

## Annex 5: Location-Specific Shipping Instructions

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**Valid for the Location European Consolidation Center Bremen**

**Status: 2018-12-19**

### Preface

Compliance with the processes and marking obligations specified in the Supplier Guideline is mandatory for the stakeholders. ZF Friedrichshafen reserves the right to charge the service providers and suppliers involved in the process for any special expenses incurred in the future as a result of non-compliance with the standards described.

#### 1. Notification of goods before goods delivery

##### a. Alternative A: Notification via Excel template

- The form "Consignment notification ZF ECC" (refer to item 9) must be completed and sent to the following e-mail address:  
[Avis\\_ZF\\_ECC@blg.de](mailto:Avis_ZF_ECC@blg.de)
- A detailed description of the template is given in section 9. The supplier must ensure that all relevant required fields have been completed in the notification template.

##### b. Alternative B: Notification via transfer order by e-mail

- If notification is not possible using an Excel template, the supplier must ensure that a transfer order is used as a cover sheet containing all transport-relevant information.
  - This must be sent to the following e-mail address:  
[Avis\\_ZF\\_ECC@blg.de](mailto:Avis_ZF_ECC@blg.de)
- c. The target plant including ZF SAP plant code must be mentioned in the subject line of the e-mail (for a list, refer to item 5).
- d. The supplier is obliged to adhere to the SAP numbers agreed with the ZF receiving plant (e.g. SAP code supplier, SAP number material, ...) in the notification.
- e. All documents (refer to 3a) must be included in this notification e-mail. If the documents are not available at this point in time, follow the instructions in 3c.
- f. As standard, the export declaration is created by the supplier. If this is to be completed by the forwarding agent or BLG in individual cases for EXW Incoterms, this must be clearly stated in the notification. If the export declaration is created by the forwarding agent, the documents (invoice and delivery note) must be sent to the forwarding agent independently. The e-mail address of the respective forwarding agent is printed on the document "ZF - Collection order forwarding company." An export declaration is required for each consignment - even if the value is less than €1000.

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### 2. Supplier's marking obligation: Documents and goods

- a. When the collection order is sent from BLG to the forwarding agent, an e-mail with the ECC number, the transfer order and the package label is sent to the supplier at the same time.
- b. To increase process reliability, each package must be marked with the corresponding ECC number (unique consignment number). This can be done by clearly marking the supplier labels with the ECC number or by using the package labels provided by BLG. The delivery documents are to be marked with the ECC number and the plant names specified under item 5.

## ZF- Abholauftrag Spedition



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<p><i>Lieferant / Versender</i> Flaig + Hommel GmbH Heerstraße 1 78554 Aldingen DE Deutschland Kontakt: <a href="mailto:versand@flaig-hommel.de">versand@flaig-hommel.de</a></p> <p><i>Abholadresse</i> Flaig + Hommel GmbH Heerstrasse 1 78554 Aldingen Deutschland</p> <p><i>Lieferadresse</i> BLG Industrielogistik GmbH Co.KG One Entry Point Senator-Borttscheller-Str.1 28197 Bremen DE Deutschland</p> <p>avisiertes Gewicht (kg): 884,00</p> <p><i>Lieferanten-Referenz</i> 967305</p> <p><i>Abhol-Informationen / Bemerkung</i> Versand-Öffnungszeiten: Mo.-Fr. 8-16 Uhr</p> <p><i>Lieferschein-Nr.</i> 1301428</p>	<p><i>Datum</i> : 2018-10-30 <i>ECC Master Reference</i> : ECC 18110060 <i>Voraussichtliches Abholdatum</i> : 2018-11-02 <i>Abholdatum</i> <i>Voraussichtliche Abholzeit</i> : 12:30 CE[S]T <i>Vertragliches Abholdatum</i> : 2018-11-02</p> <p><i>Empfangswerk</i> 600014 ZF Chassis Systems Tuscaloosa, LLC C-Tuscaloosa (US) 1200 Commerce Drive 35401 Tuscaloosa, AL US USA</p> <p><i>Versandspediteur</i> Geis Transport und Logistik GmbH Jakob-Panzer-Str. 1 97469 Gochsheim DE Deutschland Kontakt: <a href="mailto:Auftragsannahme.goh@geis-group.de">Auftragsannahme.goh@geis-group.de</a></p>
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Nr.	Anz.LE	LE-Typ Bez.	L x B x H [cm]	Stapelfähigkeit
1	1	Paletten	120 x 80 x 85	unbekannt
<b>Gesamt: 1</b>				

