



Annex 5: Location-specific shipping instructions

Applies to ZF Aftermarket (Customer Service) at Friedrichshafen Location

Address: ZF Friedrichshafen AG
ZF Aftermarket Friedrichshafen
Plant 2, Gate 4, Hall 4
Leutholdstraße
D-88045 Friedrichshafen

1. Documentation Required upon Delivery of Goods

- The waybill must always specify the incoming goods office including plant and hall.
- Load carrier accompanying document: once per supplier and incoming goods office.
- Cartage notes are not accepted.

2. Requirements for Service Provider Equipment

- Loading and unloading of tarpaulin trucks from the side only; box trucks are not loaded or unloaded.
- Loading and unloading of sea containers is not possible.
- **Deliveries of unpalletized goods with a package weight of more than 30 kg cannot be unloaded. Exceptions shall be confirmed in writing beforehand by the unloading department.**

3. Requirements for Service Provider Behavior

- No routing labels shall be stuck to small load carriers and cover plates.
- The shipments must be sorted by incoming goods office.
- Deliveries or loading outside of the office hours mentioned below are only possible upon prior consultation.
- Cargo securing: The service providers are obligated to have sufficient cargo securing material (e.g. tie down straps, stretching frames, antiskid mats, edge protectors, etc.) at their disposal. No loading is allowed without sufficient cargo securing material.
- Fasteners (room and package seals) are only opened by ZF employees. ZF Aftermarket reserves the right to reject the acceptance of goods opened by any third party and to charge costs resulting from this acceptance rejection to the forwarding agent.

4. Notes on Location-Specific Shipping Instructions of Friedrichshafen Location / I/T Division, Corporate Headquarters

- The location-specific shipping instructions of the Friedrichshafen location remain unaffected.



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5. Contacts and Office Hours

Phone (Central Reception): +49 (0) 7541 / 77-0

Incoming goods

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> <u>Mon - Fri</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
ZF Friedrichshafen AG – ZF Aftermarket					
II	4	7:00 a.m. - 3:00 p.m.	Ms. Diwisch	brigitte.diwisch@zf.com	-5322
			Incoming goods	WE-Friedrichshafen@zf.com	

Shipping

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> <u>Mon - Fri</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
ZF Friedrichshafen AG – ZF Aftermarket					
II	4	8:00 a.m. - 4:00 p.m.	Mr. Kerti	ayhan.kerti@zf.com	-8039
			Loading office	verladebuero-friedrichshafen@zf.com	-5655

Container logistics / empties management

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> <u>Mon - Fri</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
ZF Friedrichshafen AG – Central container logistics					
II	33		Mr. Skopp	stefan.skopp@zf.com	-5143
			Mr. Sippel	benjamin.sippel@zf.com	-8200
ZF Friedrichshafen AG – Transport equipment store					
II	33 North	7:00 a.m. - 3:00 p.m.	TPML office	Fax no.: Extension - 5462	-5508
The vehicles must be ready for loading at 2:30 p.m. at the latest! Jumbo vehicles and mega-trailers at 2:00 p.m. at the latest!					

Import processing / customs handling

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> <u>Mon - Fri</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
			Import processing	zoll-importfn@zf.com	-5500
Shipment notifications must be sent to the specified e-mail address.					

Freight management

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> <u>Mon - Fri</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
II	4		Mr. Jäger	martin.jaeger@zf.com	-5323

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Directions

