



Appendix 5: Location specific forwarding instructions

Valid for location Wagenfeld / Division C

Version: 10.08.2018

1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill
- Only in exceptional cases it is possible to forward the missing documents direct to the plant. The driver has to request the missing documents and he has to wait until the missing documents arrive. No till then the unloading starts.
- Waybill must contain all necessary information for the recording into the tool Assist (credit note procedure)
- Handover of TOMS-note

2. Requirements for the equipment of the forwarder

- No processing of box trucks respectively only after prior consultation
- Delivery of sea containers only possible with prior arrangement.

3. Requirements for the forwarder

- Register of the vehicles at the office.
- 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.

4. Contact

Function	Name	Phone +49 5474 / 60-	E-Mail
Logistics manager	Helmut Bultmann	-3240	helmut.bultmann@zf.com
Logistics	Carsten Twietmeyer	-3206	carsten.twietmeyer@zf.com
Disposition	Rolf Mussmann	-3285	rolf.mussmann@zf.com
Inbound			
	Lemfoerder Logistik	-3321	wareneingang.wgn@lemlog.com
Dispatch			
	Lemfoerder Logistik	-3275	warenausgang.wgn@lemlog.com



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5. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Platz 1 49419 Wagenfeld			Mo. – Fr.	7:00 – 17:00 h	Lemfoerder Logistics
	External Warehouse: Lemfoerder Logistik GmbH Bokeler Schweiz 11-13 49419 Wagenfeld			Mo. – Fr.	7:00 – 17:00 h	Lemfoerder Logistics

6. Opening hours outgoing goods

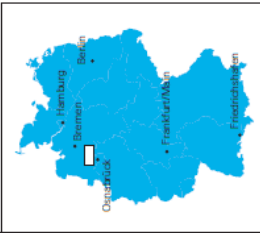
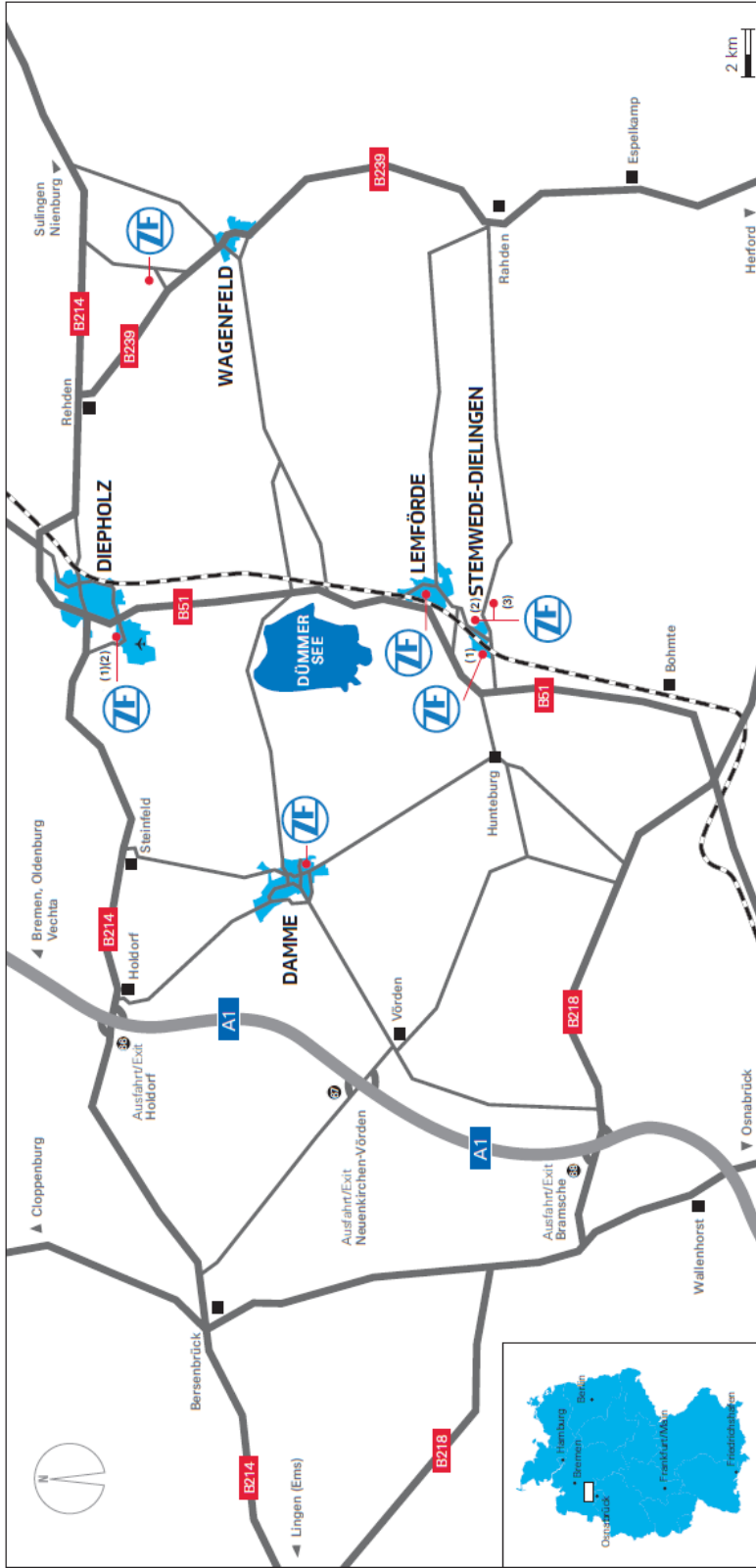
Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	Dr.-Jürgen-Ulderup-Platz 1 49419 Wagenfeld			Mo. – Fr.	7:00 – 17:00 h	Lemfoerder Logistics
	External Warehouse: Lemfoerder Logistik GmbH Bokeler Schweiz 11-13 49419 Wagenfeld			Mo. – Fr.	7:00 – 17:00 h	Lemfoerder Logistics



