



## Annex 5: Location-Specific Shipping Instructions

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### Applies to Neuwied Location/ZF Aftermarket

Status: 2017-08-01

#### 1. Documentation Required Upon Delivery of Goods

- The waybill is required at least in triplicate.
- Before unloading, the driver shall submit any required customs documents, delivery notes, packing lists, etc., to the incoming goods staff.
- Customs documents shall be provided without request at delivery. ZF Aftermarket reserves the right to refuse the acceptance of goods in case of missing customs documents and/or possible deviations and to charge costs resulting from such missing customs documents and acceptance refusal to the forwarding agent.

#### 2. Requirements for Service Provider Equipment

- Safety vest according to requirements of standard EN 471
- Safety boots according to DIN EN ISO 20345 (previously: DIN EN 345)
- Cargo securing: The service providers are obligated to have sufficient cargo securing material (e.g. stretching frames, tie down straps, edge protectors, antiskid mats) at their disposal. No loading is allowed without sufficient cargo securing material.
- When loading dangerous goods below the corresponding limit quantity (Cl. 1.4S/G + Cl. 9), the driver shall have at least one 2-kg fire extinguisher on board. The driver shall show this fire extinguisher to the loading staff.

#### 3. Requirements for Service Provider Behavior

- Upon arrival at the premises, the driver shall stop at the stop sign, contact headquarters/reception and present the required documents. The driver shall give his name and that of the forwarding company as well as the license plate number of his vehicle.
- After entering the premises, the driver shall follow the instructions of the loading and unloading staff.
- The driver shall wear the safety equipment specified under item 2 when getting out of the vehicle.
- Collection: Prior to collection, the time and date shall be coordinated with the outgoing goods department. Loading shall only occur after the shipment reference number has been given.
- The driver is only allowed to enter the loading area after being requested to do so.
- The driver shall not leave the loading area.



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### 4. Deliveries – Time Slot Management

- Shipments of up to four pallets can be delivered without prior coordination during the opening hours of our warehouse given below.
- Deliveries of more than four pallets shall be announced in good time, at least 24 hours before delivery. Such announcements shall include information on the sender, the number of pallets, the vehicle license plate number and the expected arrival (date and time). The corresponding notification shall be sent to the following e-mail addresses: marco.elberskirch@zf.com and rainer.juenger@zf.com.
- Delays shall be reported immediately.

### 5. Loading and Unloading

- As a rule, ramps shall be used for loading and unloading.
- Exception: loading and unloading of empties.

### 6. Dangerous Goods

- The following dangerous goods are transported:
  - Class 1.4S / UN0432
  - Class 1.4G / UN0503
  - Class 9 / UN3268

### 7. Contact

Function	Name	Phone 02631 912-	E-mail
Empties Management	Ms. Kronewald	-366	<a href="mailto:Andrea.Kronewald@zf.com">Andrea.Kronewald@zf.com</a>
Empties Management	Mr. Qureshi	-354	<a href="mailto:Babar.Oureshi@zf.com">Babar.Oureshi@zf.com</a>
Incoming Goods	Mr. Juenger	-352	<a href="mailto:Rainer.Juenger@zf.com">Rainer.Juenger@zf.com</a>
Incoming Goods	Mr. Weber	-352	<a href="mailto:Heinz.Weber@zf.com">Heinz.Weber@zf.com</a>
Outgoing Goods	Mr. Haffner	-365	<a href="mailto:Achim.Haffner@zf.com">Achim.Haffner@zf.com</a>
Outgoing Goods	Mr. Ruhl	-361	<a href="mailto:Vitali.Ruhl@zf.com">Vitali.Ruhl@zf.com</a>
Supervisor Warehouse Administration	Mr. Elberskirch	-372	<a href="mailto:Marco.Elberskirch@zf.com">Marco.Elberskirch@zf.com</a>
Incoming Goods Administration	Ms. Grohse	-371	<a href="mailto:Barbara.Grohse@zf.com">Barbara.Grohse@zf.com</a>



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Outgoing Goods Administration	Mr. Lahm	-373	<a href="mailto:Patrick.Lahm@zf.com">Patrick.Lahm@zf.com</a>
Outgoing Goods Administration	Mr. Sahn	-377	<a href="mailto:Karl.Sahn@zf.com">Karl.Sahn@zf.com</a>

### 8. Incoming Goods Office Hours

Incoming goods offices				Office hours		Comment
Plant	Address	Hall	Gate	Working days	Hours	
I	Rudolf-Diesel-Str. 7 D-56566 Neuwied			Mon – Fri	6 a.m. - 7 p.m.	
II	Außenlager SKS (SKS external storage area) Krugbäckerstr. 16 D-56424 Mogendorf			Mon – Fri	8 a.m. - 3 p.m.	Deliveries upon prior arrangement only.

### 9. Outgoing Goods Office Hours

Outgoing goods offices				Office hours		Comment
Plant	Address	Hall	Gate	Working days	Hours	
I	Rudolf-Diesel-Str. 7 D-56566 Neuwied			Mon – Fri	8 a.m. - 5 p.m.	Loading after 5 p.m. only upon prior arrangement.

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### 10. Directions

