



Annex 5: Location-specific shipping instructions

Applies to ZF Aftermarket (Customer Service) at Passau Location

Address: ZF Friedrichshafen AG
ZF Aftermarket Passau
Plant 1
Donastr. 71
D-94034 Passau

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 Passau Location / I/T Division

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



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5. Contacts and Office Hours**Phone (Central Reception): +49 (0) 851 / 494-0****Incoming goods**

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
ZF Friedrichshafen AG – ZF Aftermarket					
1	Incoming goods	Mon - Fri 8:00 a.m. - noon 1:00 p.m. - 3:30 p.m.	Mr. Breitenfellner	franz.breitenfellner@zf.com	-2867
1	Defective parts	Mon - Thu 8:00 a.m. - 3:00 p.m. Fri 8:00 a.m. - noon	Mr. Atzinger	klaus.atzinger@zf.com	-7554

Shipping

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
ZF Friedrichshafen AG – ZF Aftermarket					
1	28	8:00 a.m. - 3:30 p.m.	Mr. Grundmüller Ms. Bauer-Penzenstadler	kurt.grundmueller@zf.com elkeanja.bauer-penzenstadler@zf.com	-7400 -2669

Container logistics / empties management

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
ZF Friedrichshafen AG – ZF Aftermarket – EURO-POOL					
1	28	8:00 a.m. - 3:00 p.m.	Ms. Bauer-Penzenstadler	elkeanja.bauer-penzenstadler@zf.com	-2669
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!					
ZF Friedrichshafen AG / I Division – Other empties					
			Container management	behaeltermangement.passau@zf.com	-5314

Import processing / customs handling

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
		Mon - Fri	Import processing	zoll.zf-services@zf.com	+49 (0) 421 / 8308-318
Shipment notifications must be sent to the specified e-mail address.					

Freight management

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
		Mon - Fri	Mr. Jäger	martin.jaeger@zf.com	+49 (0)7541 / 77-5323

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Directions

