



## Appendix 5: Location specific forwarding instructions

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### Valid for location Eitorf, Ahrweiler, Troisdorf / Division C

Version: 30.07.2018

#### 1. Necessary documents for the goods receipt

- Waybill for every goods receipt
- Delivery notes
- Customs documents / export documents for delivery via SLC, Troisdorf

#### 2. Delivery

- Transport days are the days of the week, namely from Monday until Friday. Saturdays, Sundays and holidays extend the stated due dates by the respective number of days.
- Loading and unloading is in general not possible on Saturdays. Some receiving plants can define Saturday as a loading and/or unloading day in the local specification temporarily or permanently.
- Delivery direct into the factory. Goods receipt is only possible at the goods receiving points specified in the freight documents. Additional expense regarding wrong delivery will be paid for by suppliers.

#### 3. Requirements for the equipment of the forwarder

- Only sideway (lateral) loading and offloading of canvas cover trucks possible
- Exception: Troisdorf only back offloading per loading ramp
- No processing of box trucks

#### 4. Requirements of the service providers

- The delivery has to be in the timeframe listed below
- All trucks have to carry the following equipment when entering the plant
  - Reflective vest ( Norm EN 471)
  - Safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345)

All passengers have to wear the reflective vest and safety shoes when leaving the truck.

#### 5. Special Requirements for Supply Logistic Center, Troisdorf (SLC)

Via the Supply Logistic Centre (SLC) ZF consolidates the goods be destined for the overseas branches.

Export documents (EX1/MRN and EUR.1) are required. The supplier/dispatcher is responsible for the preparation. The export documents are attached to the other transport documents.



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### 6. Contact for Eitorf, Ahrweiler u. Troisdorf

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### 7. Opening hours goods receipt

Goods receipt		Opening hours		Comment
Plant	Location	Working day	Time	
Eitorf	Bogestr. 50 53783 Eitorf/Sieg	Mon – Fri	6:00 – 14:00 h	
Ahrweiler	Max-Planck-Str. 17 53474 Bad Neuenahr- Ahrweiler	Mon – Fri	6:00 – 14:00 h	
RSW	Rhein-Sieg-Werkstätten Im Auel 12 53783 Eitorf	Mon – Thu Fri	8:00 – 14:00 h 8:00 – 13:00 h	
SLC	Schlingen Contract Logistics GmbH Camp-Spich-Str. 75 53842 Troisdorf	Mon – Fri	6:00 – 15:00 h	Driver has to register at the control station.
LiLa Eitorf	Schlingen Contract Logistics GmbH Camp-Spich-Str. 75 53842 Troisdorf	Mo – Fr.	6:00 – 15:00 h	Driver has to register at the control station.

**Variations must be arranged with the goods receipt/plant security (e. g. in the case of express freight or special freight)**