



## Applicable to Witten + Schwerte + Werl / Division I

Edition: November 13, 2019

### 1. Documentation required for incoming goods

- All documents (delivery note in duplicate, load carrier accompanying note, etc.) to be attached to the consignment note in a closed envelope
- 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

- Only lateral loading and unloading of trucks with canvas cover is possible
- Loading and unloading of vehicles with Edscha hood is possible by crane
- No processing, loading/unloading of box-body vehicles and vehicles with a coil trough
- Delivery of maritime containers possible only after prior consultation
- Suitable means (anti-slip mats, lashing straps, etc.) for cargo tie-down (forwarder's responsibility)

### 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
- Notification of shipments: 1 day before loading, according to the agreed notification times =>  
Outbound = until 14.00 h



## Appendix 5: Location specific Shipping Instructions

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### 4. Contacts

Function	Name	Phone	E-Mail
General freight mgmt	Uwe Kessler	+49 2302/877-416	<a href="mailto:Uwe.Kessler@zf.com">Uwe.Kessler@zf.com</a>
Management of empties	Behältermanagement	+49 2302/877-8335	<a href="mailto:behaeltermangement.witten-zfindustrial@zf.com">behaeltermangement.witten-zfindustrial@zf.com</a>
<b>Goods receipt</b>			
Goods receipt Witten	Alexander Wurlitzer	+49 2302/877-8109	<a href="mailto:Alexander.Wurlitzer@zf.com">Alexander.Wurlitzer@zf.com</a>
Goods receipt Schwerte	Markus Lembke	+49 2304/6978-129	<a href="mailto:Markus.Lembke@schaeflein.de">Markus.Lembke@schaeflein.de</a>
Goods receipt Werl	Olga Nowikow	+49 2922/8777-41	<a href="mailto:nowikow@mueller-spedition.de">nowikow@mueller-spedition.de</a>
<b>Goods issue</b>			
Outbound Witten	Claudia Füchtler	+49 2302/877-8292	<a href="mailto:Versanddispo.witten@zf.com">Versanddispo.witten@zf.com</a>
Outbound Witten	Verena Rosteck	+49 2302/877-8293	<a href="mailto:Versanddispo.witten@zf.com">Versanddispo.witten@zf.com</a>
Outbound Witten	Florian Ließ	+49 2302/877-448	<a href="mailto:Versanddispo.witten@zf.com">Versanddispo.witten@zf.com</a>
Outbound Witten	Joel Schwetlick	+49 2302/877-463	<a href="mailto:Versanddispo.witten@zf.com">Versanddispo.witten@zf.com</a>
Outbound Schwerte	Pedro Ceballos	+49 2304/6978-144	<a href="mailto:Pedro.Ceballos@schaeflein.de">Pedro.Ceballos@schaeflein.de</a>
Outbound Schwerte	Markus Lembke	+49 2304/6978-129	<a href="mailto:Markus.Lembke@schaeflein.de">Markus.Lembke@schaeflein.de</a>
Outbound Werl	Olga Nowikow	+49 2922/8777-41	<a href="mailto:nowikow@mueller-spedition.de">nowikow@mueller-spedition.de</a>



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### 5. Goods receipt opening hours

Goods receipt points				Opening hours		Comments
Plant	Address	Shop	Gate	Workdays	Time	
1	ZF Industrieantriebe Witten GmbH Pferdebachstraße 4 D-58455 Witten			Mo – Fr	07.00 – 14.00	
2	Schäfflein Logistics GmbH Robert-Bosch-Straße 1 D-58239 Schwerte			Mo – Fr	07.00 – 15.00	
3	Spedition Müller Runtestr. 10 D-59457 Werl			Mo – Fr	08.00 – 16.00	

