



## Appendix 5: Location specific Shipping Instructions

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### Applicable to Tianjin site/ division I

Edition: Nov 09, 2017

#### 1. Documentation required for incoming goods

- All documents (delivery note in duplicate, load carrier accompanying note, etc.) to be attached to the consignment note
- Transport means accompanying notes, bordereaux are not accepted; separate consignment notes are required for each unloading point
- It is not allowed to stick any goods labels to any load carrier

#### 2. Requirements for the forwarder's equipment

- Lateral loading and unloading of trucks with canvas cover is possible
- No processing, loading/unloading of box-body vehicles
- Delivery of maritime containers possible only after prior consultation
- Cargo securing is designated by the driver
- All trucks have to carry the following equipment when entering the plant:
  - Reflective vest (Norm EN 471)
  - Safety shoes (DIN EN ISO 20345 / obsolete EN 345)
  - Sufficient securing service material (non-slip mat, edge protection, belt strap with validity and without damage, clean swept freight hold)

#### 3. Requirements for the forwarder's behavior

- Any demurrage charges accrued for waiting times during loading and unloading are not accepted.
- Unloading outside the specified periods only upon agreement
- Any costs accrued for delayed delivery to the customer will be passed on to the forwarder
- Please immediately inform us if the specified delivery dates cannot be met



## Appendix 5: Location specific Shipping Instructions

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### 4. Contacts

Function	Name	Phone	E-Mail
SC Manager	Ma Di (Daniel Ma)	+86 22 28207658	di.ma2@zf.com
Sr. Warehouse Supervisor	Wang Yunsheng (Jason Wang)	+86 22 28207702	Jason.Wang@zf.com
Warehouse Supervisor	Sang Zean	+86 22 28207715	Zean.Sang@zf.com
Import / Export Officer	Liu Ting	+86 22 28207709	ting.liu@zf.com
<b>Inbound</b>			
Unloading-Direct materials	Zhang Wenbo	+86 22 28207721	wenbo.zhang@zf.com
Unloading-Indirect materials and raw materials	Zhang Jianzhi	+86 22 28207721	JianZhi.Zhang@zf.com
Unloading-Gearbox	Yang Chunen	+86 22 28207717	chunen.yang@zf.com
Transportation arrangement	Liu Ting	+86 22 28207709	ting.liu@zf.com
<b>Outbound</b>			
Loading	Yang Chunen	+86 22 28207717	chunen.yang@zf.com
Transportation arrangement	Liu Ting	+86 22 28207709	ting.liu@zf.com



## Appendix 5: Location specific Shipping Instructions

### 5. Goods receipt opening hours

Goods receipt points			Opening hours		Comments
Address	Shop	Gate	Workdays	Time	
No. 78 Gaoxin Avenue Beichen Hi-tech Industrial Park Tianjin, China. 300402	Gearbox	Front Yard	Mon - Fri	09:00 – 16:30	
No. 78 Gaoxin Avenue Beichen Hi-tech Industrial Park Tianjin, China. 300402	Direct materials	Front Yard	Mon – Fri	09:00 – 16:30	
No. 78 Gaoxin Avenue Beichen Hi-tech Industrial Park Tianjin, China. 300402	Raw materials	Back Yard	Mon – Fri	09:00 – 16:30	

### 6. Goods issue Opening Hours

Goods Issue points			Opening hours		Comments
Address	Shop	Gate	Workdays	Time	
No. 78 Gaoxin Avenue Beichen Hi-tech Industrial Park Tianjin, China. 300402	Gearbox	Front Yard	Mon - Fri	09:00 – 16:30	
No. 78 Gaoxin Avenue Beichen Hi-tech Industrial Park Tianjin, China. 300402	Direct materials	Front Yard	Mon – Fri	09:00 – 16:30	



## Appendix 5: Location specific Shipping Instructions

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No. 78 Gaoxin Avenue Beichen Hi-tech Industrial Park Tianjin, China. 300402	Raw materials	Front Yard	Mon – Fri	09:00 – 16:30	



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### Applicable to Tianjin site / Division I

Edition: Nov 09, 2017

#### 1. General

These location specific shipping instructions applicable at Tianjin site, Division I.

Moreover, it is imperative to observe the currently applicable and valid ZF-standards, guidelines, as well as division or location specific and individual agreements.

