



Appendix 5: Location specific Shipping Instructions

Applicable to Lommel site/ division I

Edition: November 20, 2020

1. Documentation required for incoming goods

- All documents (delivery note in duplicate, load carrier accompanying note, etc.) to be attached to the consignment note in a closed packing slip envelope
- Transport means accompanying notes, bordereaux are not accepted; separate consignment notes are required for each unloading point
- It is not allowed to stick any goods labels to any load carrier

2. Requirements for the forwarder's equipment

- Lateral loading and unloading of trucks with canvas cover is possible
- No processing, loading/unloading of box-body vehicles
- Delivery of maritime containers possible only after prior consultation
- Cargo securing is designated by the driver
- All trucks have to carry the following equipment when entering the plant:
 - Reflective vest (Norm EN 471)
 - Safety shoes (DIN EN ISO 20345 / obsolete EN 345)
 - Sufficient securing service material (non-slip mat, edge protection, belt strap with validity and without damage, clean swept freight hold)

3. Requirements for the forwarder's behavior

- Any demurrage charges accrued for waiting times during loading and unloading are not accepted.
- Unloading outside the specified periods only upon agreement
- Any costs accrued for delayed delivery to the customer will be passed on to the forwarder
- Please immediately inform us if the specified delivery dates cannot be met



Appendix 5: Location specific Shipping Instructions

4. Contacts

Function	Name	Phone	E-Mail
Head of Supply Chain	Michel De Bois	+32 11 34 98 92	michel.debois@zf.com
Logistics Manager	Curt Schildermans	+32 11 54 93 66	curt.schildermans@zf.com
Freight Coordinator	Michel Marceniuk	+32 11 54 93 81	michel.marceniuk@zf.com
Inbound			
Central receiving		+32 11 54 94 85	rec.lommel@zf.com
Shipping – Gear Units		+32 11 63 96 73	
Outbound			
Freight Coordinator	Michel Marceniuk	+32 11 54 93 81	michel.marceniuk@zf.com
Forwarding		+32 11 54 94 85	
Shipping – Gear Units		+32 11 63 96 73	



Appendix 5: Location specific Shipping Instructions

5. Goods receipt opening hours

Goods receipt points			Opening hours		Comments
Address	Shop	Gate	Workdays	Time	
Gerard Mercatorstraat 40 Kristalpark 4510 3920 Lommel	Gear Units	2	Mon - Fri	06.00 – 21.00	
Gerard Mercatorstraat 40 Kristalpark 4510 3920 Lommel	Steel	12	Mon – Fri	06.15 – 9.15 10.00 – 17.00	
Gerard Mercatorstraat 40 Kristalpark 4510 3920 Lommel	Raw	17	Mon – Fri	06.15 – 9.15 10.00 – 17.00	
Gerard Mercatorstraat 40 Kristalpark 4510 3920 Lommel	Central receiving	30	Mon – Fri	06.15 – 9.15 10.00 – 17.00	

