



ZF Services North America, LLC		Updated 12/21/2010
SHIPPING REQUIREMENT		
1 Supplier Identification and Contact	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.
2 Freight Forwarder Information	a) Forwarder Name b) Transport Order Number c) Departure date /Dispatch d) Type of transport: UPS, motor, plane	All the information required to identify freight forwarder and the package.
3 Order Identification	a) Purchase Order Number b) Invoice Number	All the information required to identify the order.
4 Package Dimensions and Information	a) Net Weight- not to exceed 2000 lb b) Gross Weight c) Type of package: carton, crate, pallet d) Package material: wood, cardboard Inscription if wood: Compliant with ISPM 15 e) Height, Width and Length – 42” minimum length	All the information about the package.
5 Complete List of Materials	a) ZF Part Number b) Vendor Part Number c) Description /Part Name (in English) d) Manufacturer Name e) Quantity f) Country of Origin	All the detailed information about the material inside the package.
Parts	Country of Origin Marking	.
ZF Services North America, LLC 777 Hickory Hill Drive Vernon Hills, IL 60061-4102	Call for Delivery Appointments ZF Distribution Center Contact + 1 847-478-6859 MRO Receiving: +1 847-478-6757 Main: + 1 847-478-6868 (dial 0)	ZF Receiving Hours Monday thru Friday 6am-2pm (US Central Time) MRO Receiving Hours M-F 6am-12pm
* Trucks must use west entrance of the building.		
ZF Services North America, LLC Terms & Conditions at www.zf.com/na - Products & Services > Suppliers		



Example Required Information

ZF Services North America, LLC
 777 Hickory Hill Drive,
 Vernon Hills IL 60061
 USA

Packing List

- 1 a) Supplier Name
 b) Address
 c) Contact Person Name
 d) Telephone
- 2 a) Forwarder Name
 b) Transport order nº
 c) Departure Date
 d) Type of transport

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Delivery nº (Packing Slip Number)	Box nº	a) Net/Kg	b) Gross/Kg	c) Type of Packaging and d) Packaging material	e) Dimensions
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a) ZF Part Number	b) Vendor Part Number	c) Description	d) Manufacturer Name	e) Quantity	a) Purchase Order 3	b) Invoice	f) Country of Origin
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