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Nr.	ZF-Order-Nr. Rechn.-Nr.	ZF-Art.-Nr. ZF-Art.-Bez.	Menge
1	5500146011 402381	E8862 BiHex nut M16x 1,5	10080
<b>Gesamt: 10080</b>			

Figure 1: Sample transfer order

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### 3. Transmission of the documents to ECC Bremen

- a. The supplier must ensure that BLG has the relevant shipping documents for the corresponding consignments at the latest at the time the goods are received. In the standard case, these include:
  - ZF collection order forwarding company
  - Delivery note
  - Completed waybill
  - Supplier's export declaration incl. MRN number (if the export declaration is to be created by BLG, this must be communicated by the supplier in the notification)
  - Commercial invoice
  - For customs goods T1
  - For dangerous goods IMO declaration
- b. The individual documents are legibly marked with the ECC number.
- c. If documents are not yet available at the time of notification, they must be sent to [Leitstand\\_ZF\\_ECC@blg.de](mailto:Leitstand_ZF_ECC@blg.de) at the latest when the goods are handed over to the forwarding agent, noting the ECC number. It is important to ensure that the documents are grouped together for each consignment (ECC number). At least one separate PDF document must be created for each consignment (ECC number).
- d. Documents on packages are not taken into account by BLG as they are intended for the recipient of the goods.

### 4. Deadlines for notification of consignment by the supplier

For the following shipping locations, the supplier is to notify BLG by email

- within Germany until 12 noon, if collection must take place on the following day
- outside Germany until 10 a.m., if collection must take place on the following day.

### 5. Overview of plants

ZF SAP Code	BLG plant ID	Name
100176	3	ZF Powertrain Systems (Beijing) Co. Ltd.
100603	4	ZF Services Australia Pty. Ltd.
100616	5	ZF Asia Pacific Pte. Ltd.
100646	6	ZF Services (Shanghai) Co., Ltd.
200402	7	ZF Transmissions Gray Court LLC
200700	8	ZF Transmissions Shanghai Co., Ltd.
300050	10	Liuzhou ZF Machinery Co., Ltd.

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300058	11	ZF Axle Drives Marysville LLC
500353	13	ZF Chassis Systems Duncan, LLC
500365	14	ZF Chassis Components, Newton, LLC
500600	15	ZF Lemförder SA (Pty.) Ltd.
500705	17	ZF FAWER Chassis Technology (Changchun) Co., Ltd.
500706	18	ZF Lemförder Shanghai Chassisteck Co., Ltd.
500801	19	ZF do Brasil Ltda. (C-Sorocaba)
500950	21	ZF Chassis Components Toluca S.A. de C.V.
600013	22	ZF Services, Vernon Hills LLC
600014	23	ZF Chassis Systems Tuscaloosa, LLC
600020	25	ZF Gainesville LLC - DIV I
600101	26	ZF do Brasil Ltda. T-Sorocaba
254 A	33	Atlantis
63282	35	TRW FAWER Automobile Safety System (ChangChun) Co., Ltd.
500953	38	Aguascalientes
800431	43	TRW AUTOMOTIVE LTDA A-LIMEIRA (BR)
626	45	ZF TRW Steering Wheels Systems Chihuahua
452	46	ZF TRW Mesa
454	47	ZF TRW Occupant Saefty Systems Reynosa
434	48	ZF TRW Occupant Restraints Chihuahua
412	49	ZF Occupant Safety Systems de la Laguna
OUC197	50	TRW Sistemas de Frenado S de RL de CV
OUC418	51	TRW Sistemas de Direcciones
OUC504	52	TRW Frenos y Mecanismos S. De R.L. De C.V. Santa Rosa
243 A	53	ZF CV Steering Systems (T - ZF Rogersville)
105 A	54	ZF Active & Passive Safety Technology (A - ZF Rogersville)
853 A	55	ZF Atkins
700503	56	ZF Powertrain Modules Saltillo S.A. de C.V.
5954	57	ZF Chassis Technology San Luis Potosí
700470	59	Sachs Automotive Shanghai
200704	9	ZF Powertrain Modules Shanghai Co., Ltd.
500608	60	ZF Lemfoerder South Africs Pty Ltd

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### 6. Notification of courier orders

- a. Courier orders are only made for suppliers within the EU.
- b. For consignments ordered by courier the courier service provider will label the shipment at pick up time.

