



Appendix 5: Location specific forwarding instructions

Valid for location Thyrnau / Division P

Version: 01.08.2011

1. Necessary documents for the goods receipt

- Loading equipment (pallet/container) data sheet 2-times
- Delivery notes 2-times
- Forwarding order/waybill 2-times

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.

3. Requirements for the forwarder

- All passengers have to wear the reflective vest (Norm EN 471) and safety shoes (DIN EN ISO 20345/obsolete: DIN EN 345) when leaving the truck.

4. Contact

Function	Name	Phone +49851 / 494-	E-Mail
Freight management	Karin Schanzer	4932	karin.schanzer@zf.com
Mgt. of empties	Rosmarie Pfefferl	4080	rosmarie.pfefferl@zf.com
Inbound			
- Plant Thyrnau	EMK Service	4875	Ux1350E.Bereichsarbeitsplatz5@zf.com
Dispatch			
- Plant Thyrnau	EMK Service	4875	Ux1350E.Bereichsarbeitsplatz5@zf.com



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5. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
Thyrnau	Graf-Zeppelin-Str.1 94136 Thyrnau			Mon – Thu Fri	7:00 – 15:45 h 7:00 – 12:00 h	

6. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
Thyrnau	Graf-Zeppelin-Str.1 94136 Thyrnau			Mon – Thu Fri	7:00 – 15:45 h 7:00 – 12:00 h	



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7. Anfahrtsskizze

