



## Appendix 5: Location specific forwarding instructions

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### Valid for location Lebring / Division C

Version: 27.07.2016

#### 1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill
- Deliveries with missing delivery notes will result in a refusal of acceptance
- Waybill must contain all necessary information for the recording into the tool Assist (credit note procedure)

#### 2. Requirements for the forwarder

- Register off the vehicles at the office.
- 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.

#### 3. Contact

Function	Name	Phone + 43 3182 49095 -0	E-Mail
Freight management	Mr. Longo	-325	christian.longo@zf.com
Empties	Ms. Zach	-425	christine.zach@zf.com
Goods receipt			
Shift supervisor	Mr. Liebmann	-320	johann.liebmann@zf.com
Shift supervisor deputy		-319	
Outgoing goods			
Shift supervisor	Mr. Liebmann	-320	johann.liebmann@zf.com
Shift supervisor deputy		-319	
Disposition			
	Ms. Strametz	-423	sonja.strametz@zf.com
	Mr. Klöckl	-318	franz.kloeckl@zf.com



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### 4. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	ZF Lemförder Achssysteme GmbH Parkring 1 8403 Lebring/ Österreich			Mon – Fri	8:00 – 18:00 h	

### 5. Opening hours outgoing goods

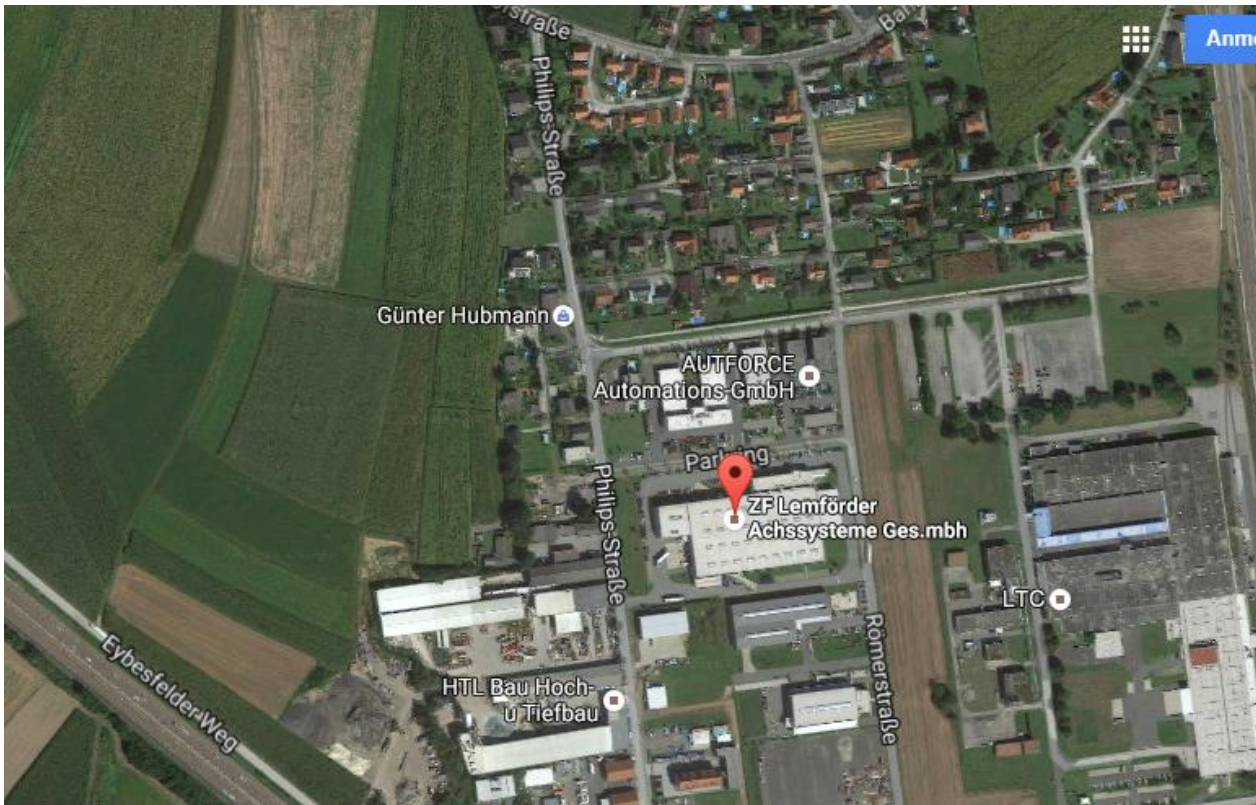
Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	ZF Lemförder Achssysteme GmbH Parkring 1 8403 Lebring/ Österreich			Mon – Fri.	8:00 – 18:00 h	

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### 6. Directions



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### 7. Additional information and requirements

- All the goods are intended for the automotive industry and therefore subject to special time critical requirements
- The contractually defined transit times must be adhered to guarantee a stabile production process
- Every delay must be reported by the transport service provider to ZF immediately so that we can proactively inform the customer plants and try to avoid additional shipment costs. Shipments must be proactively tracked by the transport service provider and proactive action taken to catch up on delays and to avoid additional transport costs
- Delivery after the official closing time of the incoming goods area must be communicated in advance, otherwise it is not possible to unload the truck
- Proofs of delivery are required to register shipments in Assist and have to be provided by the transport service provider
- In case of delayed delivery, it may be necessary to ship per air freight to the customer plants overseas, the costs shall be covered by the transport service provider as described under "Liability"