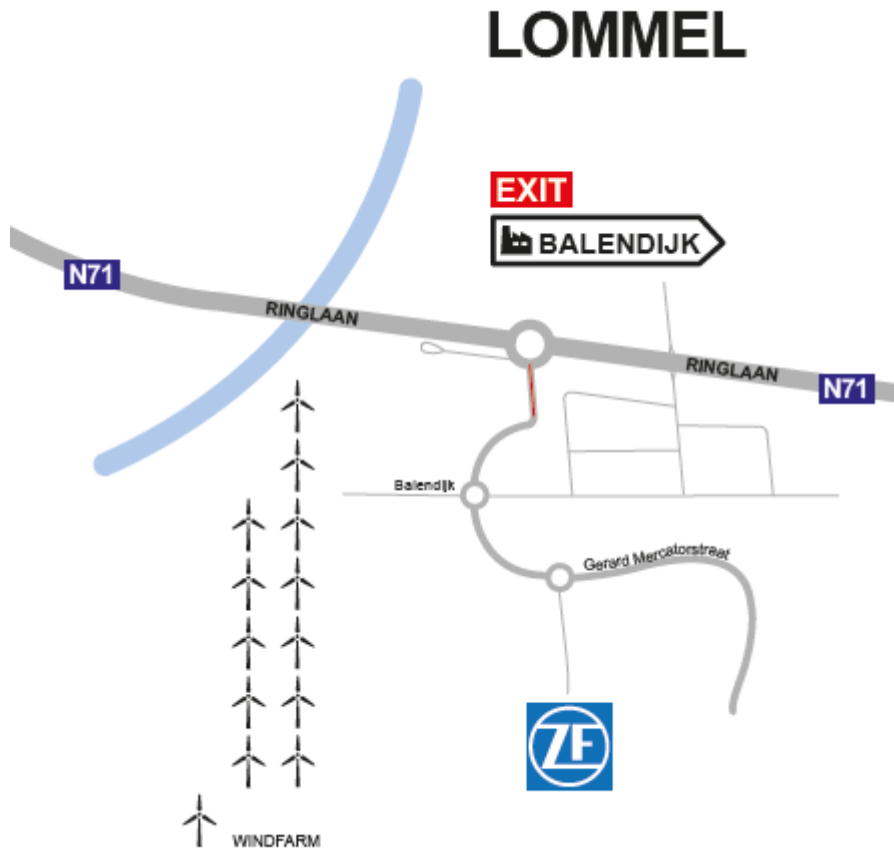
6. Goods issue Opening Hours

Goods issue point			Opening hours		Comments
Address	Shop	Gate	Workdays	Time	
Gerard Mercatorstraat 40 Kristalpark 4510 3920 Lommel	Gear Units	2	Mon - Fri	06.00 – 21.00	
Gerard Mercatorstraat 40 Kristalpark 4510 3920 Lommel	Forwarding	30	Mon – Fri	06.15 – 9.15 10.00 – 17.00	



Appendix 5: Location specific Shipping Instructions

7. Orientation map





Appendix 5: Location specific Shipping Instructions

Applicable to Lommel site / Division I

Edition: June 27, 2019

1. General

These location specific shipping instructions applicable at Lommel site, Division I, include supplements and details to the general shipping instructions for the delivery to ZF Friedrichshafen AG.

Moreover, it is imperative to observe the currently applicable and valid ZF-standards, guidelines, as well as division or location specific and individual agreements.

2. Packaging

ZF packing instructions must be complied with. If no applicable packing instructions are available, they may be requested from ZF.

Each article number must be properly segregated into a container / load carrier.

The supplier shall ensure that the goods are provided and delivered on functional load carriers, which are free from any defects. The load carriers must not be damaged during cargo tie-down.

3. Documents and labeling of goods

The supplier must ensure that only goods labels according to VDA standard are used at the position specified by ZF. The use of these standard goods labels allows both partners to use barcode-readable identification systems.

For details see (<http://www.vda.de/de/downloads/189>): Supplements to recommendation VDA 4902, version 4, by entries into the 2D symbology Data Matrix ECC200.

Each base load carrier / colli must be labeled with the corresponding unloading point (plant / gate / storage location).

The exact position and specification of the label of each load carrier is indicated in chapter 7. Make sure that the labels of pallet goods are laterally arranged, and can be seen and scanned from the outside.



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4. Loading

All load carriers must be delivered to the forwarding agent in a logistically optimized arrangement. This means, for example, that basic dimensions and maximum height of the load carrier must be observed, and deliveries must always be stackable. Any exceptions must be fixed in the corresponding ZF packing instructions.

Basic dimension	1200 x 800 mm (European standard dimension)
Max. total height	1000 mm

- If the delivery of an article number consists of several small load carriers, they must be grouped on one or several base load carriers.
- If the shipment is not stackable, it can be filled up with empty small load carriers, which is permitted just once per shipment.
- If a base load carrier (e.g.: pallet) has got several load carriers with different article numbers, it must be clearly identified as „mixed pallet“ laterally besides the goods labels.
- Loose goods are not permitted (e.g.: single small load carriers without pallet).
- Shipments must be sorted according to the unloading point.

5. Deviations versus Shipping Instructions

In case of any deviations versus shipping instructions, ZF will pass on the extra costs caused by the supplier's culpable violation of the agreed conditions plus processing costs for charging.

Please take the currently applicable hourly rates from the general shipping instructions for the delivery to ZF Friedrichshafen AG.

6. Descriptions

This chapter includes examples to illustrate the above mentioned shipping instructions.

Additional to 1. Packaging

ZF packing instructions specify the following contents:

- ⇒ Material number and denomination
- ⇒ Point of receipt
- ⇒ Load carrier
- ⇒ Type and quantity of insertable dividers
- ⇒ Number of materials per load carrier
- ⇒ Photo example
- ⇒ Contact at ZF










Appendix 5: Location specific Shipping Instructions

Fully functional load carriers free from defects	
correct	faulty
	
	
	



Appendix 5: Location specific Shipping Instructions

Fully functional load carriers free from defects	
correct	faulty
	
	
	
	
	
	



Appendix 5: Location specific Shipping Instructions

Fully functional load carriers free from defects	
correct	faulty

Pallets as illustrated below are not allowed at Lommel site		
<p><i>All type off pallets with closed runner</i></p>	<p><i>All type off pallets with closed runner</i></p>	<p><i>All types of CP pallets</i></p>
<p><i>All type of CHEP pallets</i></p>	<p><i>All type of LRP pallets</i></p>	<p><i>All types of WORLD pallets</i></p>

Additional to: 2. Documents







Appendix 5: Location specific Shipping Instructions

VDA-label 4902 + Data-Matrix-Code


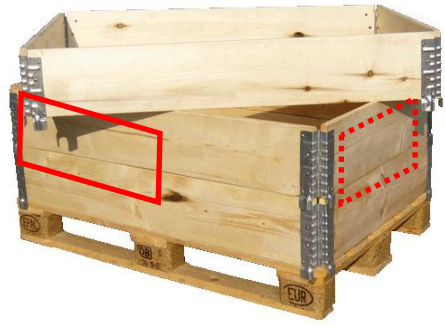
The supplier shall ensure that goods labels acc. to VDA 4902, version 4 + DMC are used.

