



Valid for location Schweinfurt / Division C, P,T und ZF Sachs Race Engineering GmbH

Version: 01.08.2011

1. Necessary documents for the goods receipt

- Waybill for every goods receipt
- Delivery notes
- Customs documents

2. Requirements for the equipment of the forwarder

- Only sideway (lateral) loading and offloading of canvas cover trucks possible
- No processing of box trucks
- Offloading of sea container only possible at building 603.

3. Requirements for the forwarder

- The delivery has to be in the timeframe listed below
- Vehicle registration
Delivery Plant South: Vehicle registration and receiving transaction at the entrance
- 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.



Appendix 5: Location specific forwarding instructions

4. Contact

Goods receipt: Phone: +499721/98-

Plant/Goods receipt	Name	Phone	Fax	E-Mail
Plant south				
Goods receipt 601D,603A,609A,616A	Mr. Kager Fr. Schneider	2438 8495	4386	hilmar.kager@zf.com jacqueline.schneider@zf.com
Chassis Abl. 08	Mr. Göbel	9902	3791	wilhelm.goebel@zf.com
Raw material-punch	Ms. Stapf	5497	921365	silvia.stapf@zf.com
Raw material-tube	Mr. Landgraf	1798	920223	werner.landgraf@zf.com
Supplier Warehouse				
Chassis Abl. 10	Mr. Schuck	5633	2454	wolfgang.schuck@zf.com
Plant North				
Converter Bau 91	Fr. Schenk Mr. Groß	2492 2492	4805 4805	jessica.schenk@zf.com andreas.gross@zf.com
Operation Abl. 73	Mr. Hamzic	5616	4714	sefik.hamzic@zf.com
Operation Abl. 75	Mr. Handel	1751	4628	andre.handel@zf.com
GKM Abl. 04	Mr. Höhn	2538	3320	gerhard.hoehn@zf.com
Raw material	Mr. Hochrein	5783	920983	arno.hochrein@zf.com
Race				
Logistics	Mr. Leipold	1892	924001	herbert.leipold@zf.com
Freight management				
	Mr. Müller	2249		mueller.u@zf.com
	Mr. Köppl	2559		hermann-josef.koeppl@zf.com
	Mr. Eckert	2557		Alexander.eckert@zf.com
Customs and Foreign trade				
	Ms. Rother	3292		anna-maria.rother@zf.com
	Ms. Naujoks	2253		karin.naujoks@zf.com



Appendix 5: Location specific forwarding instructions

5. Opening hours goods receipt

Goods receipt		Opening hours		Comment
Plant	Location	Working day	Time	
Nord	Ernst-Sachs-Str. 62 97424 Schwienfurt	Mon – Fri.	6:00 – 15:00 h	
Süd	Röntgenstr. 2 97424 Schweinfurt	Mon – Fri.	6:00 – 15:00 h	
LiLa	Hafenstr. 52 97424 Schweinfurt	Mon – Fri.	6:00 – 15:00 h	
Werk2	Johann-Georg- Gademannstr.8 +13 97424 Schweinfurt	Mon – Fri.	6:00 – 15:00 h	

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