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7. Directions

ZF am Multidivisionsstandort Lemföörde · ZF at the multidivisional location Lemföörde



<p>ZF Friedrichshafen AG Division Nkw-Fahrwerktechnik Commercial Vehicle Technology Division</p>	<p>Postadresse - Postal address 49447 Lemföörde Deutschland - Germany</p> <p>Dieilingen (1) Dr.-Jürgen-Udenup-Str. 7 32351 Stemwe</p> <p>Hauptverwaltung Division Nkw-Fahrwerktechnik Headquarters Division Car Chassis Technology</p> <p>Dieilingen (2) Dielinger-Str. 60 32351 Stemwe</p> <p>Personalentwicklungszentrum (PEC) Personnel Development Center</p> <p>Dieilingen (3) Am The 20 32351 Stemwe</p> <p>„Theihaus“ Mechanische Bearbeitung und Ausbildungszentrum (MAC) Machining and Training Center (MAC)</p>
<p>ZF Friedrichshafen AG Division Pkw-Fahrwerktechnik Car Chassis Technology Division</p>	<p>Postadresse - Postal address 49447 Lemföörde, Deutschland - Germany</p> <p>Dieilingen (1) Dr.-Jürgen-Udenup-Str. 7 32351 Stemwe</p> <p>Hauptverwaltung Division Pkw-Fahrwerktechnik Headquarters Division Car Chassis Technology</p> <p>Dieilingen (2) Dielinger-Str. 60 32351 Stemwe</p> <p>Personalentwicklungszentrum (PEC) Personnel Development Center</p> <p>Dieilingen (3) Am The 20 32351 Stemwe</p> <p>„Theihaus“ Mechanische Bearbeitung und Ausbildungszentrum (MAC) Machining and Training Center (MAC)</p>
<p>ZF Friedrichshafen AG Division E-Mobility E-Mobility Division</p>	<p>Diepholz (2) Post- und Werksanschrift Postal and plant address Siemensstr. 4 49366 Diepholz</p> <p>Geschäftsfeld - Business Unit Electronic Interfaces</p> <p>Diepholz (1) Dr.-Jürgen-Udenup-Str. 11 49366 Diepholz</p> <p>Geschäftsfeld Fahrwerkkomponenten Business Unit Chassis Components</p> <p>Wagenfeld Dr.-Jürgen-Udenup-Platz 1 49419 Wagenfeld</p> <p>Geschäftsfeld Fahrwerkkomponenten Business Unit Chassis Components</p> <p>Damme Dr.-Jürgen-Udenup-Platz 1 49401 Damme</p> <p>Geschäftsfeld Fahrwerkkomponenten Business Unit Chassis Components</p>