



Annex 5: Location-Specific Shipping Instructions

Applies to Neuwied Location/ZF Aftermarket

Status: 2020-07-15

1. Documentation Required Upon Delivery of Goods

- The waybill is required at least in triplicate.
- Before unloading, the driver shall submit any required customs documents, delivery notes, packing lists, etc., to the incoming goods staff.
- Customs documents shall be provided without request at delivery. ZF Aftermarket reserves the right to refuse the acceptance of goods in case of missing customs documents and/or possible deviations and to charge costs resulting from such missing customs documents and acceptance refusal to the forwarding agent.

2. Requirements for Service Provider Equipment

- Safety vest according to requirements of standard EN 471
- Safety boots according to DIN EN ISO 20345 (previously: DIN EN 345)
- Cargo securing: The service providers are obligated to have sufficient cargo securing material (e.g. stretching frames, tie down straps, edge protectors, antiskid mats) at their disposal. No loading is allowed without sufficient cargo securing material.
- When loading dangerous goods below the corresponding limit quantity (Cl. 1.4S/G + Cl. 9), the driver shall have at least one 2-kg fire extinguisher on board. The driver shall show this fire extinguisher to the loading staff.

3. Requirements for Service Provider Behavior

- Upon arrival at the premises, the driver shall stop at the stop sign, contact headquarters/reception and present the required documents. The driver shall give his name and that of the forwarding company as well as the license plate number of his vehicle.
- After entering the premises, the driver shall follow the instructions of the loading and unloading staff.
- The driver shall wear the safety equipment specified under item 2 when getting out of the vehicle.
- Collection: Prior to collection, the time and date shall be coordinated with the outgoing goods department. Loading shall only occur after the shipment reference number has been given.
- The driver is only allowed to enter the loading area after being requested to do so.
- The driver shall not leave the loading area.



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4. Deliveries – Time Slot Management

- Shipments of up to 4 pallets can be delivered without prior coordination during the opening hours of our warehouse given below.
- For deliveries more than 5 pallets booking a time slot in advance via the platform Transporeon is mandatory. Unloading without a time slot is not possible. The term pallets refers to the actual number of loaded pallets (stacked pallets may still be wrapped) and not to storing positions.
- Delays shall be reported to the incoming goods department immediately so that all options (new time slot, unloading later on the same day) can be considered.
- Delays shall be reported immediately.

5. Loading and Unloading

- As a rule, ramps shall be used for loading and unloading.
- Exception: loading and unloading of empties.

6. Dangerous Goods

- The following dangerous goods are transported:
 - Class 1.4S / UN0432
 - Class 1.4G / UN0503
 - Class 9 / UN3268

7. Contact

Function	Name	Telephone 02631 912-	E-Mail
Supervisor Warehouse	Hr. Haffner	-365	Achim.Haffner@zf.com
Empties Management	Fr. Kronewald Hr. Klaffke	-366 -371	Andrea.Kronewald@zf.com Uwe.Klaffke-contr@zf.com
Administration Incoming goods	Hr. Qureshi	-354	Babar.Qureshi@zf.com
Incoming goods	Hr. Weber	-374	Heinz.Weber@zf.com
Dispatch	Hr. Scherbarth Hr. Hellenbrand	-361	Marc.Scherbarth@zf.com Markus.Hellenbrand@zf.com
Supervisor Warehouse Administration	Hr. Elberskirch	-372	Marco.Elberskirch@zf.com



Annex 5: Location-Specific Shipping Instructions

Administration dispatch	Hr. Ruhl	-598	Vitali.Ruhl@zf.com
Administration dispatch	Fr. Marzi	-373	Alexandra.Marzi@zf.com
Administration dispatch	Hr. Sahm	-377	Karl.Sahm@zf.com

8. Incoming Goods Office Hours

Incoming goods offices				Office hours		Comment
Plant	Address	Hall	Gate	Working days	Hours	
I	Rudolf-Diesel-Str. 7 D-56566 Neuwied			Mo – Fri	6 a.m. - 7 p.m.	
II	Außenlager Transpack Augsbergweg 10 D-56626 Andernach			Mo – Fr.	8 a.m. – 3 p.m.	
III	Außenlager Transpack Im Schützengrund 20 56566 Neuwied/Engers			Mo – Fr.	8 a.m. – 3 p.m.	

9. Outgoing Goods Office Hours

Outgoing goods offices				Office hours		Comment
Plant	Address	Hall	Gate	Working days	Hours	
I	Rudolf-Diesel-Str. 7 D-56566 Neuwied			Mon – Fri	8 a.m. - 5 p.m.	Loading after 5 p.m. only upon prior arrangement.

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10. Directions