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### 7. Maximum consignment dimensions

In order to avoid a consignment from being split, the specific limits for the target plant must not be exceeded for each notified consignment. Therefore, the following applies per consignment:

- the maximum container weight limit for the destination country or 24 tonnes as a limit value in German road traffic (refer to Max Pay-Load table)
- maximum 12 loading meters
- maximum 60 m<sup>3</sup> volume
- maximum floor space of 12 m x 2,34 m (has to be considered especially for non stackable shipments)

Notifications that exceed these limit values cannot be processed and transferred to the preliminary forwarding agent. BLG will inform the supplier of such notifications and request a consignment split. In this case, new delivery documents must be created by the supplier (e.g. invoices, delivery notes, export declaration).

ZF-Nummer	Plant	Division	Maximum Pay-Load 20'	Maximum Pay-Load 40'
100603	ZF Services Australia Pty. Ltd.	MA-Sidney (AU)	17.200 kg	19.950 kg
600101	ZF do Brasil Ltda. - DIV T	T-Sorocaba TT, TU 1 (BR)	21.500 kg	22.000 kg
600103	ZF do Brasil Ltda.	I-Sorocaba IN (BR)	21.500 kg	22.000 kg
500801	ZF do Brasil Ltda.	C-Sorocaba (BR)	21.500 kg	22.000 kg
200700	ZF Transmissions Shanghai Co., Ltd.	P-Shanghai PT (CN)	20.000kg	21.000 kg
500705	ZF FAWER Chassis Technology (Changchun) Co., Ltd.	C-Changchun CC (CN)	20.000 kg	21.000 kg
500706	ZF Lemförder Shanghai Chassisteck Co., Ltd.	C-Shanghai CC (CN)	20.000kg	21.000 kg
300050	Liuzhou ZF Machinery Co., Ltd.	I-Liuzhou 1 (CN)	20.000kg	21.000 kg
100646	ZF Services (Shanghai) Co., Ltd.	MA-Shanghai (CN)	20.000kg	21.000 kg
500950	ZF Chassis Components Toluca S.A. de C.V.	C-Toluca (MX)	21.500 kg	20.000 kg
100616	ZF Asia Pacific Pte. Ltd.	MA-Singapore (SG)	20.000kg	21.000 kg
500600	ZF Lemförder SA (Pty.) Ltd.	C-Roslyn (ZA)	21.500 kg	21.500 kg
600014	ZF Chassis Systems Tuscaloosa, LLC	C-Tuscaloosa (US)	17.200 kg	19.950 kg
200402	ZF Transmissions Gray Court LLC	P-Gray Court (US)	17.200 kg	19.950 kg
500353	ZF Chassis Systems Duncan, LLC	C-Duncan (US)	17.200 kg	19.950 kg
600020	ZF Gainesville LLC - DIV I	I-Gainesville (US)	17.200 kg	19.950 kg
600013	ZF Services, LLC	MA-Vernon Hills (US)	17.200 kg	19.950 kg
300058	ZF Axle Drives Marysville LLC	P-Marysville (US)	17.200 kg	19.950 kg
500365	ZF Chassis Components, LLC	C-Newton (US)	17.200 kg	19.950 kg
254A	TRW Atlantis	A - Atlantis (ZA)	21.500 kg	22.000 kg
63282	TRW Chanchung	A - Changchun (CN)	20.000 kg	21.000 kg
500953	Aguascalientes	C - Aguascalientes (MX)	21.500 kg	20.000 kg
243A	ZF CV Steering Systems (T - ZF Rogersville)	A - Rogersville (US)	17.200 kg	19.950 kg
105A	ZF Active & Passive Safety Technology (A - ZF Rogersville)	A - Rogersville (US)	17.200 kg	19.950 kg
434	ZF TRW Occupant Restraints Chihuahua	A - Chihuahua (MX)	21.500 kg	20.000 kg
OUC504	TRW Frenos y Mecanismos S. De R.L. De C.V. Santa Rosa	A - Santa Rosa (MX)	21.500 kg	24.000 kg
454	ZF TRW Occupant Saefty Systems Reynosa	A - Reynosa (MX)	21.500 kg	20.000 kg
452	ZF TRW Mesa	A - Mesa (MX)	21.500 kg	20.000 kg
412	ZF Occupant Safety Systems de la Laguna	A - La Laguna (MX)	21.500 kg	20.000 kg
626	ZF TRW Steering Wheels Systems Chihuahua	A - Chihuahua (MX)	21.500 kg	20.000 kg
OUC197	TRW Sistemas de Frenado S de RL de CV	A - El Marques (MX)	21.500 kg	24.000 kg
OUC418	TRW Sistemas de Direcciones	A - Sidisa (MX)	21.500 kg	24.000 kg
800431	TRW Automotive LTDA A-Limeira (BR)	A - Limeira (BR)	21.500 kg	22.000 kg
853A	ZF Atkins	A - Atkins (US)	17.200 kg	19.950 kg
700503	ZF Powertrain Modules Saltillo S.A. de C.V.	E - Saltillo (MX)	21.500 kg	20.000 kg
5954	ZF Chassis Technology San Luis Potosí	C-Sant Luis Potosí (MX)	21.500 kg	20.000 kg
8030	Sachs Automotive Shanghai	T - Shanghai (CN)	20.000kg	21.000 kg
200704	ZF Powertrain Modules Shanghai Co., Ltd.	T - Shanghai (CN)	20.000kg	21.000 kg
500608	ZF Lemfoerder South Africs Pty Ltd	C-East London (ZA)	21.500 kg	21.500 kg

