



Appendix 5: Location specific forwarding instructions

Valid for location Friedrichshafen / Division I/T/Z/AMS

Version: 01.03.2017

1. Necessary documents for the goods receipt

- The exact name of the good receiving point (factory and gate) has to be mentioned on the waybill.
- Separate Loading equipment (pallet/container) data sheet for each good receiving point
- Cartage note not accepted

2. Requirements for the equipment of the forwarder

- Only sideway loading and offloading of canvas covert trucks possible
- No loading and offloading of box trucks
- Driver has to wear security shoes and high-visibility vest
- Deliveries of not palletized goods with a weight of more than 30 kg cannot be unloaded. Exceptions need prior written confirmation by the unloading department. This regulation is valid for all shipments which cannot be assigned to appendix 2 “Forwarding process for small shipments”

3. Requirements for the behavior of the forwarder

- Do not paste small part containers and cover plates with routing label
- Shipments have to assort according to the good receiving points
- Deliveries or loadings outside the named working hours generally are only possible with prior consultation



Appendix 5: Location specific forwarding instructions

4. Contact and opening hours

General office 07541 77-0

Inbound

<u>Plant</u>	<u>Building</u>	<u>Opening hours</u> <u>Mo - Fr</u>	<u>Name</u>	<u>Email</u>	<u>DA</u>
Freight management			Ms. Ehrle	judith.ehrle@zf.com	-969313
			Mr. Volpe	sandro.volpe@zf.com	-5250
Management of empties			Mr. Skopp	stefan.skopp@zf.com	-5143
			Mr. Sippel	benjamin.sippel@zf.com	-8200
ZF Friedrichshafen AG					
I	4	7:00 – 15:00	Mr. Staggat	klaus.staggat@zf.com	-3283
I	6	05:30 – 20:30	Mr. Reiner	oliver.reiner@zf.com	-3537
I	45	7:00 – 15:00	Mr. Staggat	klaus.staggat@zf.com	-3283
II	2	7:00 – 15:00	Mr. Steinacher	uwe.steinacher@zf.com	-4432
II	3	6:00 – 15:00	Mr. Braun	daniel.braun@zf.com	-5968
II	9	5:30 – 19:30	Mr. Göttle	hubert.goettle@zf.com	-5180
			Mr. Hodapp	walter-thomas.hodapp@zf.com	-5581
II	10	7:00 – 15:00	Mr. Klotz	thomas.klotz@zf.com	-2935
II	33 south		Mr. Heinrich	thomas.heinrich@zf.com	-5733
IV	4	7:00 – 15:30	Mr. Messmer	berthold.messmer@zf.com	-5853
ZF Friedrichshafen AG – ZF Services (customer service)					
II	4	7:00 – 16:00	Ms. Diwisch	brigitte.diwisch@zf.com	-5322

Outbound

<u>Plant</u>	<u>Building</u>	<u>Opening hours</u> <u>Mo - Fr</u>	<u>Name</u>	<u>Email</u>	<u>DA</u>
ZF Friedrichshafen AG					
I	4	8:00 – 15:00	H. Kiwatsch	frank.kiwatsch@zf.com	-8261
I	6	05:30 – 20:30	Mr. Reiner	oliver.reiner@zf.com	-3537
I	13	7:00 – 16:00	Mr. Köppe	uwe.koeppe@zf.com	-4730
I	45	8:00 – 15:00	Mr. Kiwatsch	frank.kiwatsch@zf.com	-8261
II	3	6:00 – 15:00	Mr. Braun	daniel.braun@zf.com	-5968
II	9	8:00 – 15:00	Export: Ms. Müller	VersandbueroW2H9.569@zf.com	-5586
		5:00 – 20:00	Shift	Verladecenter.W2H9@zf.com	-5903
IV	4	7:00 – 15:30	H. Messmer	berthold.messmer@zf.com	-5853
ZF Friedrichshafen AG – ZF Services (customer service)					
II	4	8:00 – 16:00	Versandbüro	verladebuero-friedrichshafen@zf.com	-5655
Means of transport warehouse					
II	33 north	7:00 – 15:00	TPLL16-Office	Fax.Nr.: DW – 5462	-5508
Vehicles must be ready for loading before 14:30 h ; Jumbotrucks and Megatrailer before 14:00 h					

Appendix 5: Location specific forwarding instructions

Directions

