



Annex 5: Location-specific shipping instructions

Applies to ZF Aftermarket (Customer Service) at Saarbrücken Location

Address: ZF Friedrichshafen AG
ZF Aftermarket Saarbrücken
Plant 7, Hall 1
Metzer Straße 160
D-66117 Saarbrücken

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 Saarbrücken Location / P Division

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



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5. Contacts and Office Hours

Phone (Central Reception): +49 (0) 681 / 920-0

Incoming goods

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> <u>Mon - Fri</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
ZF Friedrichshafen AG – ZF Aftermarket					
7	1	8:00 a.m. - 5:00 p.m.	Ms. Müller	sabine.mueller2@zf.com	-2588
			Ms. Desrousseaux	isabell.desrousseaux@zf.com	-4650
			Mr. Petker	sergej.petker@zf.com	-2719
			Mr. Wunn	michael.wunn@zf.com	-2196
			Mr. Kessler	ralf.kessler@zf.com	-5201
			Incoming goods	SBRVersand@zf.com	
Customs Goods --> Customs goods must be delivered by 15:00 h at latest.					

Shipping

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> <u>Mon - Fri</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
ZF Friedrichshafen AG – ZF Aftermarket					
7	1	8:00 a.m. - 5:00 p.m.	Ms. Müller	sabine.mueller2@zf.com	-2588
			Ms. Desrousseaux	isabell.desrousseaux@zf.com	-4650
			Mr. Petker	sergej.petker@zf.com	-2719
			Mr. Wunn	michael.wunn@zf.com	-2196
			Mr. Kessler	ralf.kessler@zf.com	-5201
			Despatch office	SBRVersand@zf.com	

Container logistics / empties management

<u>Plant</u>	<u>Hall</u>	<u>Office hours</u> <u>Mon - Fri</u>	<u>Contacts</u>	<u>E-mail</u>	<u>Extension</u>
7	1	8:00 a.m. - 3:00 p.m.	Mr. Kuhn	marco.kuhn@zf.com	-7174
			Mr. Seiler	stefan.seiler@zf.com	-7869

Import processing / customs handling

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

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Directions



From Mannheim, A6

- Turn right at the Saarbrücken freeway interchange and follow the A6 toward Paris/Metz
- Take the next exit - "Saarbrücken/Gewerbegebiet Süd"
- Take the first exit on the roundabout
- Take the first exit on the next roundabout
- Drive approx. 600 m on the B41 toward France
- Turn right at the Metzger Straße/Dr.-Vogeler-Straße intersection
- Drive approx. 50 m and turn left into the driveway, where you can find the ZF parking lot entrance
- Please note: ZF Aftermarket is on the French border and is approx. 400 m away from the parking lot