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### 8. Contact

Function	E-mail
Control Center ZF ECC	Leitstand_ZF_ECC@blg.de

If the supplier has any queries regarding the collection of the goods from the land freight forwarding agent (e.g. time window, missed collection by the forwarding agent), the forwarding agent named in the transport notification must be contacted.

### 9. Excel template "ZF ECC Consignment Notification"

- The worksheets and their layout may not be deleted or modified.
- There may be no blank rows between the package and article information.
- The number of packages refers to the total quantity of containers (e.g. pallets).

<b>Versender (Name/Adresse) // Shipper/Exporter (Name &amp; Address):</b> SAP Supplier Code (local): Lieferant* // Supplier*: Straße, Hausnr. // Street, No.: PLZ // ZIP-Code: Ort // Location: Land // Country: Germany Ländercode // Country Code: DE <b>Abholadresse // Pickup address:</b> Lieferant* // Supplier*: Straße, Hausnr. // Street, No.: PLZ // ZIP-Code: Ort // Location: Germany Land // Country: DE <b>Empfänger // Consignee:</b> Werk* // Plant* 600014 - ZF Chassis Systems Tuscaloosa, LLC - US - 35401 - Tuscaloosa, AL - 1200 Commerce Drive Werksnummer* // Plant ID* 600014 Werk // Plant: ZF Chassis Systems Tuscaloosa, LLC Straße, Hausnr. // Street, No.: 1200 Commerce Drive PLZ, Ort // ZIP, Location: 35401 Tuscaloosa, AL Land // Country: USA Abhol-Info // Kommentar // Pick up info / -comment	<b>Information on the sender and recipient</b>	<b>Absendedatum* // Submission Date:</b> <b>Abholdatum* // Pick up date:</b> <b>Abholzeit* // Pick up time:</b> <b>Notwendiges:</b> Handelsrecht: Packliste // packing list: Gefahrgutbegletpapiere (wenn erforderlich) // Hazardous goods shipping papers (if required) Exportzollpapiere // export customs documents Incoterm*: Zollware* // Customs goods*: nein // no Lieferanten-Referenz // Supplier's reference: 65158 Kontaktperson Versender // Contact Person shipper: Gesamtgewicht in kg // overall weight in kg: 0 Gesamtvolumen in m³ // overall volume in m³: 0	<b>General information on delivery</b>
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Packstücke // Packages:							
Anzahl Packstücke* // no. of packages*	Art der Verpackung* // Kind of packaging*	Gewicht in kg* // Weight in kg*	Stapelfähigkeit* // stackable factor*	Verpackungsmaße in CBM // Packing Measurements in CBM			
				Länge* // Length* cm	Breite* // Width* cm	Höhe* // Height* cm	cbm
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0

