



Valid for location Schweinfurt / BU ZF Services

Version: 01.08.2011

1. Necessary documents for the goods receipt

- Waybill at least in triplicate
- Customs documents, delivery note, packing list etc. have to be carried
- The driver has to hand out the waybills and delivery notes to staff in the incoming goods department
- Cartage notes and scanner are not accepted

2. Requirements for the equipment of the forwarder

- Reflective vest (Norm EN 471)
- Safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345)

3. Requirements for the forwarder

- At the arrival the driver has to report to the doorman and to park the vehicle at the assigned parking lots.
- After the request to enter the factory side, the driver must follow the instructions of the staff in the incoming goods department.
- All passengers have to wear the safety equipment listed before when leaving the truck.

4. Offloading/Loading

- Sideway loading and offloading of canvas cover trucks preferred.

5. Miscellaneous

- In addition the “Delivery Specifications” for delivery to ZF Services have to be taken into account. Available at the ZF Website:
http://www.zf.com/corporate/en/products/services/organizational_documents/specifications_delivery_packaging/specifications_delivery_packaging.html



Appendix 5: Location specific forwarding instructions

6. Contact

Function	Name	Phone +499721/475-	E-Mail
Mgt. of empties	Ms. Schneider	-6798	Simone.schneider@zf.com
Mgt. of empties	Ms. Muche	-6754	Nina.muche@zf.com
Inbound	Mr. Ducksch	-6790	Harald.ducksch@zf.com
Inbound	Mr. Lutz	-6796	Dirk.lutz@zf.com
Dispatch	Mr. Schubert	-6816	Steffen.schubert@zf.com
Dispatch	Mr. Balmberger	-6819	Matthias.balmberger@zf.com

7. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Obere Weiden 12 D-97424 Schweinfurt			Mon – Fri	07.00 – 16.30 h	
II	Heidenfelder Str. 6 D-97525 Schwebheim			Mon – Fri	07.00 – 21.00 h	

8. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Obere Weiden 12 D-97424 Schweinfurt			Mon – Fri.	06.00 – 20.00 h	



Appendix 5: Location specific forwarding instructions

9. Directions

