when leaving the truck.

4. Contact

Funktion	Name	Telefon 0228 / 3825-	E-Mail
Inbound/dispatch development compound/factory			
	Reinhard Lindner	-287	Reinhard.lindner@zf.com
Goods receiving department/management of empties development			
	Reinhard Lindner	-287	Reinhard.lindner@zf.com
Goods receiving department/dispatch compound factory			
	Reinhard Lindner	-287	reinhard.lindner@zf.com
	Walter Gäntgen	-287	walter.gaentgen@zf.com
	Ahmed Tulun	-287	ahmet.tulun@zf.com
Inbound/ management of empties compound factory			
	Reinhard Lindner	-287	reinhard.lindner@zf.com



Appendix 5: Location specific forwarding instructions

5. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
5606	Trucks up to 7,5 to Friesdorfer Str. 175 53175 Bonn		3	Mon – Fri	8:00 – 15:00 h	delivery time
5605	Friesdorfer Str. 175 Access via Im Bendel 53175 Bonn		5	Mon – Fri	7:00 – 15:00 h	delivery time

6. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
5606	Trucks up to 7,5 to Friesdorfer Str. 175 53175 Bonn		3	Mon – Fri	8:00 – 15:00 h	pick up time
5605	Friesdorfer Str. 175 Access via Im Bendel 53175 Bonn		5	Mon – Fri	7:00 – 15:00 h	pick up time



Appendix 5: Location specific forwarding instructions

7. Directions

