



Valid for location Friedrichshafen / Division I/T/Z

Version: 09.03.2021

1. Necessary documents for the goods receipt

1.1. without TOMS connection

- The goods receiving point incl. the plant and the hall is to be indicated in the waybill by all means.
- a load carrier note per supplier and goods receiving point
- cartage note will not be accepted

1.2. with TOMS connection

- The goods receiving point incl. the plant and the hall as well as the SON-Ref.nr. (preferably with a scannable barcode) is to be indicated in the waybill by all means.
- Per supplier and goods receiving point a hard copy of the TOMS Transport Data Sheet is to be handed over to the goods receipt by the driver.

2. Requirements for the equipment of the forwarder

- Only sideway loading and offloading of canvas covert trucks possible
- No loading and offloading of box trucks
- Driver has to wear security shoes and high-visibility vest
- Deliveries of not palletized goods with a weight of more than 30 kg cannot be unloaded. Exceptions need prior written confirmation by the unloading department. This regulation is valid for all shipments which cannot be assigned to appendix 2 "Forwarding process for small shipments"

3. Requirements for the behavior of the forwarder

- Do not paste small part containers and cover plates with routing label
- Shipments have to assort according to the good receiving points
- Deliveries or loadings outside the named working hours generally are only possible with prior consultation

4. Contact and opening hours



Appendix 5: Location specific forwarding instructions

General office 07541 77-0

Inbound

Plant	Building	Opening hours Mo - Fr	Name	Email	DA
Freight management			Ms. Esposito Mr. Volpe	linda.esposito@zf.com sandro.volpe@zf.com	-961132 -5250
Management of empties			Mr. Skopp Mr. Sippel	stefan.skopp@zf.com benjamin.sippel@zf.com	-5143 -8200
ZF Friedrichshafen AG					
I	4	7:00 – 15:00	Mr. Fischer	ch.fischer@zf.com	-8267
I	6	05:30 – 20:30	Mr. Breyer	daniel.breyer@zf.com	-961847
I	46	7:00 – 15:00	Mr. Breyer	daniel.breyer@zf.com	-961847
I	45	7:00 – 15:00	Mr. Fischer	ch.fischer@zf.com	-8267
II	2	7:00 – 15:00	Mr. Steinacher	uwe.steinacher@zf.com	-4432
II	3	6:00 – 15:00	Mr. Braun	daniel.braun@zf.com	-5968
II	9	5:30 – 19:30	Mr. Göttle	hubert.goettle@zf.com	-5180
			Mr. Hodapp	walter-thomas.hodapp@zf.com	-5581
II	10	7:00 – 15:00	Mr. Klotz	thomas.klotz@zf.com	-2935
II	33 south		Mr. Heinrich	thomas.heinrich@zf.com	-5733
IV	4	7:00 – 15:30	Mr. Messmer	berthold.messmer@zf.com	-5853
ZF Friedrichshafen AG – ZF Aftermarket					
II	4	7:00 – 16:00	Ms. Diwisch	brigitte.diwisch@zf.com	-5322

Outbound

Plant	Building	Opening hours Mo - Fr	Name	Email	DA
ZF Friedrichshafen AG					
I	4	8:00 – 15:00	H. Kiwatsch	frank.kiwatsch@zf.com	-8261
I	6	05:30 – 20:30	Mr. Breyer	daniel.breyer@zf.com	-961847
I	13	7:00 – 16:00	Mr. Köppe	uwe.koeppe@zf.com	-4730
I	45	8:00 – 15:00	Mr. Kiwatsch	frank.kiwatsch@zf.com	-8261
II	3	6:00 – 15:00	Mr. Braun	daniel.braun@zf.com	-5968
II	9	8:00 – 15:00	Export: Ms. Müller	VersandbueroW2H9.569@zf.com	-5586
		5:00 – 20:00	Shift	Verladecenter.W2H9@zf.com	-5903
IV	4	7:00 – 15:30	H. Messmer	berthold.messmer@zf.com	-5853
ZF Friedrichshafen AG – ZF Aftermarket					
II	4	8:00 – 16:00	Versandbüro	verladebuero-friedrichshafen@zf.com	-5655
Means of transport warehouse					
II	33 north	7:00 – 16:30	TPLL16-Office	tm-lager.542@zf.com	-5508
Vehicles must be ready for loading before 16:30 h ; Jumbotrucks and Megatrailer before 16:00 h					

Appendix 5: Location specific forwarding instructions

Directions

