



Appendix 5: Location specific forwarding instructions

Valid for location Kreuztal / Division C

Version: 10.08.2018

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)
- Goods tags according to VDA 4902 Version 4 as per “Logistics Requirements for Supplier”
- Handover of TOMS-note

2. Requirements for the equipment of the forwarder

- Only sideway loading and offloading of canvas cover trucks possible

3. Requirements for the forwarder

- Register of the vehicles at the goods receiving 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.
- Acceptance of the visitor regulations for plant Kreuztal SVA 5105-91-5016
- Declaration of dutiable goods for customs process

4. Contact

Function	Name	Phone +495474 / 60-	E-Mail
Logistics Management	Andreas Bolduan	-5852	Andreas.bolduan@zf.com
Inbound			
	André Weigand	-5151	Andre.weigand@zf.com
Dispatch			
	Peter Freund	-3406	Peter.freund@zf.com



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5. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Langenauer Straße 18 57223 Kreuztal		1	Mon – Fri	7:00 – 20:00 h	

6. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Langenauer Straße 18 57223 Kreuztal		8	Mon – Fri	7:00 – 20:00 h	

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7. Directions

