



Appendix 5: Location specific forwarding instructions

Valid for location Dielingen / Division C und T

Version: 01.08.2011

1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill
- For custom shipments additional accompanying document T1, trade invoice, Waybill AWB or B/L or CMR, ATR

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

Function	Name	Telefon +495474 / 60-	E-Mail
Logistics	Susanne Bützow	-2730	Susanne.buetzow@zf.com
Inbound			
	Uwe Schwarz	-5040	Uwe.schwarz@zf.com
Dispatch			
	Mario Brinkmeier	-5130	Mario.brinkmeier@zf.com



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5. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Str. 7 32351 Stemwede- Dielingen	2.11	3 and 4	Mon– Fri	6:00 – 21:00 h	custom shipments until 16:30 h

6. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Str. 7 32351 Stemwede- Dielingen			Mon– Fri	7:00 – 20:30 h	

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7. Directions

