



Appendix 5: Location specific forwarding instructions

Valid for location Diepholz / Division C and E

Version: 19.04.2021

1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill
- Waybill must contain all necessary information for the recording into the tool Assist (credit note procedure)
- Handover of TOMS-note

2. 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.

3. 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.

4. Contact

Function	Name	Phone +49 5474 / 60-	E-Mail
Logistics Division C	Christian Brinkmeier	-3537	Christian.Brinkmeier@zf.com
Logistics Division E	David Duran-Bensusan	-3783	David.Duran-Bensusan@zf.com
Mgt. Lemförder Logistics	Benedikt Placke	-3570	Benedikt.Placke@lemlog.com
Inbound			
Lemförder Logistik	Sascha Beckers	-2979	Sascha.Beckers@lemlog.com
Dispatch			
Lemförder Logistik	Sascha Kampers	-3631	Sascha.Kampers@lemlog.com



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5. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Lemförder Logistik GmbH Dr.-Jürgen-Ulderup-Straße 9-10 49356 Diepholz			Mon – Fri	6:00 – 18:00 h	Lemförder Logistik
	External Warehouse: Lemförder Logistik GmbH Maschstraße 31 49356 Diepholz			Mon – Fri	6:00 – 16:00 h	Lemförder Logistik

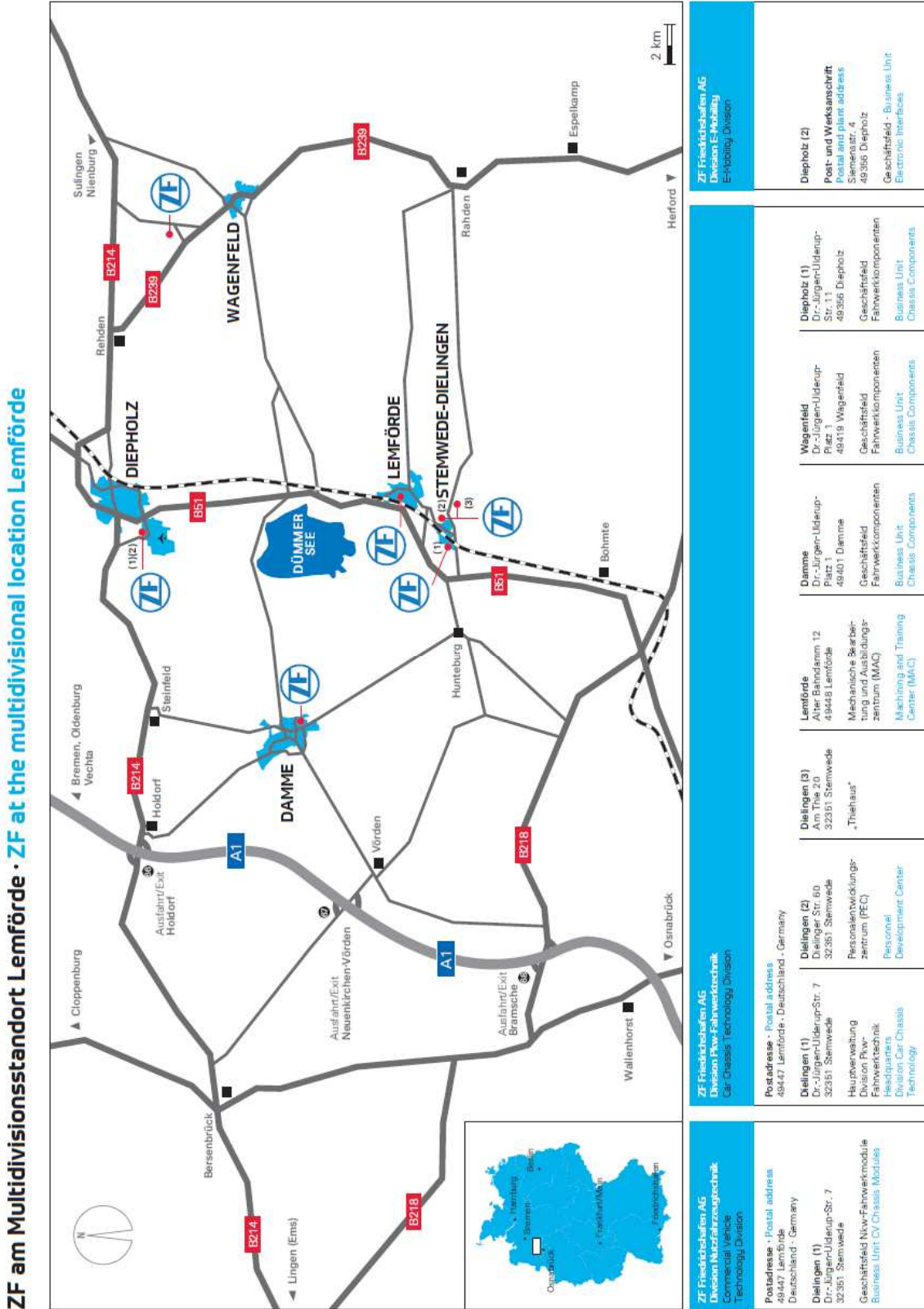
6. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Lemförder Logistik GmbH Dr.-Jürgen-Ulderup-Straße 9-10 49356 Diepholz			Mon – Fri	8:00 – 19:00 h	Lemförder Logistik
	External Warehouse: Lemförder Logistik GmbH Maschstraße 31 49356 Diepholz			Mon – Fri	8:00 – 16:00 h	Lemförder Logistik



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7. Directions



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From Airport Bremen

- follow signposts to highway A1 towards Osnabrück
- leave A1 at exit Holdorf and follow federal highway B214 towards Diepholz
- follow B214 to Diepholz
- turn right onto Junkernhäuser Weg
- onwards Dr.-Jürgen-Ulderup-Str.

From Airport Münster/Osnabrück

- follow signposts to highway A1 towards Bremen
- leave A1 at exit Holdorf and follow federal highway B214 towards Diepholz
- follow B214 to Diepholz
- turn right onto Junkernhäuser Weg
- onwards Dr.-Jürgen-Ulderup-Str.

- NO inbound delivery station !
- NO trucks !
- Inbound delivery station