



Valid for location Passau/ Division I

Version: 01.08.2011

1. Necessary documents for the goods receipt

- All documents (delivery notes 3-copies, loading equipment sheet, etc.) have to be in a closed envelope attached to the waybill
- transport equipment sheet, cartage note are not accepted, separated waybills of every goods receipt is necessary
- All loading equipment are not allowed to be plastered with material envelopes

2. Requirements for the equipment of the forwarder

- Only sideway (lateral) loading and offloading of canvas cover trucks possible
- No processing of box trucks
- Delivery of sea containers only possible with prior arrangement.
- Proper load security devices

3. Requirements for the forwarder

- Additional costs for waiting time for on- and offloading are not accepted
- Offloading which are not in the defined timeframe are only with prior arrangement
- If the delivery to the customer is to late, the costs will be passed to the forwarder
- The forwarder has to notify the ZF immediately, if the delivery date can't be served
- Notification of shipments have to be made on day prior to the transport => Outbound = until 14.00 h



Appendix 5: Location specific forwarding instructions

4. Contacts

| Function | Name | Phone | E-Mail |
|-------------------------------------|----------------------|-----------------|-----------------------------|
| Freight management | Werner Koch | +49851-494-5536 | Werner.Koch@zf.com |
| Mgt. of empties | Lothar Schmid | +49851-494-5314 | Lothar.Schmid@zf.com |
| Inbound | | | |
| - Plant 1, LC-Stahl | Hubert Waligorski | +49851-494-2079 | Hubert.Waligorski@zf.com |
| - Plant 1, Unprod.mat. | Franz Url | +49851-494-7543 | Franz.Url@zf.com |
| - Plant 1, Toolmaking | Helmut Grünberger | +49851-494-2708 | Helmut.Gruenberger@zf.com |
| - Plant 1, Service/Spare parts | Franz Breitenfellner | +49851-494-2867 | Franz.Breitenfellner@zf.com |
| - Plant 1, Service/Shop/Scrap parts | Klaus Atzinger | +49851-494-7554 | Klaus.Atzinger@zf.com |
| - Plant 2, LC Cast | Josef Doblhofer | +49851-494-5303 | Josef.Doblhofer@zf.com |
| - Plant 2, LC Assembly | Michael Buchbauer | +49851-494-5637 | Michael.Buchbauer@zf.com |
| Dispatch | | | |
| - Plant 1, LC-Steel | Hubert Waligorski | +49851-494-2079 | Hubert.Waligorski@zf.com |
| - Plant 1, Service | Kurt Grundmüller | +49851-494-7400 | Kurt.Grundmueller@zf.com |
| - Plant 2, LC-Cast | Josef Doblhofer | +49851-494-5303 | Josef.Doblhofer@zf.com |
| - Plant 2, LC-Assembly | Thomas Pangratz | +49851-494-6048 | Thomas.Pangratz@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 | |
| 1 | Donaustraße 25 94034 Passau | LC-Steel | | Mon – Thu Fri | 07.00 – 11.45 h 12.45 – 15.30 h 07.00 – 11.30 h | |
| 1 | Donaustraße 71 94034 Passau | Service | | Mon – Fri | 08.00 – 12..15 h 13:00 – 15.00 h | |
| 2 | Tittlingerstraße 28 | LC-Cast | | Mon – Fri | 06.00 – 22.00 h | |
| 2 | Tittlingerstraße 28 | LC- Assembly | | Mon – Fri | 06.00 – 22.00 h | |

6. Opening hours outgoing goods

| Outgoing goods | | | | Opening hours | | Comment |
|----------------|--------------------------------|-----------------|------|----------------------|---|---------|
| Plant | Location | Building | Gate | Working day | Time | |
| 1 | Donaustraße 25 94034 Passau | LC-Steel | | Mon – Thu Fri | 07.00 – 11.45 h 12.45 – 15.30 h 07.00 – 11.30 h | |
| 1 | Donaustraße 71 94034 Passau | Service | | Mon – Fri | 08.00 – 12..15 h 13:00 – 15.00 h | |
| 2 | Tittlingerstraße 28 | LC-Cast | | Mon – Fri | 06.00 – 22.00 h | |
| 2 | Tittlingerstraße 28 | LC- Assembly | | Mon – Fri | 06.00 – 22.00 h | |



Appendix 5: Location specific forwarding instructions

7. Directions

