



Annex 5: Location-Specific Shipping Instructions

Applies to location Überherrn/ZF-TRW Logistic Services GmbH

Status: 2017-09-01

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. Failure to adhere to this rule will result in attributed costs and/or a returned shipment.
Customs documents shall be provided without request at delivery.
ZF-TRW Logistic Services reserves the right to refuse the acceptance of goods in case of missing customs documents 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.

3. Requirements for Service Provider Behavior

- Upon arrival at the premises, the driver shall register with administration, present the respective documents or our loading number and park his vehicle in the allocated area.
- The driver shall wear the safety equipment specified under item 2 when getting out of the vehicle.
- The driver is only allowed to enter the loading area after being requested to do so.
- The driver shall not leave the loading area.
- For full container loads on trucks with tarpaulins, the forwarding agent shall provide a customs seal string so that the vehicle can be sealed properly.

Fasteners (room or package seals) are generally opened by ZF employees or the driver is instructed by a ZF employee to open the fasteners. ZF-TRW Logistic Services reserves the right to refuse the acceptance of goods opened by any third party and to charge costs resulting from such an acceptance refusal to the forwarding agent.



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4. Deliveries – Time Slot Management

- For every delivery involving eleven pallets or more, booking a time slot in advance via e-mail is mandatory. Unloading without a time slot is not possible.
The term pallets refers to the actual number of loaded pallets (stacked pallets may still be wrapped) and not to storing positions.
- Delays shall be reported to Incoming Goods Administration immediately so that all options (new time slot, unloading later on the same day) can be considered.

5. Loading and Unloading

- Loading and unloading from the rear.
- Loading and unloading from the side only for empties; unloading from the side in case of deliveries in cardboard boxes.
- The goods shall be loaded in such a way that the unloader/loader does not have to move any third-party goods. If third-party goods need to be moved to unload/load the goods in question, loading and/or unloading shall not occur.
- Loading after 5 p.m. is only possible as per arrangement with Outgoing Goods Administration.

6. Order Assignment and Notification – Outgoing Goods

- The agreed term for full goods and empties is ABC (day A – notification until 2 p.m., day B – collection, day C – delivery – depending on the agreed term).
- Collection: Collection shall be confirmed. If collection is not possible, the outgoing goods department shall be informed of this on the day on which notification is to occur (day A) before 4 p.m.

7. Dangerous Goods

- Shipping of brake cleaner with UN 1950 – in limited quantities (LQ).

8. Additional Provisions

- In addition to these provisions, the delivery and packaging regulations of ZF Aftermarket shall apply.



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9. Contact

Function	Name	Phone 06836 9696-	E-mail
Incoming Goods/ Empties Management	Mr. Meng	-205	mark.meng@zf.com
Incoming Goods/ Empties Management	Mr. Kuligot	-202	christian.kuligot@zf.com
Outgoing Goods	Ms. Pekezou	-204	isabelle.pekezou-contr@zf.com
Outgoing Goods	Ms. Meyrowski	-203	sylvia.meyrowski@zf.com
Outgoing Goods	Mr. Kollo	-201	alain.kollo-mijebo-contr@zf.com
Outgoing Goods/ Head of Department	Ms. Buczkowski	-200	Berangere.buczkowski@zf.com

