



Valid for location Friedrichshafen / Division I/T/Z/MA

Version: 01.08.2011

1. Necessary documents for the goods receipt

- The exact name of the good receiving point (factory and gate) has to be mentioned on the waybill.
- Separate Loading equipment (pallet/container) data sheet for each good receiving point
- Cartage note not accepted

2. Requirements for the equipment of the forwarder

- Only sideways loading and offloading of canvas cover trucks possible
- No loading and offloading of box trucks

3. Requirements for the equipment of the forwarder

- Do not paste small part containers and cover plates with routing label
- Shipments have to assort according to the good receiving points
- Delivery and Loading out of the following time slots only in previous consultation be possible.



Appendix 5: Location specific forwarding instructions

4. Contact and opening hours

General office +497541 77-0

Inbound

Plant	Building	Opening hours	Name	Email	DA
		Mon - Fri			
Freight management			Mr. Schulle	christoph.schulle@zf.com	-5750
			Mr. Wiesner	roman.wiesner@zf.com	-5250
Management of empties			Mr. Skopp	stefan.skopp@zf.com	-5143
			Mr. Neuschel	walter.neuschel@zf.com	-5096
ZF Friedrichshafen AG					
I	6	05:30 – 20:30 h	Mr. Reiner	oliver.reiner@zf.com	-3537
I	45	7:00 – 15:00 h	Mr. Hegemann	markus.hegemann@zf.com	-2908
I	48	7:00 – 15:30 h	Mr. Ardemani	thomas.ardemani@zf.com	-4203
II	2	7:00 – 15:00 h	Mr. Machwitz	dieter.machwitz@zf.com	-4780
II	3	6:00 – 15:00 h	Mr. Braun	daniel.braun@zf.com	-5968
II	4	7:00 – 15:00 h	Ms. Diwisch	brigitte.diwisch@zf.com	-5322
II	9	5:30 – 20:00 h	Mr. Göttle	hubert.goettle@zf.com	-5180
			Mr. Hodapp	walter-thomas.hodapp@zf.com	-5581
II	10	7:00 – 15:00 h	Mr. Klotz	thomas.klotz@zf.com	-2935
II	33 south		Mr. Schulz	peter.schulz@zf.com	-4285
Marine					
I	4	7:00 – 15:00 h	Mr. Staggat	klaus.staggat@zf.com	-3283

Outbound

Plant	Building	Opening hours	Name	Email	DA
		Mon – Fri			
ZF Friedrichshafen AG					
I	6	05:30 – 20:30 h	Mr. Reiner	oliver.reiner@zf.com	-3537
I	13	8:00 – 16:00 h	Ms. Senf	beate.senf@zf.com	-2464
I	45		Mr. Mollnau	berthold.mollnau@zf.com	-8433
I	48		Mr. Ardemani	thomas.ardemani@zf.com	-4203
II	3	6:00 – 15:00 h	Mr. Braun	daniel.braun@zf.com	-5968
II	4	8:00 – 16:00 h	Mr. Jäger	martin.jaeger@zf.com	-5323
II	9		Export: Mr. Ochsenreiter	udo.ochsenreiter@zf.com	-5712
			Shift	Verladecenter.W2H9@zf.com	-5903
Means of transport warehouse					
II	33 north	7:00 – 15:00 h	Office	Fax.Nr.: DW – 5462	-5508
Vehicles must be ready for loading before 14:30 h; Jumbotrucks and Megatrailer before 14:00 h					
Marine					
I	4	8:00 – 16:00 h	Mr. Kiwatsch	frank.kiwatsch@zf.com	-8261

Appendix 5: Location specific forwarding instructions

5. Directions

