



Valid for location Eitorf, Ahrweiler, Troisdorf / Division C

Version: 01.08.2011

1. Necessary documents for the goods receipt

- Waybill for every goods receipt
- Delivery notes
- Customs documents / export documents for delivery via SLC, Troisdorf

2. Delivery

Delivery direct into the factory. Goods receipt is only possible at the goods receiving points specified in the freight documents. Additional expense regarding wrong delivery will be paid for by suppliers.

3. Requirements for the equipment of the forwarder

- Only sideway (lateral) loading and offloading of canvas cover trucks possible
- Exception: Troisdorf only back offloading per loading ramp
- No processing of box trucks

4. Requirements of the service providers

- 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.

5. Special Requirements for Supply Logistic Center, Troisdorf (SLC)

Via the Supply Logistic Center (SLC) ZF consolidates the goods be destined for the overseas branches.

Export documents (EX1/MRN and EUR.1) are required. The supplier/dispatcher is responsible for the preparation. The export documents are attached to the other transport documents.



Appendix 5: Location specific forwarding instructions

6. Contact for Eitorf, Ahrweiler u. Troisdorf

Franz-Josef Müller
Manager Transport/Logistic Center
Phone +492243-12 422
Fax +492243-12 266
e-mail: f.mueller@zf.com

Ulla Niels
SLC Route Management USA / Cross Trade
Phone +492243-12 441
Fax +492243-12 266
e-mail: ulla.niels@zf.com

Manuela Odenkirchen
SLC Route Management Mexico/Cross Trade
Phone +492243-12 410
Fax +492243-12 266
e-mail: manuela.odenkirchen@zf.com

Janine Hundhausen
SLC Customer Service Plant 7019
Phone +492243-12 404
Fax +492243-12 266
e-mail: janine.hundhausen@zf.com

Beate Ottersbach
SLC Route Management Asia / Argentina/
Customer Service Plant 7019
Phone +492243-12 458
Fax +492243-12 266
e-mail: beate.ottersbach@zf.com

Gerhard Steinhauer
SLC Europe Land and Specials / Freight audit
Telefon +492243-12 393
Fax +492243-12 266
e-mail: gerhard.steinhauer@zf.com



Appendix 5: Location specific forwarding instructions

Ingrid Pawlik
SLC Europe Land and Specials / Freight audit
Phone +492243-12 586
Fax +492243-12 266
e-mail: ingrid.pawlik@zf.com

7. Opening hours goods receipt

Goods receipt		Opening hours		Comment
Plant	Location	Working day	Time	
Eitorf	Bogestr. 50 53783 Eitorf/Sieg	Mon – Fri	6:00 – 14:00 h	
Ahrweiler	Max-Planck-Str. 17 53474 Bad Neuenahr- Ahrweiler	Mon – Fri	6:00 – 14:00 h	
RSW	Rhein-Sieg-Werkstätten Im Auel 12 53783 Eitorf	Mon – Thu Fri	8:00 – 14:00 h 8:00 – 13:00 h	
SLC	Supply Logistic Center Camp-Spich-Str. 75 53842 Troisdorf	Mon – Fri	6:00 – 15:00 h	Driver has to register at the control station.
SMC	Modul Center Camp-Spich-Str. 75 53842 Troisdorf	Mon – Fri	6:00 – 15:00 h	Driver has to register at the control station.

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