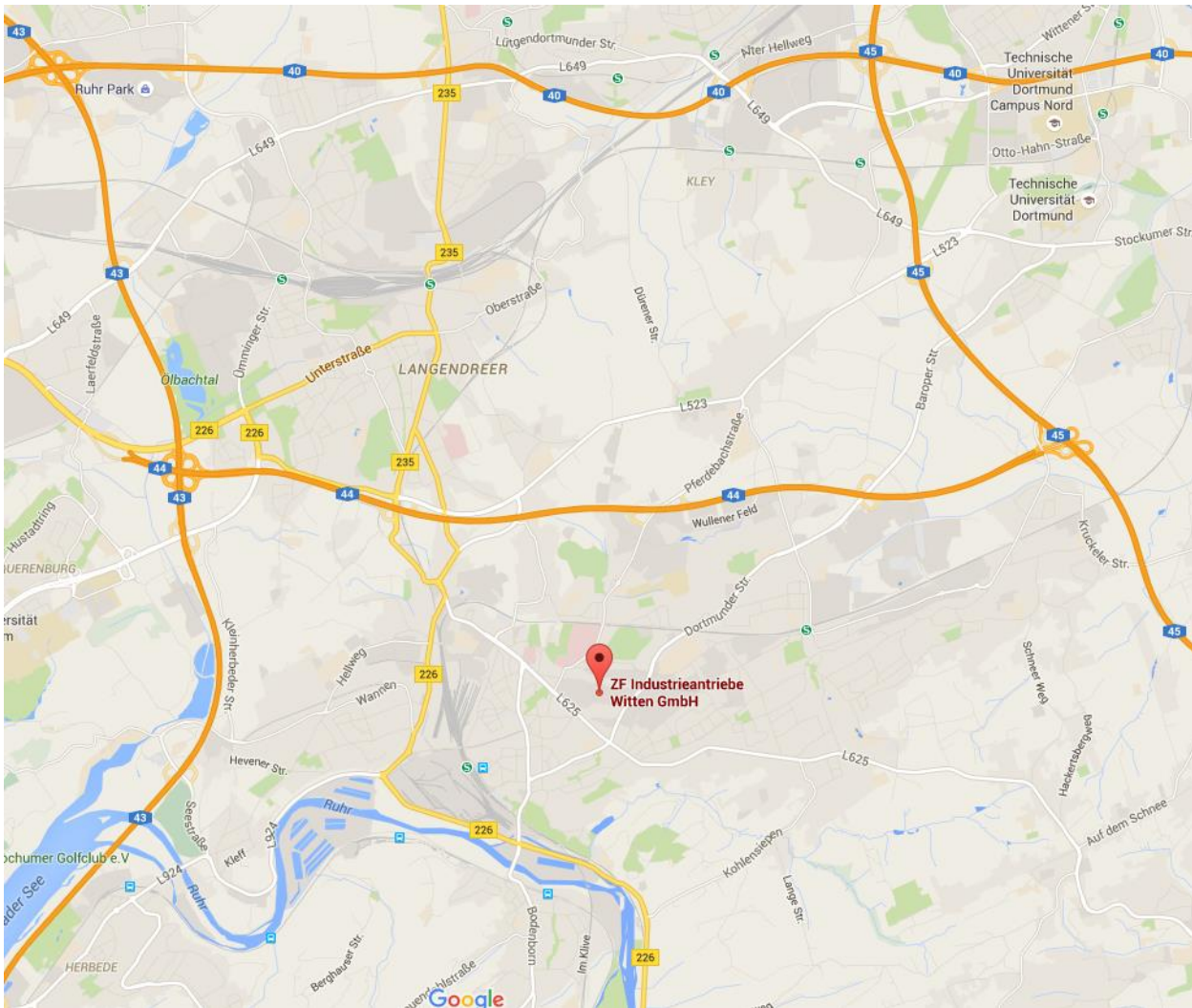
### 6. Goods Issue Opening Hours

Goods issue points				Opening hours		Comments
Plant	Address	Shop	Gate	Workdays	Time	
1	ZF Industrieantriebe Witten GmbH Mannesmannstr. 29 D-58455 Witten			Mo – Fr	07.00 – 15.00	Navi-Eingabe: Mannesmann- str. 6
2	Schäfflein Logistics GmbH Robert-Bosch-Straße 1 D-58239 Schwerte			Mo - Fr	08.00 – 15.00	
3	Spedition Müller Runtestr. 10 D-59457 Werl			Mo - Fr	08.00 – 16.00	

