



ZF Services North America, LLC SHIPPING REQUIREMENTS - Packing List		Updated 03/01/2011
1 Supplier Identification and Contact	a) Supplier Name b) Address c) Contact Person Name d) Contact Person Phone Number e) Supplier Country of Origin	All the information required to contact the supplier.
2 Freight Forwarder Information	a) Forwarder Name b) Transport Order Number c) Departure date /Dispatch d) Type of transport: parcel, truck, plane, ocean	All the information required to identify freight forwarder and the package.
3 Order Identification	a) Purchase Order Number b) Invoice Number	All the information required to identify the order.
4 Package Dimensions and Information	a) Total Net Weight- not to exceed 2000 lb b) Total Gross Weight c) Type of package: carton, crate, pallet d) Package material: wood, cardboard Inscription if wood: Compliant with ISPM 15 e) Height – 33” max , Width and Length – 42” minimum length	All the information about the package.
5 Complete List of Materials	a) ZF Part Number b) Vendor Part Number c) Description /Part Name (in English) d) Manufacturer Name e) Quantity f) Country of Origin g) Gross Weight h) Type of Bearing – e.g. ball bearing,... I) Bearing Dimensions	All the detailed information about the material inside the package.
Parts		Country of Origin Marking
ZF Services North America, LLC 777 Hickory Hill Drive Vernon Hills, IL 60061-4102	Call for Delivery Appointments ZF Distribution Center Contact + 1 847-478-5839 MRO Receiving: +1 847-478-6757 Main: + 1 847-478-6868 (dial 0)	ZF Receiving Hours Monday thru Friday 6am-2pm (US Central Time)
* Trucks must use west entrance of the building.		
ZF Services North America, LLC Terms & Conditions at www.zf.com/na - Products & Services > Suppliers		



Example Required Information

ZF Services North America, LLC
 777 Hickory Hill Drive,
 Vernon Hills IL 60061
 USA

Packing List

1

- a) Supplier Name
- b) Address
- c) Contact Person Name
- d) Telephone
- e) Supplier Country of Origin

2

- a) Forwarder Name
- b) Transport order nº
- c) Departure Date / Dispatch
- d) Type of transport: parcel, truck, plane, ocean

4

Delivery nº (Packing Slip Number)	Box nº	a) Net/Kg	b) Gross/Kg	c) Type of Packaging and Packaging material	d) Packaging material	e) Dimensions
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5

a) ZF Part Number	b) Vendor Part Number	c) Description	h) Type of Bearing	i) Bearing Dimension	d) Manufacturer Name	g) Gross Kg	e) Quantity	a) Purchase Order	b) Invoice	f) Country Origin
								3		