- ⇒ Large labels in DIN A5 format (210 x 148 mm) must be used for large load carriers
- ⇒ Small labels with dimensions 210 x 74 mm must be used for small load carriers

Example for GLT (large load carriers)

(1) Warenempfänger ZF Friedrichshafen DE-94034 Passau-Patriching		(2) Abladestelle - Lagerort - Verwendungsschlüssel Werk 3001 / LC Montage Tor 17-20 W201	
(3) Lieferschein-Nr. (N) SH0912913 		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) ZF Wind Power Antwerpen NV Gerard Mercatorstraat 40, BE-3920 Lommel	
(8) Sach-Nr. Kunde (P) 2097317034 		(5) Gewicht netto (kg) (6) Gewicht brutto (kg) (7) Anzahl Packstücke 338 423 1-1	
(9) Füllmenge (Q) 1 		(10) Bezeichnung Lieferung, Leistung HOUSING REAR AXLE (11) Sach-Nr.	
(12) Lieferanten-Nr. (V) 387660 		(13) Datum (14) Änderungsstand Konstruktion 24.04.14	
(15) Packstück-Nr. (S)		(16) Chargen-Nr. (H)	

Position of the VDA-goods label

DB-grid box	Euro wooden pallet
	

Additional to 3. Loading



Appendix 5: Location specific Shipping Instructions

Logistically optimized grouping	
correct	faulty
	
	
Identification as mixed pallet	
Description	Example
<p>A combined delivery of several load carriers with different article numbers on one base load carrier requires a clear identification as „mixed pallet“.</p>	

Initial sample



Appendix 5: Location specific Shipping Instructions

Description	Example
<p>Deliveries of deviated parts, initial sample, prototype and certified material are to be marked clearly on all sides of the packaging. The order from ZF WPA must be clearly visible!</p> <p>Forms from QR83 Quality Assurance Directive for Purchased items</p>	<p>F08 Formular: Kennzeichnung für Bauabweichungsteile Form: Identification of Deviated Parts</p>  <p>F09 Formular: Kennzeichnung für Erstmuster Form: Identification of Initial Samples</p> 