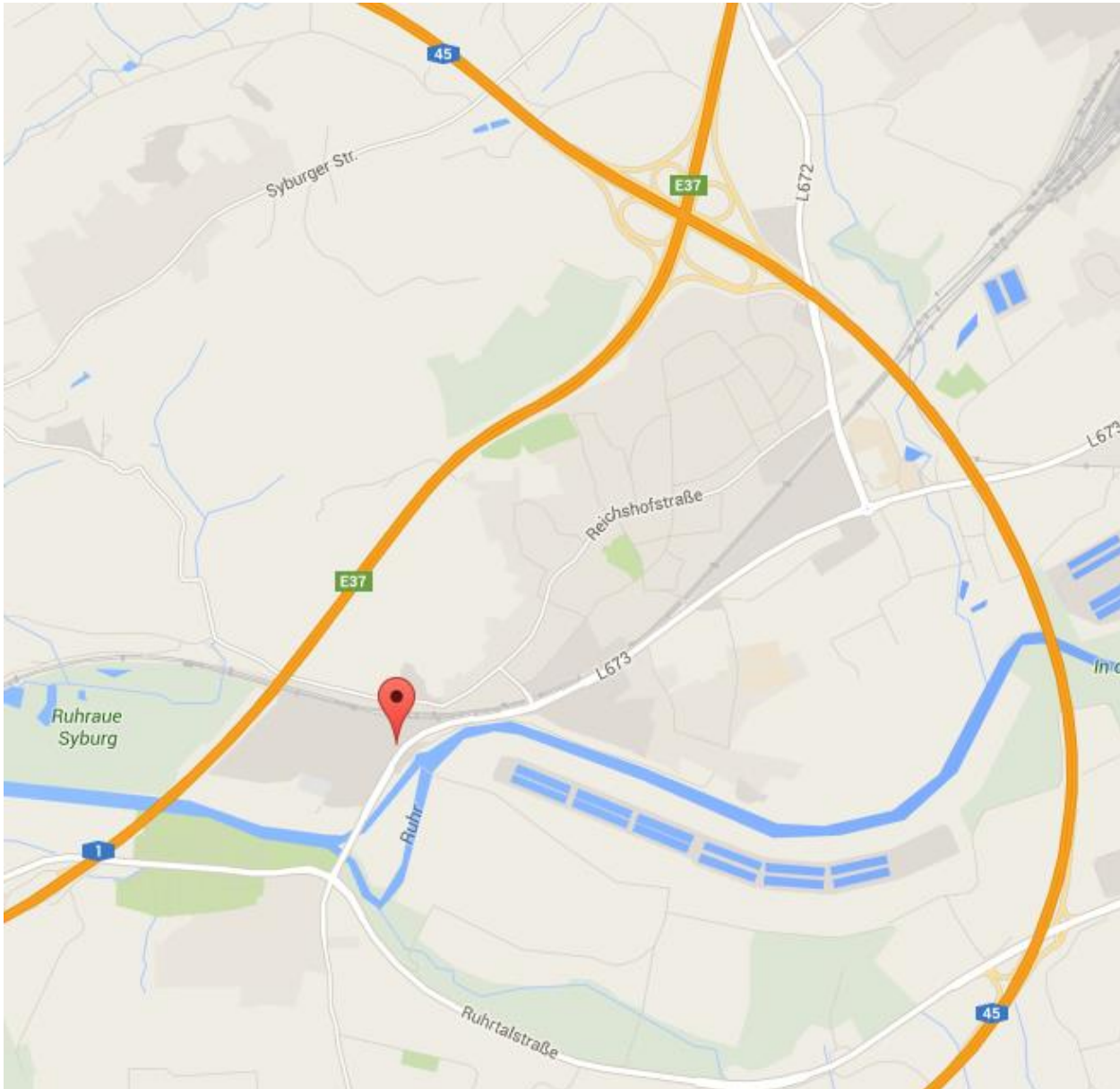
## Appendix 5: Location specific Shipping Instructions

