



Valid for location Damme / Division C

Version: 10.08.2018

1. Necessary additional documents for the good receipt

- Delivery note and fully completed waybill. Both documents have to be handed over together.
- Waybill must contain all necessary information for the recording into the tool Assist (credit note procedure)
- Handover of TOMS-note

2. Requirements for the equipment of the forwarder

- Only sideway loading and offloading of canvas cover trucks possible
- No processing of box trucks respectively
- Delivery of sea containers only possible with prior arrangement.

3. Requirements for the forwarder

- Register of the vehicles at the office.
- Securing of the load has to be done by the driver.
- 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 +495474 / 60-	E-Mail
Logistics tie rod	Marcel Gras	-6046	Marcel.gras@zf.com
Logistics Service Provider LemLog			
Function	Name	Phone +495474 / 60-	E-Mail
Coordination			
	MA Hofsteuerung	-4551	hofsteuerung-damme@lemlog.com
Inbound			
Area manager	Eiham Elkfeery	-3822	Eiham.elkfeery@lemlog.com
Deputy area manager	Baris Akalin	-4737	baris.akalin@lemlog.com



Appendix 5: Location specific forwarding instructions

Dispatch			
Teamleader	Rinat Sukkau	+49171 5554 185	Rinat.sukkau@lemlog.com
Disposal	Mika Winschel	-4320	Mika.winschel@lemlog.com

5. Opening hours Coordination

Coordination				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Lemförder Logistik GmbH Hunteburger Str. 23 49401 Damme			Mon – Fri	6:10 – 21:50	Lemförder Logistics

6. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Lemförder Logistik GmbH Hunteburger Str. 23 49401 Damme	LLZ	10-13	Mon – Fri	7:00 – 17:00 h	Lemförder Logistics
				Or by arrangement		



Appendix 5: Location specific forwarding instructions

7. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Lemförder Logistik GmbH Hunteburger Str. 23 49401 Damme	LLZ	05-07	Mon – Fri	7:00 – 17:00 h	Lemförder Logistics
				Or by arrangement		

8. Opening hours external warehouse

External warehouse				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Paul Schockemöhle Logistics Zum Schacht 9 49401 Damme		50	Mo – Fr.	8:00 – 16:00	Außenlager Schockemöhle

