



Valid for location Saarbrücken / Division P

Version: 01.08.2011

1. Necessary additional documents for the goods receipt

- Delivery note
- Waybill in duplicate per supplier and freight receiving office
- Cartage notes are not accepted

The shipping documents must be handed over separately at the freight receiving office.

Waybills for special transportations must be clearly marked "Special Transportation".

2. Short shipment

- Costs caused by short shipments will be charged to the supplier.

3. Delivery or collection

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

4. Package data

- Package data must always be indicated on the waybill in addition to the general freight data, especially if the packages are owned by ZF AG.

5. Schedules for delivery to the customer

- The service provider must observe the specified delivery schedules. Outage costs incurred by the consignee will be charged to the service provider. The service provider must inform ZF if a specified delivery date cannot be observed.



Appendix 5: Location specific forwarding instructions

6. Contact

Function	Name	Phone +49681/ 920	E-Mail
Freight management	Mr. Weidmann	-2860	Josef.Weidmann@zf.com
Freight management	Mr. Rothgerber	-2338	Christian.Rothgerber@zf.com
Mgt. of empties	Ms. Koehler Mr. Becker (Gearbox Pallets)	-4236 - 2475	Sbr-lieferantenleergut @zf.com
Inbound			
- Administration Plant 1	Mr. Speth	-2602	Berhard.Speth@zf.com
- Administration Plant 1	Mr. Göritz	-2587	Holger.Goeritz@zf.com
- Plant 2	Mr. Kirsch Denis	-22356	Denis.Kirsch@zf.com
Dispatch			
- Plant 1, H 5	Ms. Seltz	-2673	Annette.Seltz@zf.com
- Plant 2 Service	Ms. Engel	-2588	Sabine.Engel@zf.com
- Plant 4 DVZ	Mr. Rothgerber	-2338	Christian.Rothgerber@zf.com

7. Receipt of goods / unloading times

Plant 1 Bldg 1 and Bldg. 1 West

Production material

unloading times: Mondays thru Fridays in accordance with the time slot specified

CEP-Service Provider

unloading times: Mondays thru Fridays 07:00 – 14:00 h

Operating supplies

unloading times: Mondays thru Fridays 07:00 – 14:00 h

Customs shipments

Delivery only at Plant 1, Mondays thru Fridays 07:00 – 15:00 h

Plant 1 Bldg. 5

unloading times: Mondays thru Fridays 06:00 – 18:00 h, in accordance with the time slot specified



Appendix 5: Location specific forwarding instructions

Plant 2 Untertürkheimer Straße 4

unloading times: Mondays thru Fridays 07:00 – 17:00 h

8. Shipping offices / loading times

Plant 1 Bldg 5

loading times: Mondays thru Fridays 07:00 – 16:00 h

Plant 2 Untertürkheimer Straße 4

loading times: Mondays thru Fridays 08:00 – 17:00 h

Plant 4 DVZ Hans-Großwendt-Ring 19 66333 Völklingen

loading times: Mondays thru Fridays in accordance with the time slot specified

9. Directions



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