#### 2. Packaging

ZF packing instructions must be complied with. If no applicable packing instructions are available, they may be requested from ZF.

Each article number must be properly segregated into a container / load carrier.

The supplier shall ensure that the goods are provided and delivered on functional load carriers, which are free from any defects. The load carriers must not be damaged during cargo tie-down. And the goods is not allowed to bigger than carriers.

The package should be marked clearly how many layers that allowed to be stacked and the methods( Like, forklift, crane...) to transport the packages

#### 3. Documents and labeling of goods

The supplier must ensure that only goods labels according to VDA standard are used at the position specified by ZF. The use of these standard goods labels allows both partners to use barcode-readable identification systems.

For details see (<http://www.vda.de/de/downloads/189>): Supplements to recommendation VDA 4902, version 4, by entries into the 2D symbology Data Matrix ECC200.

Each base load carrier / colli must be labeled with the corresponding unloading point (plant / gate / storage location).

The exact position and specification of the label of each load carrier is indicated in chapter 7. Make sure that the labels of pallet goods are laterally arranged, and can be seen and scanned from the outside.



## Appendix 5: Location specific Shipping Instructions

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ZF Purchase Order or Delivery Note is necessary together with goods or carriers once delivery goods to ZF.

### 4. Loading

All load carriers must be delivered to the forwarding agent in a logistically optimized arrangement. This means, for example, that basic dimensions and maximum height of the load carrier must be observed, and deliveries must always be stackable. Any exceptions must be fixed in the corresponding ZF packing instructions.

Basic dimension	1200 x 800 mm (European standard dimension)
Max. total height	1000 mm

- If the delivery of an article number consists of several small load carriers, they must be grouped on one or several base load carriers.
- If the shipment is not stackable, it can be filled up with empty small load carriers, which is permitted just once per shipment.
- If a base load carrier (e.g.: pallet) has got several load carriers with different article numbers, it must be clearly identified as „mixed pallet“ laterally besides the goods labels.
- Loose goods are not permitted (e.g.: single small load carriers without pallet).
- Shipments must be sorted according to the unloading point.
- Any goods bigger than carriers is not allowed.

### 5. Deviations versus Shipping Instructions

In case of any deviations versus shipping instructions, ZF will pass on the extra costs caused by the supplier's culpable violation of the agreed conditions plus processing costs for charging.

### 6. Descriptions

This chapter includes examples to illustrate the above mentioned shipping instructions.

#### Additional to 1. Packaging

ZF packing instructions specify the following contents:

- ⇒ Material number and denomination
- ⇒ Point of receipt
- ⇒ Load carrier
- ⇒ Type and quantity of insertable dividers
- ⇒ Number of materials per load carrier

## Appendix 5: Location specific Shipping Instructions

- ⇒ Photo example
- ⇒ Contact at ZF

Fully functional load carriers free from defects	
correct	faulty
	
	
	

Appendix 5: Location specific Shipping Instructions

Fully functional load carriers free from defects	
correct	faulty





Appendix 5: Location specific Shipping Instructions

Fully functional load carriers free from defects	
correct	faulty

Pallets as illustrated below are not allowed at Tianjin site		
<p><i>All type off pallets with closed runner</i></p>	<p><i>All type off pallets with closed runner</i></p>	<p><i>All types of CP pallets</i></p>
<p><i>All type of CHEP pallets</i></p>	<p><i>All type of LRP pallets</i></p>	<p><i>All types of WORLD pallets</i></p>

Additional to: 2. Documents

VDA-label 4902 + Data-Matrix-Code
<p>The supplier shall ensure that goods labels acc. to VDA 4902, version 4 + DMC are used.</p>



## Appendix 5: Location specific Shipping Instructions

- ⇒ Large labels in DIN A5 format (210 x 148 mm) must be used for large load carriers
- ⇒ Small labels with dimensions 210 x 74 mm must be used for small load carriers

