



## Valid for location Saarbrücken / Division P

Version: 2017.09.01

**The use of safety shoes and warning vests is mandatory throughout the entire plant. Access is not permitted without this personal safety equipment.**

### **1. Necessary additional documents for the goods receipt**

- Delivery note (single)
- SON Transportbegleitschein/Waybill in duplicate per supplier and freight receiving office
- Cartage notes are not accepted

The shipping documents must be handed over separately at the freight receiving office.

**Waybills for special transportations must be clearly marked "Special Transportation".**

### **2. Short shipment**

- Costs caused by short shipments will be charged to the supplier.

### **3. Delivery or collection**

- Only sideway loading and offloading of canvas cover trucks possible
- No loading and offloading of box trucks

### **4. Package data**

- Package data must always be indicated on the waybill in addition to the general freight data, especially if the packages are owned by ZF AG.

### **5. Schedules for delivery to the customer**

- The service provider must observe the specified delivery schedules. Outage costs incurred by the consignee will be charged to the service provider. The service provider must inform ZF if a specified delivery date cannot be observed.



## Appendix 5: Location specific forwarding instructions

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### 6. Contact

Function	Name	Phone +49681/ 920	E-Mail
Freight management	Mr. Rothgerber	-2338	Christian.Rothgerber@zf.com
Freight management	Mr. Weidmann	-2860	Josef.Weidmann@zf.com
Mgt. of empties	Ms. Hellmund	-4230	SBR-Lieferantenleergut@zf.com
	Ms. Koehler	-4236	dto.
	Ms. Hoffmann	-5726	dto.
Gearbox Pallets	Mr. Becker	-2475	dto.
Inbound			
- Administration Plant 1	Mr. Feller	-2686	Uwe.Feller@zf.com
	Mr. Göritz	-2587	Holger.Goeritz@zf.com
	Mr. Pirillo	-2273	Giovanni.pirillo@zf.com
- Plant 5	Mr. Arens	-5712	Rainer.arenas@zf.com
	Mr. Gerber	-5818	Eddi.Gerber@zf.com
	Ms. Huber	-2078	Sandra.Huber2@zf.com
Dispatch			
Plant 1, H5	Mr. Hellmund	2590	Peter.hellmund@zf.com
	Ms. Kuckartz	-3018	Shilla.Kuckartz@zf.com
	Mr. Paternicola	-5811	Antonio.paternicola@zf.com
	Ms. Wichterich	-7081	Vanessa.Wichterich@zf.com
- Plant 4 DVZ	Mr. Wagner	-5076	Benjamin.wagner@zf.com

### 7. Receipt of goods/ unloading times

#### Plant 1 Bldg 1 and Bldg. 1 West

Production material

unloading times: Mondays thru Fridays **in accordance with the time slot specified**

**Saturday on appointment.**

CEP-Service Provider

unloading times: Mondays thru Fridays 07:00 – 14:00 h



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Operating supplies

unloading times: Mondays thru Fridays 07:00 – 14:00 h

### **Plant 1 Bldg. 5**

unloading times: Mondays thru Fridays **in accordance with the time slot specified.**

### **Plant 2 Untertürkheimer Straße 4**

unloading times: Mondays thru Fridays 07:00 – 17:00 h

### **Plant 4**

Customs shipments

Delivery **only** at Plant 4, Mondays thru Fridays 07:00 – 15:00 h

### **Plant 5 Neunkirchen** Heidenhübel 66539 Neunkirchen-Wellesweiler

Production material

unloading times: Mondays thru Fridays **in accordance with the time slot specified**

**Saturday on appointment.**

CEP-Service Provider

unloading times: Mondays thru Fridays 07:00 – 14:00 h

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### 8. Shipping offices/ loading times

#### Plant 1 Bldg 5

loading times: Mondays thru Fridays 07:00 – 16:00 h

#### Plant 4 DVZ Hans-Großwendt-Ring 19 66333 Völklingen

loading times: Mondays thru Fridays in accordance with the time slot specified

#### Plant 5 Neunkirchen Heidenhübel 66539 Neunkirchen-Wellesweiler

loading times: Mondays thru Fridays in accordance with the time slot specified

### 9. Directions



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