### 7. Orientation map

#### Plant Witten



## Stock Schwerte





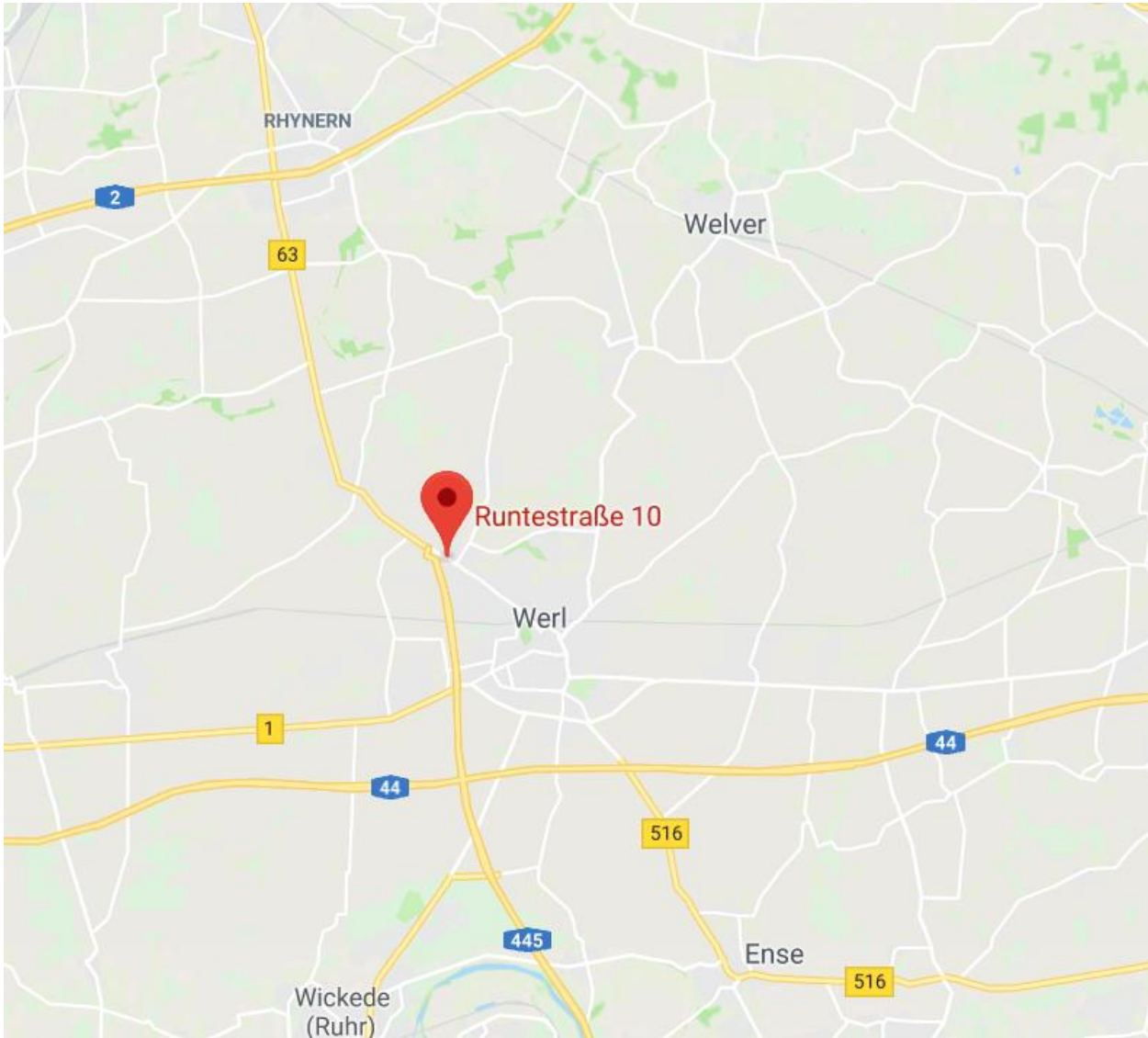


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## Appendix 5: Location specific Shipping Instructions

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### Stock Werl





## Appendix 5: Location specific Shipping Instructions

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### Applicable to Witten site / Division I

Edition: November 13, 2019

#### 1. General

These location specific shipping instructions applicable at Witten site, Division I, include supplements and details to the general shipping instructions for the delivery to ZF Friedrichshafen AG.

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.

#### 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.

#### 4. Loading of KLT (small load carriers)

No loading/unloading via ramp/platform at location Witten. 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)



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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.

### 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.

Supply in pallet cages is in Witten and Schwerte only allowed with written prior approval.

Please take the currently applicable hourly rates from the general shipping instructions for the delivery to ZF Friedrichshafen AG.

