



## Appendix 5: Location specific Shipping instruction

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### Applicable to ZF Bouzonville

Edition: 20.04.2019

1. Documentation required for incoming goods
  - Delivery note in duplicate
  - If customs goods: T1, Invoice, CMR / AWB etc.
  
2. Requirements for the forwarder´s equipment
  - Loading/Unloading from back and behind, also on ramps
  - Cargo securing is designated by the driver
  - Safety shoes, reflective vest, securing service material
  
3. Anforderung an das Verhalten des Dienstleisters
  - Registration at Front Office
  - Entrance for loading/unloading only after allocation by logistic staff
  - Loading/Unloading only possible with correct and complete references
  - Secure of the goods done by the driver
  - Driver need to wear safety shoes, reflective vest before entering and till he left the plant
  
4. Contact person

Function	Name	Phone	E-Mail
Freight / Logistics	Emilie HILT	759	<a href="mailto:emilie.hilt@zf.com">emilie.hilt@zf.com</a>
Goods Receipts	Jean Luc Hene	458	<a href="mailto:jeanluc.hene@zf.com">jeanluc.hene@zf.com</a>
Goods Exit	Jean Luc Hene	458	<a href="mailto:jeanluc.hene@zf.com">jeanluc.hene@zf.com</a>
External Warehouse	Jean Luc Hene	458	<a href="mailto:jeanluc.hene@zf.com">jeanluc.hene@zf.com</a>
Logistics director	Tony Zaffino	715	<a href="mailto:tony.zaffino@zf.com">tony.zaffino@zf.com</a>

#### 4.1. Opening Times Goods Receipts

Goods Receipts				Opening Hours		Comment
Plant	Address			Working days	Time	
ZF	1 Avenue de la Gare 57320 Bouzonville France			Monday to Friday	Monday 06 am to Friday midnight 12pm	

#### 4.2 Opening Times Goods Exit



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Goods Exit				Opening Hours		Comment
Plant	Address			Working days	Time	
ZF	1 avenue de la Gare 57320 Bouzonville France			Monday to Friday	Monday 06am to Friday 12pm	

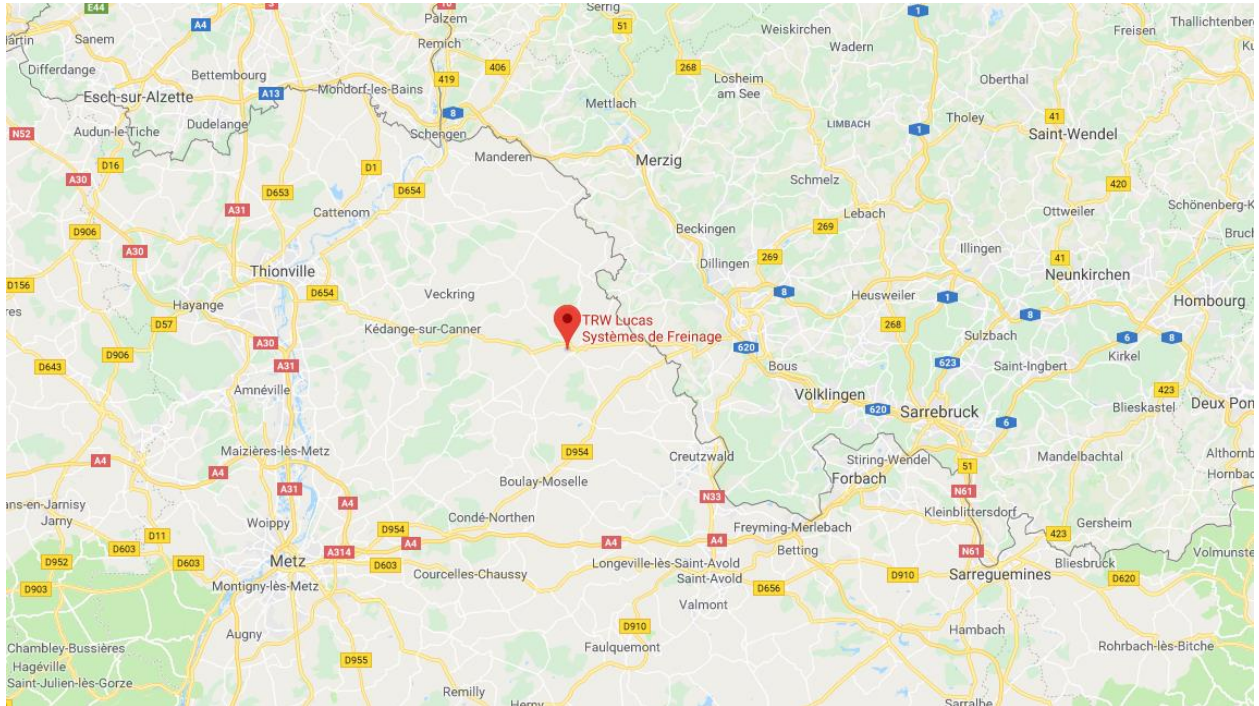
### 4.3 External Warehouse

Goods Exit				Opening Hours		Comment
Plant	Address			Working days	Time	
Matmaco	Zone de l'Europort 57500 Saint Avoird France			Monday to Friday	8am to 4 pm	

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### 5. Location plan



### 6. Additional Information:

#### 6.1 Special payment process [GSCS]

TRW freight bill audit and billing process is valid

- a. Carrier send pdf copy of invoice to G-SCS ([in.trw@g-scs.com](mailto:in.trw@g-scs.com)) + Bouzonville plant ([emilie.hilt@zf.com](mailto:emilie.hilt@zf.com)) shipment data in CSV file
- c. GSCS audits the invoices and confirms to TRW/ESSC if the invoice can be paid
- d. ESSC release the payments in line with Payment terms.
- e. Carrier send paper invoice to ESSC (European Shared Service Center) in Czestochowa or pdf invoices to [e-invoices.bouzonville@trw.com](mailto:e-invoices.bouzonville@trw.com)

Carrier is obliged to include in the invoice ZF TRW transport order number if such provided by ZF TRW

Carrier is obliged to include in the invoice proper description