



Annex 5: Location-specific shipping instructions

Applies to Schweinfurt Location / ZF Aftermarket

Status: 2017-12-01

1. Documentation Required upon Delivery of Goods

- The waybill is required at least in duplicate.
- Before unloading, the driver shall submit any required customs documents (driver shall point to an expired T paper), delivery notes, packing lists, etc., to the incoming goods staff. Failure to adhere to this rule will result in attributed costs and/or a returned shipment.
- Cartage notes and scanners are not accepted.
- Customs documents shall be provided without request at delivery. ZF Aftermarket reserves the right to reject the acceptance of goods with missing customs documents or possible deviations and to charge costs resulting from these missing customs documents and acceptance rejection 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 (old: DIN EN 345)
- Cell phone
- 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. Securing material that ZF hands over to the service provider is invoiced.

3. Requirements for Service Provider Behavior

- Upon arrival at the premises, the driver shall register at plant security, show the documents including Transporeon / transport number and park the vehicle at the allocated area.
- After request via SMS, the driver shall drive to the loading ramp and follow the instructions by the loading office staff.
- The driver must wear the safety equipment specified in point 2 when getting out of the vehicle and shall use the marked safety paths.
- The chocks provided by ZF Aftermarket shall always be applied to the vehicle.
- The driver **is** only allowed to enter the loading area after being requested to do so.
- It is permissible to stay in the loading area only.
- Fasteners (room or package seals) are generally opened by ZF employees except the driver is instructed by a ZF employee to open the fasteners. 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.



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4. Collection

4.1 Collection of land freight / sea freight – time slot management

- It is mandatory to book a time slot for each collection via the platform Transporeon as of a package size of 11 packages.
- The following **lead times** shall be observed when booking a time slot:
At the previous day: Bookable full-day
At the same day: 3 hours prior to planned collection;
- The service provider is not allowed to switch or delete time slots. Rebooking time slots is possible with a lead time of 3 hours.
- In case of non-compliance with the time slot booking, the collection process might be delayed. Resulting demurrage is not accepted. Delays shall be immediately reported to the outgoing goods staff. (refer to contacts in point 10)
- Courier, express, post shipments do not need to be booked via time slot management.

4.2 Collection of air freight shipments

- The time and date shall be coordinated with the outgoing goods department prior to every collection. (refer to contacts in point 10)
- Air freight must always be registered beforehand, specifying the driver's name, license plate, loading time and ZF Aftermarket reference number in an e-mail to the following e-mail addresses:
Shipping.zf-aftermarket@zf.com + Werkschutz.zf-services@zf.com

5. Deliveries – Time Slot Management

- It is mandatory to book a time slot for each delivery beforehand via the platform Transporeon. Unloading without a time slot is not possible.
- The forwarding agent ensures that the time slots are entered in time and the agreed contract periods can be adhered to.
- Delays must be immediately reported to the incoming goods staff.

6. Loading and Unloading

- Unloading at the side is preferred.
- Two unloading platforms are available for loading and unloading.

7. Order Assignment and Notification

- The agreed term for full goods and empties is BBC (day B – notification until 10 a.m., day B – collection, day C – delivery).



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8. Transport Goods

- Shipment of monotube dampers according to UN 3164, released for road transport according to special provisions 283 and 594.

9. Miscellaneous

- In addition to these provisions, the delivery and packaging regulations of ZF Aftermarket shall apply. They can be accessed using the following link.
https://www.zf.com/corporate/de_de/company/company_profile_zf/divisions_business_units/purchasing_logistics/shipping_requirements/shipping_requirements_2/forwarding_instructions.html

10. Contacts

Function	Name	Phone +49 (0)9721/475-	E-mail
Empties management	Ms. Schneider	-6798	Simone.Schneider@zf.com
Empties management	Ms. Stöhr	-6754	Martina.Stoehr@zf.com
Incoming goods	Mr. Jauchstetter	-6794	Dirk.Jauchstetter@zf.com
Incoming goods	Ms. Fuchsstadt	-6791	Hildegard.Fuchsstadt@zf.com
Incoming goods	Mr. Blos	-6788	Holger.Blos@zf.com
Outgoing goods	Mr. Ullrich	-6816	Maik.Ullrich@zf.com
Outgoing goods	Mr. Balmberger	-6819	Matthias.Balmberger@zf.com



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11. Incoming Goods Office Hours

Incoming goods offices				Office hours	
Plant	Address	Hall	Gate	Working days	Times
I	Obere Weiden 12 D-97424 Schweinfurt			Mon - Fri	7:00 a.m. - 4:30 p.m.
II	Heidenfelder Str. 6 D-97525 Schwebheim			Mon - Fri	7:00 a.m. - 9:00 p.m.

12. Outgoing Goods Office Hours

Outgoing goods offices				Office hours	
Plant	Address	Hall	Gate	Working days	Times
I	Obere Weiden 12 D-97424 Schweinfurt			Mon - Fri	6:00 a.m. - 8:00 p.m.



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13. Directions