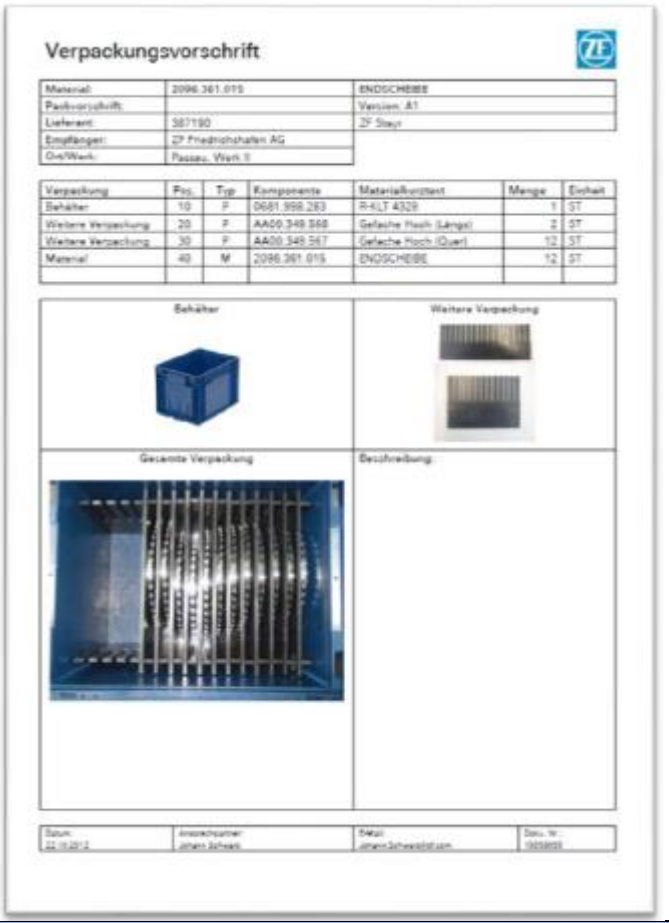


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### 6. Descriptions

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





#### Additional to 2. Packaging

Packing declaration	
description	example
<p>The ZF packing declaration contains the following topics:</p> <ul style="list-style-type: none"> <li>• Material number and -description</li> <li>• Point of delivery</li> <li>• Charge carrier</li> <li>• Type and quantity of inlays</li> <li>• Quantity of materials per charge carrier</li> <li>• Example picture</li> <li>• ZF contact person</li> </ul>	
Selection of charge carrier	
<p>Materials may not protrude beyond the charge carriers. In these cases, choose the next larger carrier.</p>	

Do not mix goods in a container	
correct	faulty

Appendix 5: Location specific Shipping Instructions



Do not mix goods in a container	
correct	faulty
	<p>A single upper or lower edge board is damaged so that more than one nail or screw shank is revealed.</p> 
	<p>A board is missing.</p> 
	<p>A block is missing or split to the point where more than one nail shank is visible. Skewed blocks may not protrude more than 10 mm.</p>  <p style="font-size: small;">Skewed blocks (&gt; approx. 10 mm protrusion)</p>
<p>see: <a href="http://www.epal-pallets.de/uk/produkte/tauschkriterien.php">http://www.epal-pallets.de/uk/produkte/tauschkriterien.php</a></p>	

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	<p>A board is broken transversely or diagonally.</p>  <p>More than two lower or upper edge boards are damaged and reveal one nail or screw shank for each board.</p> 
	
	

### Additional to: 3. Documents



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VDA-Label 4902 + Data-Matrix-Code	
<p>The supplier has to use material tags according to VDA 4902, Version 4.</p> <p>⇒ Big charge carrier: material tags format DIN A5 (210 x 148 mm)</p> <p>⇒ Small charge carrier: material tags format 210 x 74 mm</p>	
Example big charge carrier	
Example small charge carrier	
Position of VDA-material tags	
Euro-pallet	
<b>KLT 3214</b>	<b>KLT 4314</b>



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<b>KLT 4328</b>	<b>KLT 6414</b>
	
<b>KLT 6428</b>	
	

### Additional to 4. Loading



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Stackability / filling up with boxes	
correct	faulty
	
	

Logistically optimized grouping	
correct	faulty
	
	

Label mixed batch	
description	example





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A combined delivery on one charge carrier has to be clearly marked as "mixed batch".

