



## Valid for location Bremen / BU ZF Services

Version: 01.08.2011

### **1. Necessary documents for the goods receipt**

- Waybill at least in duplicate
- Customs documents, delivery note, packing list etc. have to be carried
- The driver has to hand out the waybills and delivery notes to the staff in the incoming goods department
- Cartage notes and scanner are not accepted

### **2. Requirements for the equipment of the forwarder**

- Reflective vest ( Norm EN 471)
- Safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345)

### **3. Requirements for the forwarder**

- At the arrival the driver has to report at the goods receipt and has to park the vehicle without constraining other vehicles.
- After the request to enter the factory side, the driver must follow the instructions of the staff in the incoming goods department.
- All passengers have to wear the safety equipment listed before when leaving the truck.

### **4. Offloading/Loading**

- Only back offloading per loading ramp possible, no offloading of delivery van ("Sprinter") possible

### **5. Miscellaneous**

- For Shipments over 10 palettes a notification by telephone with details regarding the amount of packages and weight necessary.
- In addition the "Delivery Specifications" for delivery to ZF Services have to be taken into account. Available at the ZF Website:  
[http://www.zf.com/corporate/en/products/services/organizational\\_documents/specifications\\_delivery\\_packaging/specifications\\_delivery\\_packaging.html](http://www.zf.com/corporate/en/products/services/organizational_documents/specifications_delivery_packaging/specifications_delivery_packaging.html)



## Appendix 5: Location specific forwarding instructions

### 6. Contact

Function	Name	Phone +49421/8308 -	E-Mail
Mgt. of empties	Ms. Ziegenfuß	- 343	<a href="mailto:Simona.ziegenfuss@zf.com">Simona.ziegenfuss@zf.com</a>
Inbound	Mr. Grohn	- 341	<a href="mailto:Michael.grohn@zf.com">Michael.grohn@zf.com</a>
Inbound	Mr. Seebeck	- 354	<a href="mailto:Mathias.seebeck@zf.com">Mathias.seebeck@zf.com</a>
Dispatch	Mr. Winkelmann	- 340	<a href="mailto:Peter.winkelmann@zf.com">Peter.winkelmann@zf.com</a>

### 7. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Borgwardstraße 16 D-28279 Bremen			Mon – Thu Fri	07.00 – 14.00 h 07.00 – 12.00 h	

### 8. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Borgwardstraße 16 D-28279 Bremen			Mon – Thu Fri	07.00 – 16.00 h 07.00 – 14.00 h	



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### 9. Directions

