



Valid for location Saarbrücken / Division P

Version: 2017.09.01

The use of safety shoes and warning vests is mandatory throughout the entire plant. Access is not permitted without this personal safety equipment.

1. Necessary additional documents for the goods receipt

- Delivery note (single)
- Waybill in duplicate per supplier and freight receiving office
- Cartage notes are not accepted

The shipping documents must be handed over separately at the freight receiving office.

Waybills for special transportations must be clearly marked "Special Transportation".

2. Short shipment

- Costs caused by short shipments will be charged to the supplier.

3. Delivery or collection

- Only sideway loading and offloading of canvas cover trucks possible
- No loading and offloading of box trucks

4. Package data

- Package data must always be indicated on the waybill in addition to the general freight data, especially if the packages are owned by ZF AG.

5. Schedules for delivery to the customer

- The service provider must observe the specified delivery schedules. Outage costs incurred by the consignee will be charged to the service provider. The service provider must inform ZF if a specified delivery date cannot be observed.



Appendix 5: Location specific forwarding instructions

6. Contact

Function	Name	Phone +49681/ 920	E-Mail
Freight management	Mr. Rothgerber	-2338	Christian.Rothgerber@zf.com
Freight management	Mr. Weidmann	-2860	Josef.Weidmann@zf.com
Mgt. of empties	Ms. Kirch	-4236	SBR-Lieferantenleergut@zf.com
	Ms. Koehler	-4236	dto.
	Ms. Hoffmann	-5726	dto.
Gearbox Pallets	Mr. Becker	-2475	dto.
Inbound			
- Administration Plant 1	Mr. Feller	-2686	Uwe.Feller@zf.com
	Mr. Göritz	-2587	Holger.Goeritz@zf.com
- Plant 5	Mr. Gerber	-5818	Eddi.Gerber@zf.com
	Ms. Huber	-2078	Sandra.Huber@zf.com
Dispatch			
Plant 1, H5	Mr. Abel	2590	Erich.Abel@zf.com
	Mr. Hellmund	-4627	Peter.Hellmund@zf.com
	Ms. Wichterich	-7081	Vanessa.Wichterich@zf.com
- Plant 4 DVZ	Ms. Karcher	-5266	Silke.Karcher@zf.com
- Plant 5	Mr. Arens	-5712	Rainer.Arens@zf.com

7. Receipt of goods/ unloading times

Plant 1 Bldg 1 and Bldg. 1 West

Production material

unloading times: Mondays thru Fridays in accordance with the time slot specified

Saturday on appointment.

CEP-Service Provider

unloading times: Mondays thru Fridays 07:00 – 14:00 h



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Operating supplies

unloading times: Mondays thru Fridays 07:00 – 14:00 h

Plant 1 Bldg. 5

unloading times: Mondays thru Fridays **in accordance with the time slot specified.**

Plant 2 Untertürkheimer Straße 4

unloading times: Mondays thru Fridays 07:00 – 17:00 h

Plant 4

Customs shipments

Delivery **only** at Plant 4, Mondays thru Fridays 07:00 – 15:00 h

Plant 5 Neunkirchen Heidenhübel 66539 Neunkirchen-Wellesweiler

Production material

unloading times: Mondays thru Fridays **in accordance with the time slot specified**

Saturday on appointment.

CEP-Service Provider

unloading times: Mondays thru Fridays 07:00 – 14:00 h



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8. Shipping offices/ loading times

Plant 1 Bldg 5

loading times: Mondays thru Fridays 07:00 – 16:00 h

Plant 4 DVZ Hans-Großwendt-Ring 19 66333 Völklingen

loading times: Mondays thru Fridays in accordance with the time slot specified

Plant 5 Neunkirchen Heidenhübel 66539 Neunkirchen-Wellesweiler

loading times: Mondays thru Fridays in accordance with the time slot specified

9. Directions





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