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Artikel // Material:						
Artikelnummer* // Material Number*	Artikelbezeichnung* // Article description*	Anzahl* // Quantity (Material)*	ZF Bestellnummer* // ZF Purchase order number*	Lieferscheinnummer* // delivery note number*	Rechnungsnummer // invoice number	MRN No.*


\* Pflichtfeld // mandatory

### Sendungsavisierung ZF ECC // Notification of Shipment ZF ECC

Versender (Name/Adresse) // Shipper/Exporter (Name & Address):	
SAP Supplier Code (local)*:	3000100
Lieferant* // Supplier*:	Musterlieferant GmbH & Co. KG
Straße, Hausnr. // Street, No.:	Musterstr. 1
PLZ // ZIP-Code:	28197
Ort // Location:	Bremen
Land // Country:	Germany
Please enter the Supplier Code here that is stored in the SAP system and the correct supplier name	
Abholadresse // Pickup adress:	
Lieferant* // Supplier*:	Musterlieferant GmbH & Co. KG
Straße, Hausnr.* // Street, No.*:	Musterstr. 7
PLZ* // ZIP-Code*:	28197
Ort* // Location*:	Bremen
Land* // Country*:	Germany
Please enter the complete collection address here from which the forwarding agents are to collect the declared goods.	
Empfänger // Consignee:	
Werksnummer* // Plant ID*:	1000102
Werk* // Plant*:	ZF Chassis Systems (Beijing) Co. Ltd.
Straße, Hausnr. // Street, No.:	No. 1 Xinghai 1st Street
PLZ, Ort // ZIP, Location:	Beijing 100176
Land // Country:	China
Please enter the global Plant ID assigned by ZF and the corresponding name of the recipient plant here	
Abhol-Info / -Kommentar // Pick up info / -comment	
Versand-Öffnungszeiten: Mo.-Fr. 9-17 Uhr	
Free text for additional information to the forwarding agent	



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Versandavis zu // Order booking to: E-Mail: <a href="mailto:Avis_ZF_ECC@blg.de">Avis_ZF_ECC@blg.de</a>	
Avis am Vortag bis // Avis at the previous day till: 11:00 AM	Please enter the date of the notification to BLG using this Excel form under <b>Date of dispatch</b>
Absendedatum* // Submission Date*:	03.07.2017
Abholdatum* // Pick up date*:	08.07.2017
Abholzeit* // Pick up time*:	12:30:00
Notwendigen Dokumente See // Required Document - Sea:	Here, the <b>collection date</b> and the desired collection time are entered
Handelsrechnung // Invoice Packliste // packaging list Gefahrgutbegleitpapiere (wenn erforderlich) // Hazardous goods shipping papers (if required) Exportzollpapiere // export customs documents.	Incoterm agreed with ZF
Incoterm*:	FCA
Zollware* // Customs goods*:	nein // no
MRN No.*:	
Kontaktperson Versender // Contact Person shipper:	Max Mustermann Tel. 0111/11111 max.mustermann@muster.mu
Gesamtgewicht in kg // overall weight in kg	3445,74
Gesamtvolumen in m³ // overall volume in m³:	12,096
	Here, it must be stated whether the consignment contains customs goods.

Artikel // Material:						
Artikelnummer* // Material Number*	Artikelbezeichnung* // Article description*	Anzahl* // Quantity (Material)*	ZF Bestellnummer* // ZF Purchase order number*	Lieferscheinnummer* // delivery note number*	Rechnungsnummer // invoice number	MRN No.*
The item number indicated must correspond to that of ZF	Due to customs regulations, please enter the item description in <b>German</b>	Quantity	ZF Order number	Delivery note number	Invoice number	MRN Number of the export declaration

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Packstücke // Packages:						
Anzahl Packstücke* / no. of packages*	Art der Verpackung* // Kind of packaging*	Gewicht in kg* // Weight in kg*	Stapelfähigkeit* // stackable factor*	Verpackungsmaße in CBM // Packing Measurements in CBM		
				Länge* // Length* cm	Breite* // Width* cm	Höhe* // Height* cm
Number of packages	Type of packaging	Weight	Stacking factor: 0 => unknown 1 => not stackable 2 => stackable 1 on 1 3 => stackable 1 on 1 on 1	Please ensure that all dimensions are in cm!		