



## Annex 5: Location-specific shipping instructions

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### **Applies to ZF Aftermarket (Customer Service) at Friedrichshafen Location**

**Address:** ZF Friedrichshafen AG  
ZF Aftermarket Friedrichshafen  
Plant 2, Gate 4, Hall 4  
Leutholdstraße  
D-88045 Friedrichshafen

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

- The waybill must always specify the incoming goods office including plant and hall.
- Load carrier accompanying document: once per supplier and incoming goods office.
- Cartage notes are not accepted.

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

- Loading and unloading of tarpaulin trucks from the side only; box trucks are not loaded or unloaded.
- Loading and unloading of sea containers is not possible.
- **Deliveries of unpalletized goods with a package weight of more than 30 kg cannot be unloaded. Exceptions shall be confirmed in writing beforehand by the unloading department.**

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

- No routing labels shall be stuck to small load carriers and cover plates.
- The shipments must be sorted by incoming goods office.
- Deliveries or loading outside of the office hours mentioned below are only possible upon prior consultation.
- Cargo securing: The service providers are obligated to have sufficient cargo securing material (e.g. tie down straps, stretching frames, antiskid mats, edge protectors, etc.) at their disposal. No loading is allowed without sufficient cargo securing material.
- Fasteners (room and package seals) are only opened by ZF employees. 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.

#### **4. Notes on Location-Specific Shipping Instructions of Friedrichshafen Location / I/T Division, Corporate Headquarters**

- The location-specific shipping instructions of the Friedrichshafen location remain unaffected.

**5. Contacts and Office Hours****Phone (Central Reception): +49 (0) 7541 / 77-0****Incoming goods**

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> Mon - Fri	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
<b>ZF Friedrichshafen AG – ZF Aftermarket</b>					
II	4	7:00 a.m. - 3:00 p.m.	Ms. Diwisch	<a href="mailto:brigitte.diwisch@zf.com">brigitte.diwisch@zf.com</a>	-5322
			Incoming goods	<a href="mailto:WE-Friedrichshafen@zf.com">WE-Friedrichshafen@zf.com</a>	

**Shipping**

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> Mon - Fri	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
<b>ZF Friedrichshafen AG – ZF Aftermarket</b>					
II	4	8:00 a.m. - 4:00 p.m.	Mr. Kerti	<a href="mailto:ayhan.kerti@zf.com">ayhan.kerti@zf.com</a>	-8039
			Loading office	<a href="mailto:verladebuero-friedrichshafen@zf.com">verladebuero-friedrichshafen@zf.com</a>	-5655

**Container logistics / empties management**

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> Mon - Fri	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
<b>ZF Friedrichshafen AG – Central container logistics</b>					
II	33		Mr. Skopp	<a href="mailto:stefan.skopp@zf.com">stefan.skopp@zf.com</a>	-5143
			Mr. Sippel	<a href="mailto:benjamin.sippel@zf.com">benjamin.sippel@zf.com</a>	-8200
<b>ZF Friedrichshafen AG – Transport equipment store</b>					
II	33 North	7:00 a.m. - 3:00 p.m.	TPML office	<a href="tel:+4975415462">Fax no.: Extension - 5462</a>	-5508
The vehicles must be ready for loading at 2:30 p.m. at the latest! Jumbo vehicles and mega-trailers at 2:00 p.m. at the latest!					

**Import processing /  
customs handling**

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> Mon - Fri	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
			Import processing	<a href="mailto:zoll-importfn@zf.com">zoll-importfn@zf.com</a>	-5500
Shipment notifications must be sent to the specified e-mail address.					

**Freight management**

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> Mon - Fri	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
II	4		Mr. Jäger	<a href="mailto:martin.jaeger@zf.com">martin.jaeger@zf.com</a>	-5323

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### Directions