### Example for GLT (large load carriers)

#### VDA Label


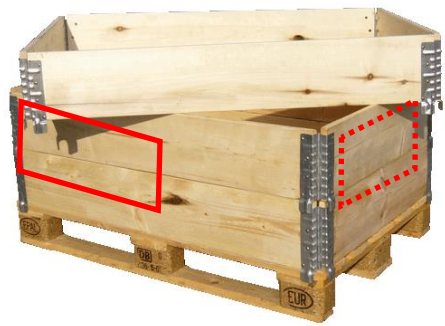
(1) Receiver <b>Production Tianjin</b> <b>78 Goaxin Avenue</b> <b>CN 300402 Tianjin</b>		(2) Dock-Gate <b>5200</b>		
(3) Advice Note No (N) <b>TEST0215</b> 		(4) Supplier Address <b>Himile Mechanical Manufacturin</b>		
(8) Part No (P) <b>L79-W110E082</b>  		(5) Net weight	(6) Gross weight	(7) No Boxes <b>1</b>
(9) Quantity (Q) <b>1 PC</b> 		(10) Description <b>TORQUE SUPPORT</b>		
(12) Supplier (V) <b>326450</b> 		(11) Package Reference No		
(15) Serial No (S)		(13) Date <b>D180207</b>	(14) Engr. Change	
		(16) Batch No (H) <b>0001199129</b> 		

#### Supplier Serial Number Label



Appendix 5: Location specific Shipping Instructions

		<h3>Supplier Serial Number Label</h3>		1/2
Werk / Plant <b>1204</b>		Materialbeleg / Material Doc <b>0050000324 / 0001</b>		Lagerort / Storage Location GR <b>5200</b>
Material / Part No. <b>K60-T0190X201</b>		Bezeichnung / Description <b>TAPER ROLLER BEARING</b>		
 PK60-T0190X201		ZF Charge / ZF Batch <b>0001198173</b>		
Lieferanten-Serialnummer / Supplier Serial No. <b>TIM020</b>		Datamatrixcode for Traceability Scan 		
 STIM020				
Lieferant / Supplier Number <b>3000001536</b>				
 V3000001536				
Datum / Production Date <b>2018-01-31</b>				
 D20180131				

Position of the VDA-goods label	
DB-grid box	Euro wooden pallet
	

Additional to 3. Loading



Logistically optimized grouping	
correct	faulty

## Appendix 5: Location specific Shipping Instructions

	<b>Identification as mixed pallet</b>
<b>Description</b>	<b>Example</b>
<p>A combined delivery of several load carriers with different article numbers on one base load carrier requires a clear identification as „mixed pallet“.</p>	



Appendix 5: Location specific Shipping Instructions

Initial sample	Example
<p>Deliveries of deviated parts, initial sample, prototype and certified material are to be marked clearly on all sides of the packaging. The order from ZFWPT must be clearly visible!</p> <p>Forms from QR83 Quality Assurance Directive for Purchased items</p>	<p>F08 Formular: Kennzeichnung für Bauabweichungsteile Form: Identification of Deviated Parts</p>  <p>F09 Formular: Kennzeichnung für Erstmuster Form: Identification of Initial Samples</p> 



