



Valid for location Simmern / Division C

Version: 01.01.2014

1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill
- All shipping documents and packaging advice notes including export and import documents are to be handed over completely on delivery of the goods to goods receiving department.
- VDA label **must not** be pasted over by routing label.

2. Requirements for the equipment of the forwarder

- Only sideway loading and offloading of canvas cover trucks possible
- No processing of box trucks respectively only after prior consultation
- Delivery of sea containers only possible with prior arrangement.
- ZF assumes that the wire mesh pallets supplied comply with the EPAL standard. In case wire mesh pallets do not comply with EPAL standard on receipt of delivery (fulls and empties), the number of non-conforming pallets will be stated in the consignment note and not be debited to the forwarder's account.

3. Requirements for the forwarder

- Register off the vehicles at the office.
- Unloading sequence is effected by the entrance time
- Securing of the load has to be done by the driver.
- All passengers have to wear the reflective vest (Norm EN 471) and safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345) when leaving the truck.
- Independent unloading is forbidden

4. Mixed Shipments

- Mixture on one palette/package is not allowed.
- Per material type is one single package (Euro-Palette and KLT's, Palette-Cage, Heson-Bins) necessary.
- For equal material type only one delivery note per package is required.



Appendix 5: Location specific forwarding instructions

5. Contact

Function	Name	Phone +49 6761 - 831	E-Mail
Inbound/goods receipt			
Inbound	Nicole Ströher	-138	Nicole.stroeher@zf.com
goods receipt	Wolfgang Gerhard	-5146	Wolfgang.gerhard@zf.com
Disptach			
	Gunther Spreda	-5148	Gunther.spreda@zf.com
	Tobias Faust	-147	Tobias.faust@zf.com
	Jürgen Kraski	-5231	Jürgen.kraski@zf.com
Mgt. of Empties / Freight data entry			
Inbound	Nicole Ströher	-138	Nicole.stroeher@zf.com
Inbound	Manuela Marling	-111	Manuela.marling@zf.com
Dispatch	Tobias Faust	-147	Tobias.faust@zf.com

6. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Argenthaler Str. 13 55469 Simmern	1	1	Mon – Fri	6:00 – 14:00 h	Delivery time
II	Argenthaler Str. 13 55469 Simmern Zelthalle/hydraulische Laderampe	3	1	Mon – Fri	6:00 – 14:00 h	Delivery time
III	Argenthaler Str. 13 55469 Simmern H + B Lager/ Gefahrstoffe	2	1	Mon – Fri	6:00 – 14:00 h	Delivery time
IV	Argenthaler Str. 8 55469 Simmern Außenhalle Frey	1	1	Mon – Fri	6:00 – 14:00 h	Only after consultation



Appendix 5: Location specific forwarding instructions

7. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Argenthaler Str. 13 55469 Simmern			Mon – Fri.	8:00 – 18:00 h	Pick up time Other pick up time after previous consultation possible

Exceptions: Forwarder Rhenus (Daimler AG) 15:00 – 18:00 h
Forwarder DSV (Volkswagen AG) 09:00 – 12:00 h
(hydraulic loading platform)

8. Time frame for goods receipt

Sped. Geis ZIP-Code 4 +5	06:00 bis 07:30 Uhr
Sped. Geis ZIP-Code 0+1+2+3+6+7+8+9	08:00 bis 09:30 Uhr
Sped. Agility	09:00 bis 13:00 Uhr
Sped. Hellmann	06:00 bis 13:00 Uhr
Sped. Lagermax	09:00 bis 13:00 Uhr
Sped. Geis (Poland)	06:00 bis 13:00 Uhr
Sped. Schäflein	10:00 bis 13:00 Uhr



Appendix 5: Location specific forwarding instructions

9. Directions

Industriegebiet
Argentahler Straße
D-55469 Simmern
Tel. +49 (0)67 61 / 8 31 -0



Bitte verlassen Sie die B50 auf der ersten Abfahrt Richtung Simmern (Boorstück). Folgen Sie der weiteren Beschilderung Richtung Boorstück. Das Werk Simmern finden Sie nach dem Verlassen des zweiten Kreisverkehrs auf der rechten Seite.