9. Time frame good receipt for location Damme by postal code / countries

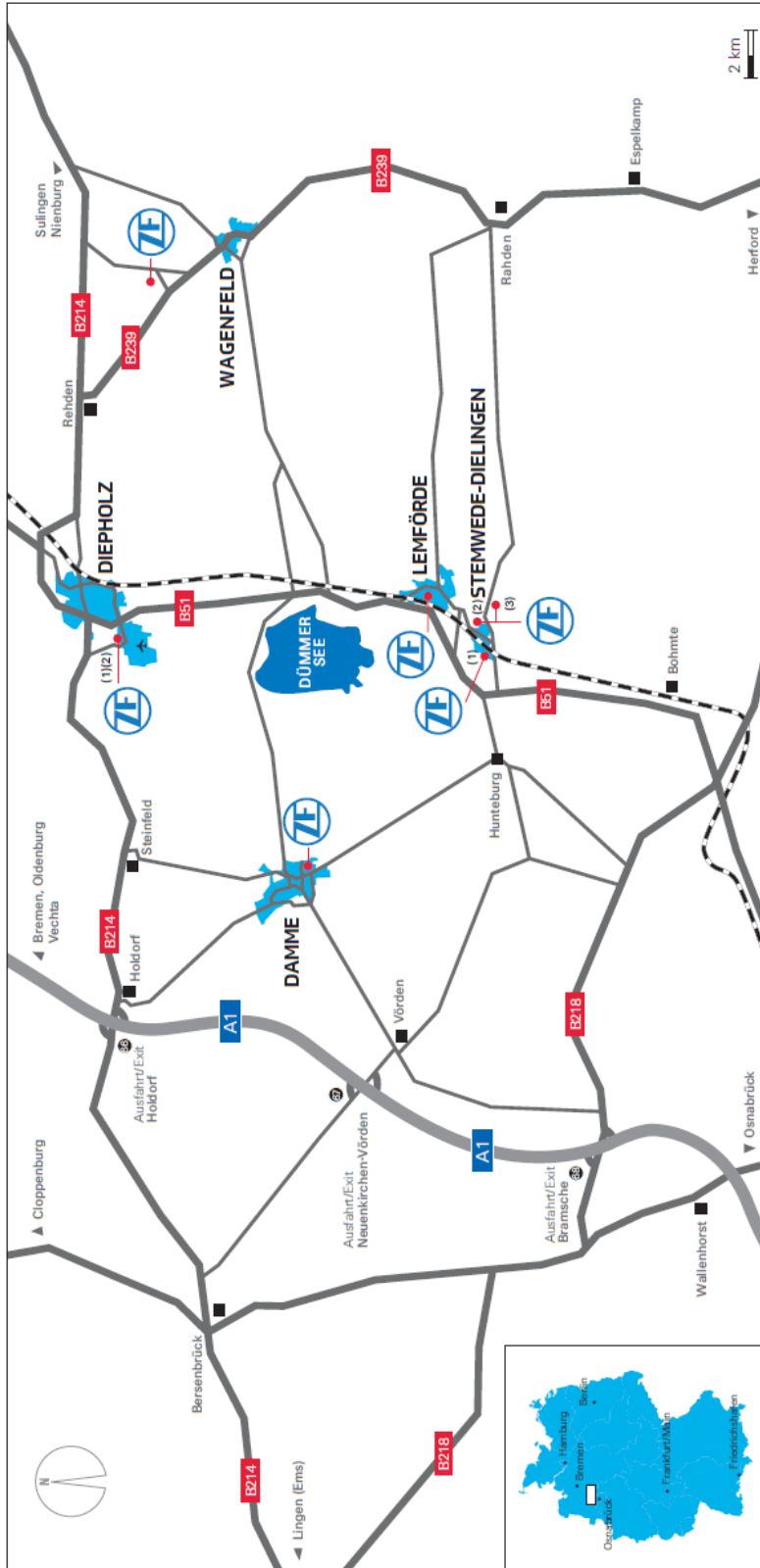
Only by arrangement with the plant.



Appendix 5: Location specific forwarding instructions

10.Directions

ZF am Multidivisionsstandort Lemförde · ZF at the multidivisional location Lemförde



ZF Friedrichshafen AG Division Nutzfahrzeugtechnik Commercial Vehicle Technology Division	Postadresse · Postal address 49447 Lemförde · Deutschland · Germany Dielingen (1) Dr.-Jürgen-Uldeurp-Str. 7 32351 Sternwede Haupterschulung Division Power Fahrwerktechnik Headquarters Division Car Chassis Technology	ZF Friedrichshafen AG Division Power-Fahrwerktechnik Car Chassis Technology Division	Postadresse · Postal address 49447 Lemförde · Deutschland · Germany Dielingen (2) Dieling-Str. 60 32351 Sternwede Personalentwicklung- zentrum (PEC) Personnel Development Center	ZF Friedrichshafen AG Division E-Mobility E-Mobility Division	Post- und Werksanschrift Postal and plant address 49495 Diepholz 49495 Diepholz Geschäftsfeld - Business Unit Electronic Interfaces
ZF Friedrichshafen AG Division Nutzfahrzeugtechnik Commercial Vehicle Technology Division	Postadresse · Postal address 49447 Lemförde · Deutschland · Germany Dielingen (3) Am Thie 20 32351 Sternwede „Thiehaus“ Personalentwicklung- zentrum (MAC) Machining and Training Center (MAC)	ZF Friedrichshafen AG Division E-Mobility E-Mobility Division	Post- und Werksanschrift Postal and plant address 49495 Diepholz 49495 Diepholz Geschäftsfeld - Business Unit Electronic Interfaces		
ZF Friedrichshafen AG Division Nutzfahrzeugtechnik Commercial Vehicle Technology Division	Postadresse · Postal address 49447 Lemförde · Deutschland · Germany Dielingen (1) Dr.-Jürgen-Uldeurp-Str. 7 32351 Sternwede Haupterschulung Division Power Fahrwerktechnik Headquarters Division Car Chassis Technology	ZF Friedrichshafen AG Division E-Mobility E-Mobility Division	Post- und Werksanschrift Postal and plant address 49495 Diepholz 49495 Diepholz Geschäftsfeld - Business Unit Electronic Interfaces		