



Appendix 5: Location specific shipping instructions

Valid for location Schweinfurt / E - Division and Business Units CT, PC, TN and TC as well as ZF Race Engineering GmbH

Version: October 1st, 2018

1. Necessary documents for the goods receipt

- Waybill for every unloading point in duplicate
- Delivery notes
- Customs documents for goods out of third countries (Invoices, AWB or B/L)
 - ➔ Especially the T1
- No cartage notes or handheld scanner

2. Requirements for pick-ups / dispatch

- Waybills and delivery notes should be generally handed over with customer goods
- All pick-up vehicles have to register with complete and correct pick-up information
- Pick-up advices take place the day before pick-up until latest 4 p. m.

3. Requirements regarding the equipment of the forwarder

- Only sideways (lateral) loading and offloading of canvas cover trucks possible
- No processing of box trucks
- Vehicles must meet loading security standards and be roadworthy and road-safe

4. Requirements for the forwarder

- The deliveries have to be within below mentioned timeframes
- Vehicle registration for goods receipt and pick-ups at the gates at parking lot. All goods receiving transactions will be handled at the entrance gate office.
- Subcontractors have to report "by order of forwarder..." (e.g. o. b. of "John Dow")
- Pick-ups are allowed only at the loading points, mentioned in the loading advices
- 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)
 - **Sufficient loading security material** (non-slip mats, edge protection, belt strap with validity and without damage, clean swept freight hold)
- **All drivers have to wear the reflective vests and safety shoes when leaving the truck.**



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5. Other special issues

- Pool empties (esp. wire-mesh pallet), account processing via forwarder
- All deviations have to be agreed on with the inbound or outbound department, e.g. for urgent or expedited shipments
- We receive from our service provider a so called “pro-active list” of shipments which, according to the pick-up orders of the suppliers or loading information of their partners, have to be delivered to Schweinfurt, but are missing for some reasons. ZF clarifies this information asap and gives a feedback to our service provider regarding the required delivery date. Any special measures will be charged to the causer. For this it is indispensable that the suppliers use the Avis that contains either the ZF material number or the ZF order number.
- There is currently a daily trailer exchange for the groupage freight in the plant North, which takes place between 14.30 and 16.00.
- The deliveries have to take place separately by the unloading points in the plants North and South.



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6. Contacts

Goods receipt and pick-up places: Phone: +499721/98-

Plant	Name	Tel.	Fax	E-Mail
Plant South				
Goods receipts 609A,616A	Mr. Trstenjak-Hammer	5929	4386	sascha.trstenjak-hammer@zf.com
Chassis Bldg. 601B	Mr. Scharbert	2279	3791	wolfgang.scharbert@zf.com
Raw material-601G	Ms. Stapf	5497	8025497	silvia.stapf@zf.com
Raw material-601B	Mr. Stapf	1471	8021471	matthias.stapf@zf.com
Shipping area 601C	Shift Leader	1704		Z566256@zf.com
Supplier Warehouse	Mr. Schuck	5429	8025429	wolfgang.schuck@zf.com
Supplier Warehouse	Ms. Schneider	2233	8022233	Jacqueline.schneider@zf.com
Goods receipts 601F	H. Dütsch	9902	8029902	detlef.duetsch@zf.com
Plant North				
Goods receipts 064A, 091A	Mr. Handel	1751	4628	andre.handel@zf.com
GKM Abl. 019A	Ms. Heusinger	5224	8022559	christina.heusinger@zf.com
Shipping area 024B	Shift Leader	1835		z566248@zf.com
Race				
Logistics	Mr. Kücher	1244		z563443@zf.com
Customsmgmt. and customs clearance				
	Hr. Kreb	6828	8026828	andreas.kreb@zf.com
	Fr. Ott	2253	8022253	renate.ott@zf.com



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7. Opening hours goods receipt

Loading points		Opening hours		Remarks
Plant	Address	Workdays	Hours	
North	Ernst-Sachs-Str. 90 97424 Schweinfurt	Mo. – Fr.	6:00 – 15:00	
South	Röntgenstr. 2 97424 Schweinfurt	Mo. – Fr.	6:00 – 15:00	
LeLa (Empties Warehouse)	Hafenstr. 52 97424 Schweinfurt	Mo. – Fr.	6:00 – 15:00	Pick-up of empties takes place here as well (s. b.)
LiLa (Supplier Warehouse)	Heidenfelder Str. 6 97525 Schwebheim	Mo. – Fr.	6:00 – 16:00	
Lebenshilfe	Gottlieb-Daimler-Str. 3 97526 Sennfeld	Mo. – Fr.	6:00 – 14:30	
Hybride	Werner-von-Siemens-Str. 97424 Schweinfurt	Mo. – Fr.	6:00 – 15:00	
Plant 2	Johann-Georg-Gademannstr. 8 +13 97424 Schweinfurt	Mo. – Fr.	6:00 – 15:00	

8. Opening hours goods pick-up

Loading points		Opening hours		Remarks
Plant	Address	Workdays	Hours	
North	Ernst-Sachs-Str. 90 97424 Schweinfurt	Mo. – Fr.	6:00 – 19:00	
South	Röntgenstr. 2 97424 Schweinfurt	Mo. – Fr.	6:00 – 21:30	
LeLa (Empties Warehouse)	Hafenstr. 52 97424 Schweinfurt	Mo. – Fr.	6:00 – 15:00	only empties (GLT, KLT)



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Sped. Schäflein	Gerolzhöfer Str. 7 97508 Grettstadt	Mo. – Fr.	8:00 – 15:30	only empties (KLT)
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