



ZF Services North America, LLC <b>INVOICE REQUIREMENT</b>		Updated 03/02/2011
<b>1 Supplier Identification and Contact</b>	a) Supplier Name b) Address c) Contact Person Name d) Contact Person Phone Number e) Supplier Country of Origin	All the information required to contact the supplier.
<b>2 Invoice/Deliver Information</b>	a) Address	All the information required to identify invoice and deliver to address
<b>3 Order Identification</b>	a) Account Number b) Sales Order c) Delivery Note d) Payment Terms e) Due Date	All the information required to identify the order.
<b>4 Totals</b>	a) Total Gross Weight b) Total Value	Information about totals
<b>5 Complete List of Materials</b>	a) ZF Part Number b) Vendor Part Number c) Description /Part Name d) Manufacturer Name e) Quantity f) Country of Origin g) Gross Kg h)Type of Bearing – e.g. ball bearing,... i) Unit of Measure j) Unit Price k) Extended Value	All the detailed information about the material inside the package.
<b>Parts</b>	Country of Origin Marking	.
ZF Services North America, LLC 777 Hickory Hill Drive Vernon Hills, IL 60061-4102 Main: 1 847-478-6868	<b>Accounting contact:</b> Jim.Smith@zf.com + 1 847-478-6860	<b>Logistics contacts:</b> Robert.Marasco@zf.com + 1 847-478-6893 Robert.Edge@zf.com + 1 847-478-6830
ZF Services North America, LLC Terms & Conditions at <a href="http://www.zf.com/na">www.zf.com/na</a> - Products & Services > Suppliers		

**ZF SERVICES NORTH AMERICA, LLC**



Invoice Date:  
 Invoice Number:  
 Your Reference:

**Packing List**

1 a) Supplier Name  
 b) Address  
 c) Contact Person Name  
 d) Telephone  
 e) Supplier Country of Origin

2 **DELIVER TO**  
**ZF Services North America, LLC**  
 777 Hickory Hill Drive,  
 Vernon Hills IL 60061  
 USA

2 **INVOICE TO**  
**ZF Services North America, LLC**  
 777 Hickory Hill Drive,  
 Vernon Hills IL 60061  
 USA

3 a) Account Number:                      b) Sales Order:                                      c) Delivery Note:  
 d) Payment Terms:                      e) Due Date:

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a) ZF Part Number	b) Vendor Part Number	c) Description / Part Name	h) Type of Bearing	d) Manufacturer Name	e) Quantity	i) UOM	g) Gross Weight	f) Country of Origin	j) Price	k) Extended Value

4 **TOTAL GROSS WEIGHT:**                                      **TOTAL VALUE:**