



## Appendix 5: Location specific forwarding instructions

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### Valid for location Dielingen / Division C und T

Version: 05.05.2021

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

- Delivery note and fully completed waybill
- For custom shipments additional accompanying document T1, trade invoice, Waybill AWB or B/L or CMR, ATR
- Handover of TOMS-note

#### 2. Requirements for the notification for Division C

- The delivery notification on the regional freight forwarder or CEP service provider of ZF Friedrichshafen AG should only take place with the order number as a reference of shipped goods. This reference number is necessary to take over of transport costs by ZF Friedrichshafen AG. In case of failure it will result in the rejection of the invoice and pass on the charges on the supplier.

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

- Only sideways loading and offloading of canvas cover trucks possible
- No processing of box trucks respectively only after prior consultation
- Delivery of sea containers only possible with prior arrangement.

#### 4. Requirements for the forwarder

- Register of the vehicles at the office.
- Securing of the load has to be done by the driver.
- All passengers have to wear the reflective vest (Norm EN 471) and safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345) when leaving the truck.

#### 5. Division T – Commercial Vehicle Technology

##### 5.1. Contact Division T

Function	Name	Phone +495474 / 60-	E-Mail
<b>Inbound</b>			
	Uwe Schwarz	-5040	Uwe.schwarz@zf.com
<b>Dispatch</b>			
	Mario Brinkmeier	-5130	Mario.brinkmeier@zf.com



## Appendix 5: Location specific forwarding instructions

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### 5.2. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Str. 7 32351 Stemwede- Dielingen	2.11	3 and 4	Mon– Fri	6:00 – 21:00 h	custom shipments until 16:30 h

### 5.3. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Str. 7 32351 Stemwede- Dielingen			Mon– Fri	7:00 – 20:30 h	



Appendix 5: Location specific forwarding instructions

6. Division C – Car Chassis Technology

6.1. Contact Division C Geb. 2.7.

Function	Name	Phone +495474 / 60-	E-Mail
<b>Inbound</b>			
<b>Preferred contact</b>	<b>Central email contact</b>		<b>Logistik.CC.CY@zf.com</b>
	Waldemar Engel	-5046	waldemar.engel@zf.com
	Gabriele Steinkamp	-5265	gabriele.steinkamp@zf.com
Manager	Andreas Wegehöft	-5622	andreas.wegehoefft@zf.com
<b>Dispatch</b>			
<b>Preferred contact</b>	<b>Central email contact</b>		<b>Logistik.CC.CY@zf.com</b>
	Waldemar Engel	-5046	waldemar.engel@zf.com
	Gabriele Steinkamp	-5265	gabriele.steinkamp@zf.com
Manager	Andreas Wegehöft	-5622	andreas.wegehoefft@zf.com

6.2. Opening hours goods receipt

7. Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Straße 7 32351 Stemwede-Dielingen	Geb. 2.7	5	Mo – Fr.	7:00 – 14:00	Or according to agreement

6.3. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Straße 7 32351 Stemwede-Dielingen	Geb. 2.7	5	Mo – Fr.	7:00 – 14:00	Or according to agreement



## Appendix 5: Location specific forwarding instructions

### 7. Directions

**ZF am Multidivisionstandort Lemförde · ZF at the multidivisional location Lemförde**

<p><b>ZF Friedrichshafen AG</b> Division <b>Motorfahrzeugtechnik</b> Commercial Vehicle Technology Division</p> <p>Postadresse - Postal address Deutschland - Germany 49447 Lemförde</p> <p><b>Dielingen (1)</b> Dr.-Jürgen-Ulmerup-Str. 7 32351 Stemwe-de</p> <p>Hauptverwaltung Division Pkw- Fahrwerktechnik Reassemblierung Division Car Chassis Technology</p> <p><b>Geschäftsfeld Nkw-Fahrwerkmodule</b> Business Unit DV Chassis Modules</p>	<p><b>ZF Friedrichshafen AG</b> Division <b>Pkw-Fahrwerktechnik</b> Car Chassis Technology Division</p> <p>Postadresse - Postal address Deutschland - Germany 49447 Lemförde</p> <p><b>Dielingen (2)</b> Dielinger-Str. 60 32351 Stemwe-de</p> <p>Personalentwicklungszentrum (PEC) Personnel Development Center</p> <p><b>Dielingen (3)</b> Am The 20 32351 Stemwe-de</p> <p>„Theihaus“ Personalentwicklung und Ausbildungszentrum (MAQ) Machining and Training Center (MAQ)</p> <p><b>Lemförde</b> Alter Bahndamm 12 49448 Lemförde</p> <p>Mechanische Bearbeitung und Ausbildungszentrum (MAQ) Machining and Training Center (MAQ)</p> <p><b>Damme</b> Dr.-Jürgen-Ulmerup-Platz 1 49401 Damme</p> <p>Geschäftsfeld Fahrwerkkomponenten Business Unit Chassis Components</p> <p><b>Wagenfeld</b> Dr.-Jürgen-Ulmerup-Platz 1 49419 Wagenfeld</p> <p>Geschäftsfeld Fahrwerkkomponenten Business Unit Chassis Components</p> <p><b>Diepholz (1)</b> Dr.-Jürgen-Ulmerup-Str. 11 49356 Diepholz</p> <p>Geschäftsfeld Fahrwerkkomponenten Business Unit Chassis Components</p> <p><b>Diepholz (2)</b> Post- und Werksanschrift Postal and plant address Siemensstr. 4 49356 Diepholz</p> <p>Geschäftsfeld - Business Unit Electronic Interfaces</p>	<p><b>ZF Friedrichshafen AG</b> Division <b>E-Mobility</b> E-Mobility Division</p> <p><b>Diepholz (2)</b> Post- und Werksanschrift Postal and plant address Siemensstr. 4 49356 Diepholz</p> <p>Geschäftsfeld - Business Unit Electronic Interfaces</p>
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