10. Incoming Goods Office Hours

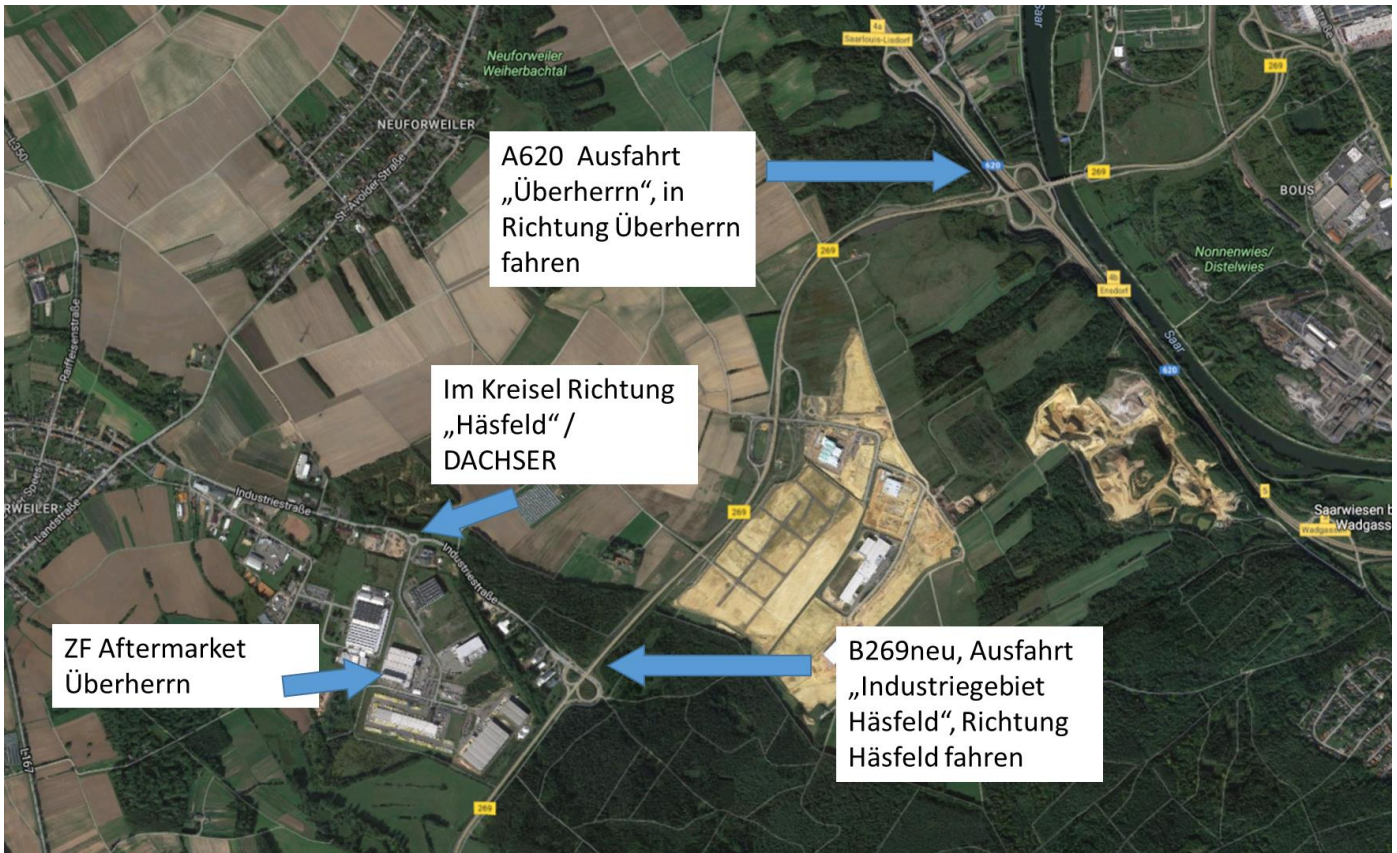
Office hours				
Plant	Address	Working days	Hours Office	Hours Warehouse
I	Im Häsfeld 1 DE 66802 Überherrn	Mon – Fri	8 a.m. - 6 p.m.	5 a.m. - 9 p.m.

11. Outgoing Goods Office Hours

Office hours				
Plant	Address	Working days	Hours Office	Hours Warehouse
I	Im Häsfeld 1 DE 66802 Überherrn	Mon – Fri	8 a.m. - 6 p.m.	7:30 a.m. – 7 p.m.

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12. Directions



Texts for directions

B269neu, exit "Industriegebiet Häsfeld", continue toward Häsfeld

At the roundabout, continue toward "Häsfeld/DACHSER"

A620 exit "Überherrn", continue toward Überherrn



Enter the following into your navigation system: Im Häsfeld 1 or "Thomas Dachser Straße" 66802 Überherrn (Some navigation systems will not show house number 1. If this is the case, enter house number 2 instead).

Directions:

- A1 Trier → Saarbrücken.
- When you reach the Saarbrücken motorway junction, follow the A8 to Saarlouis.
- At the Saarlouis motorway junction, stay on the left lane and follow the A620 to Saarlouis/Saarbrücken.
- A620 exit Lisdorf, Überherrn.
- The exit will lead you to a roundabout. At the roundabout, continue towards Überherrn. You will then reach a newly built road section (B269neu).
- Go past the large industrial area that is currently being built and leave the B269neu at the exit "Industriegebiet Häsfeld".
- Turn left at the end of the exit lane and take the second exit in the next roundabout.
- You will then see the large TRW logo on a building.