



## Annex 5: Location-specific shipping instructions

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### **Applies to Bremen Location of ZF Aftermarket**

**Status: 25.11.2019**

#### **1. Documentation Required upon Delivery of Goods**

- The waybill is required at least in duplicate.
- Before unloading, the driver shall submit any required customs documents (driver shall point to an expired T paper), delivery notes, packing lists, etc., to the incoming goods staff. Failure to adhere to this rule will result in attributed costs and/or a returned shipment.
- Cartage notes and scanners are not accepted.
- Customs documents shall be provided without request at delivery. ZF Aftermarket reserves the right to reject the acceptance of goods with missing customs documents or possible deviations and to charge costs resulting from these missing customs documents and acceptance rejection to the forwarding agent.
- The incoming goods certificate must always specify the incoming goods office including plant and hall.

#### **2. Requirements for Service Provider Equipment**

- Safety vest according to requirements of standard EN 471
- Safety boots according to DIN EN ISO 20345 (old: DIN EN 345)
- Cell phone
- Cargo securing: The service providers are obligated to have sufficient cargo securing material (e.g. stretching frames, tie down straps, edge protectors, antiskid mats) at their disposal. No loading is allowed without sufficient cargo securing material. Securing material that ZF hands over to the service provider is invoiced.

#### **3. Requirements for Service Provider Behavior**

- Upon arrival at the premises, the driver shall register at the reception, show the documents including Transporeon / transport number and park the vehicle at the allocated area.
- After request via SMS, the driver shall enter the premises with the vehicle and follow the instructions by the unloading staff.
- The driver must wear the safety equipment specified in point 2 when getting out of the vehicle and shall use the marked safety paths.
- The chocks provided by ZF Aftermarket shall always be applied to the vehicle.
- The driver is only allowed to enter the loading area after being requested to do so.
- It is permissible to stay in the loading area only.
- Fasteners (room or package seals) are generally opened by ZF employees except the driver is instructed by a ZF employee to open the fasteners. ZF Aftermarket reserves the right to reject the acceptance of goods opened by any third party and to charge costs resulting from this acceptance rejection to the forwarding agent.



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### 4. Collection

#### 4.1. Collection land freight /sea freight – time slot management

- It is mandatory to book a time slot for each collection via the platform Transporeon as of a package size of 11 packages.
- The following lead times shall be observed when booking a time slot:
  - At the previous day: bookable full-day
  - At the same day: 3 hours prior to planned collection
- The service provider is not allowed to switch or delete time slots. Rebooking time slots is possible with a lead time of 3 hours.
- In case of non compliance the the time slot booking, the collection process might be delayed.
  - Resulting demurrage is not accepted.
  - Delays shall be immediately reported to the outgoing goods staff.
  - (refer to contacts in point 9)
- Courier, express, post shipments do not need to be booked via time slot management. Please advise the shipment to following email address: **[BRM-Warenausgang@zf.com](mailto:BRM-Warenausgang@zf.com)**

#### 4.2.1 Collection of air freight shipments

- Air freight must always be registered beforehand, specifying the driver's name, license plate, loading time and ZF Aftermarket reference number in an e-mail to the following e-mail addresses: **[BRM-Luftfracht@zf.com](mailto:BRM-Luftfracht@zf.com)**

### 5. Deliveries – Time Slot Management

- It is mandatory to book a time slot for each delivery beforehand via the platform Transporeon. Unloading without a time slot is not possible.
- The forwarding agent ensures that the time slots are entered in time and the agreed contract periods can be adhered to.
- Delays must be immediately reported to the incoming goods staff.

### 6. Loading and Unloading

- Goods are unloaded only via the ramp from the back; unloading from the side is not possible.
- Only vehicles that can load and unload goods at a loading ramp can be used.

### 7. Order Assignment and Notification

- The agreed term for deliveries at *Delmewerkstätten* in Diepholz by suppliers ZF Wagenfeld, ZF Damme and ZF Diepholz is ABB (day A – notification, day B – collection, day B – delivery).



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### 8. Miscellaneous

In addition to these provisions, the delivery and packaging regulations of ZF Aftermarket shall apply. They can be accessed using the following link.

<https://aftermarket.zf.com/delivery-specifications>

### 9. Contacts

Function	Name	Phone	E-mail
		+49 (0)421/8308 -	
Empties management	Ms. Ziegenfuß	-343	<a href="mailto:Simona.Ziegenfuss@zf.com">Simona.Ziegenfuss@zf.com</a>
Incoming goods	Mr. Grohn	-341	<a href="mailto:Michael.Grohn@zf.com">Michael.Grohn@zf.com</a>
Incoming goods	Mr. Knutz	-264	<a href="mailto:lars-arne.knutz@zf.com">lars-arne.knutz@zf.com</a>
Incoming goods	Mr. Tippmann	-463	<a href="mailto:blerim.tippmann@zf.com">blerim.tippmann@zf.com</a>
Outgoing goods	Mr. Winkelmann	-340	<a href="mailto:BRM-Warenausgang@zf.com">BRM-Warenausgang@zf.com</a>
Outgoing goods	Mr. Berkefeld	-344	<a href="mailto:Christian.berkefeld@zf.com">Christian.berkefeld@zf.com</a>

### 10. Incoming Goods Office Hours

Incoming goods offices				Office hours	
Plant	Address	Hall	Gate	Working days	Times



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I	Borgwardstr. 16 D-28279 Bremen			Mon - Thu Fri	8:00 a.m. - 3:00 p.m. 8:00 a.m. - 1:00 p.m.
II	SZ-Verpackungs GmbH Senator-Allerheiligen-Straße 3 D-28197 Bremen			Mon - Thu Fri Sat	6:00 a.m. - 3:00 p.m. 6:00 a.m. - 12:30 p.m. 6:00 a.m. - noon

11. Outgoing Goods Office Hours

Outgoing goods offices				Office hours	
Plant	Address	Hall	Gate	Working days	Times
I	Borgwardstr. 16 D-28279 Bremen			Mon - Thu Fri	7:00 a.m. - 4:00 p.m. 7:00 a.m. - 2:00 p.m.

12. Direction