## Appendix 5: Location specific Shipping Instructions

	<p>F10 Formular: Kennzeichnung für Prototypen Form: Identification of Prototypes</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Kennzeichnung für Prototypen</b> <i>Identification of Prototypes</i></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">Lieferant / Supplier:</td> <td style="width: 30%; padding: 2px;">Tel.: .....</td> </tr> <tr> <td></td> <td style="padding: 2px;">Fax: .....</td> </tr> <tr> <td></td> <td style="padding: 2px;">E-Mail: .....</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>PROTOTYPEN</b> <i>PROTOTYPE</i></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px; vertical-align: top;"> <p><b>ACHTUNG</b> Bitte umgehend an die Abteilung Qualitätssicherung für Kaufteile weiterleiten.</p> <p><b>ATTENTION</b> Please forward immediately to Department for Quality Assurance of Purchased Parts.</p> </td> <td style="width: 40%; padding: 2px;"> <p>ZF Material Nr. / ZF Part No.:</p> <p>.....</p> <p>ZF Änderungsindex / ZF Revision Level:</p> <p>.....</p> <p>ZF Bezeichnung / ZF Description:</p> <p>.....</p> <p>Datum / Date:</p> <p>.....</p> </td> <td style="width: 30%; padding: 2px;"></td> </tr> </table> <p style="text-align: center; font-size: small;">Achtung: Jede Verpackungseinheit ist mit diesem Formular zu kennzeichnen <i>Attention: Every packaging unit has to be labeled with this form</i></p> <p>F11 Formular: Kennzeichnung für geprüfte Ware nach Reklamation Form: Identification of Certified Material after Complaint</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Kennzeichnung geprüfte Ware nach Reklamation</b> <i>Identification of Certified Material after Complaint</i></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">Lieferant / Supplier:</td> <td style="width: 30%; padding: 2px;">Berichts Nr. / Report No.</td> </tr> <tr> <td></td> <td></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>GEPRÜFTE WARE</b> <i>CERTIFIED MATERIAL</i></p> <p style="font-size: x-small; text-align: right;">Kennzeichnungsart am Einzelteil / <i>Identification mark per piece</i></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px; vertical-align: top;"> <p><b>ACHTUNG</b> Diese Lieferung wurde auf die im Bericht angegebenen Fehlermerkmale zu 100% geprüft</p> <p><b>ATTENTION</b> Delivery has been checked 100% for claimed failure characteristic according to quality report</p> </td> <td style="width: 40%; padding: 2px;"> <p>ZF Material Nr. / ZF Part No.:</p> <p>.....</p> <p>ZF Änderungsindex / ZF Revision Level:</p> <p>.....</p> <p>ZF Bezeichnung / ZF Description:</p> <p>.....</p> <p>Datum / Date:</p> <p>.....</p> </td> <td style="width: 30%; padding: 2px; vertical-align: top;"> <p>geprüftes Fehlermerkmal / <i>checked failure characteristic</i></p> </td> </tr> </table> <p style="text-align: center; font-size: small;">Achtung: Jede Verpackungseinheit ist mit diesem Formular zu kennzeichnen <i>Attention: Every packaging unit has to be labeled with this form</i></p>	Lieferant / Supplier:	Tel.: .....		Fax: .....		E-Mail: .....	<p><b>ACHTUNG</b> Bitte umgehend an die Abteilung Qualitätssicherung für Kaufteile weiterleiten.</p> <p><b>ATTENTION</b> Please forward immediately to Department for Quality Assurance of Purchased Parts.</p>	<p>ZF Material Nr. / ZF Part No.:</p> <p>.....</p> <p>ZF Änderungsindex / ZF Revision Level:</p> <p>.....</p> <p>ZF Bezeichnung / ZF Description:</p> <p>.....</p> <p>Datum / Date:</p> <p>.....</p>		Lieferant / Supplier:	Berichts Nr. / Report No.			<p><b>ACHTUNG</b> Diese Lieferung wurde auf die im Bericht angegebenen Fehlermerkmale zu 100% geprüft</p> <p><b>ATTENTION</b> Delivery has been checked 100% for claimed failure characteristic according to quality report</p>	<p>ZF Material Nr. / ZF Part No.:</p> <p>.....</p> <p>ZF Änderungsindex / ZF Revision Level:</p> <p>.....</p> <p>ZF Bezeichnung / ZF Description:</p> <p>.....</p> <p>Datum / Date:</p> <p>.....</p>	<p>geprüftes Fehlermerkmal / <i>checked failure characteristic</i></p>
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### Additional to 4. Logistics service provider

If ZF Wind Power is responsible for freight paying, only the nominated forwarder are allowed to use.



## Appendix 5: Location specific Shipping Instructions

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All loads above 30Kg must be notified to the nominated forwarder.

Please contact your local DHL agent for loads below 30Kg with our account number 950305019.

Opening hours goods receiving:

Mon – Fri: 09:00 – 16:30

Should be your delivery outside the opening hours, please contact your local contact at ZF Wind Power or below departments.

Contact persons for goods receiving and shipping:

Company	Department	Contact person ZF
ZF Wind Power (Tianjin) Co., Ltd.	<u>Inbound:</u> Central receiving	Mr. Zhang Jianzhi Tel.: +86 22 28207721 Email: Jianzhi.Zhang@zf.com
	<u>Outbound:</u> Shipping	Mr. Sang Zean Tel.: +86 22 28207715 e-mail: Zean.Sang@zf.com

Delivery condition:

ZF uses the current version of the Incoterms® as the standard basis for the delivery terms.

ZF generally applies the following delivery terms:

FCA "Point of Departure" Incoterms® 2010