Appendix 5: Location specific Shipping Instructions

	<p>F10 Formular: Kennzeichnung für Prototypen Form: Identification of Prototypes</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Kennzeichnung für Prototypen <i>Identification of Prototypes</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><i>Lieferant / Supplier:</i></td> <td style="width: 30%;"><i>Tel.:</i></td> </tr> <tr> <td></td> <td><i>Fax:</i></td> </tr> <tr> <td></td> <td><i>E-Mail:</i></td> </tr> </table> <p style="text-align: center; font-size: 1.2em;">PROTOTYPEN <i>PROTOTYPE</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"> <p>ACHTUNG Bitte umgehend an die Abteilung Qualitätssicherung für Kaufteile weiterleiten.</p> <p>ATTENTION Please forward immediately to Department for Quality Assurance of Purchased Parts.</p> </td> <td style="width: 40%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;"><i>ZF Material Nr. / ZF Part No.:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>ZF Änderungsindex / ZF Revision Level:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>ZF Bezeichnung / ZF Description:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>Datum / Date:</i></td> <td>.....</td> </tr> </table> </td> <td style="width: 30%;"></td> </tr> </table> <p style="text-align: center; font-size: 0.8em;"><i>Achtung: Jede Verpackungseinheit ist mit diesem Formular zu kennzeichnen</i> <i>Attention: Every packaging unit has to be labeled with this form</i></p> </div>	<i>Lieferant / Supplier:</i>	<i>Tel.:</i>		<i>Fax:</i>		<i>E-Mail:</i>	<p>ACHTUNG Bitte umgehend an die Abteilung Qualitätssicherung für Kaufteile weiterleiten.</p> <p>ATTENTION Please forward immediately to Department for Quality Assurance of Purchased Parts.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;"><i>ZF Material Nr. / ZF Part No.:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>ZF Änderungsindex / ZF Revision Level:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>ZF Bezeichnung / ZF Description:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>Datum / Date:</i></td> <td>.....</td> </tr> </table>	<i>ZF Material Nr. / ZF Part No.:</i>	<i>ZF Änderungsindex / ZF Revision Level:</i>	<i>ZF Bezeichnung / ZF Description:</i>	<i>Datum / Date:</i>	
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	<p>F11 Formular: Kennzeichnung für geprüfte Ware nach Reklamation Form: Identification of Certified Material after Complaint</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Kennzeichnung geprüfte Ware nach Reklamation <i>Identification of Certified Material after Complaint</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><i>Lieferant / Supplier:</i></td> <td style="width: 30%;"><i>Berichts Nr. / Report No.:</i></td> </tr> <tr> <td></td> <td>.....</td> </tr> </table> <p style="text-align: center; font-size: 1.2em;">GEPRÜFTE WARE <i>CERTIFIED MATERIAL</i></p> <p style="text-align: right; font-size: 0.8em;"><i>Kennzeichnungsart am Einzelteil / Identification mark per piece</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"> <p>ACHTUNG Diese Lieferung wurde auf die im Bericht angegebenen Fehlermerkmale zu 100% geprüft.</p> <p>ATTENTION Delivery has been checked 100% for claimed failure characteristic according to quality report</p> </td> <td style="width: 40%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;"><i>ZF Material Nr. / ZF Part No.:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>ZF Änderungsindex / ZF Revision Level:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>ZF Bezeichnung / ZF Description:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>Datum / Date:</i></td> <td>.....</td> </tr> </table> </td> <td style="width: 30%; vertical-align: top;"> <p style="font-size: 0.8em;"><i>geprüftes Fehlermerkmal / checked failure characteristic</i></p> </td> </tr> </table> <p style="text-align: center; font-size: 0.8em;"><i>Achtung: Jede Verpackungseinheit ist mit diesem Formular zu kennzeichnen</i> <i>Attention: Every packaging unit has to be labeled with this form</i></p> </div>	<i>Lieferant / Supplier:</i>	<i>Berichts Nr. / Report No.:</i>		<p>ACHTUNG Diese Lieferung wurde auf die im Bericht angegebenen Fehlermerkmale zu 100% geprüft.</p> <p>ATTENTION Delivery has been checked 100% for claimed failure characteristic according to quality report</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;"><i>ZF Material Nr. / ZF Part No.:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>ZF Änderungsindex / ZF Revision Level:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>ZF Bezeichnung / ZF Description:</i></td> <td>.....</td> </tr> <tr> <td style="font-size: 0.8em;"><i>Datum / Date:</i></td> <td>.....</td> </tr> </table>	<i>ZF Material Nr. / ZF Part No.:</i>	<i>ZF Änderungsindex / ZF Revision Level:</i>	<i>ZF Bezeichnung / ZF Description:</i>	<i>Datum / Date:</i>	<p style="font-size: 0.8em;"><i>geprüftes Fehlermerkmal / checked failure characteristic</i></p>		
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Additional to 4. Logistics service provider



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If ZF Wind Power is responsible for freight paying, only the nominated forwarder are allowed to use.

All loads above 30Kg must be notified to the nominated forwarder.

Transport Company	Department	Contact person
Transport Essers Transportlaan 4 3600 Genk Belgium	Transport booking For countries: Belgium, France, Germany, Greece, Romania, Switzerland, The Netherlands, Turkey, United Kingdom, Italy, Czech Republic, Denmark, Norway, Slovakia, Spain	http://tracking.essers.com/B2B/ Mrs. Lieve Kaerts orders@essers.com & lieve.kaerts@essers.com Tel.: 0032 (0) 89 369 243 Mobil: 0032 (0) 473 992 768 Backup Mr. Chris Vansummeren chris.vansummeren@essers.com Tel.: 0032 (0) 89 369 358 Mobil: 0032 (0) 471 106 195

Please contact your local DHL agent for loads below 30Kg.

Type of Service: EXPRESS WORLDWIDE

Should be your delivery outside the opening hours, please contact your local contact at ZF Wind Power or below departments.

Contact persons for goods receiving and shipping:

Company	Department	Contact person ZF
ZF Wind Power Antwerpen NV	<u>Inbound:</u> Central receiving	Tel.: 0032 (0) 11 549 485
	<u>Outbound:</u> Forwarding	Tel.: 0032 (0) 11 549 485
	Shipping-Gear Units	Tel.: 0032 (0) 11 639 673



Appendix 5: Location specific Shipping Instructions

Delivery condition:

ZF uses the current version of the Incoterms® as the standard basis for the delivery terms.

ZF generally applies the following delivery terms:

FCA "Point of Departure" Incoterms® 2010

Lead times:

The applicable Lead times can be found on www.ZF.com and use the searching words "forwarding instruction". On the page you have to select the Lead times for *Location Lommel (Belgien)-(ZF Windpower)*.