



Appendix 5: Location specific Shipping instruction

Applicable to ZF Gardone

Edition: 30.04.2019

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, (no ramps available here)
 - 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
 - Driver must follow our „ Safety & Environmental rules fort ruck drivers „

4. Contact person

Function	Name	Phone	E-Mail
Logistics mng	GIOVANNI CHIAPPERINO	0039 030 8918237	giovanni.chiapperino@zf.com
Warehouse responsible	ARMANDO SIGNORINI	0039 030 8918267	armando.signorini@zf.com

4.1. Opening Times Goods Receipts



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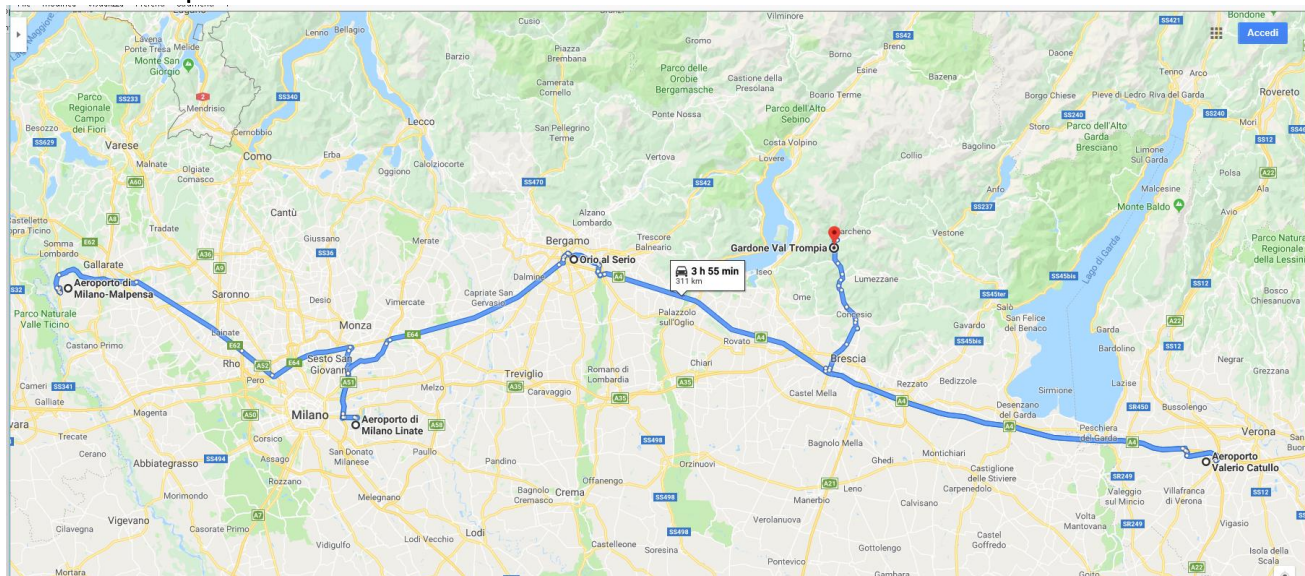
Goods Receipts				Opening Hours		Comment
Plant	Address			Working days	Time	
Gardone	Via Valtrompia 125 25063 Gardone VT Brescia ITALY			Mon-Fri	07.00 – 22.00	Last enter h 21.00.

4.2 Opening Times Goods Exit

Goods Exit				Opening Hours		Comment
Plant	Address			Working days	Time	
Gardone	Via Valtrompia 125 25063 Gardone VT Brescia ITALY			Mon-Fri	07.00 – 22.00	Last enter h 21.00.

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5. Location plan



6. Special payment process [GSCS]

Carrier send pdf copy of invoice to G-SCS (in.trw@g-scs.com)

Carrier send corresponding shipment data in CSV file but also scanned CMRs to G-SCS (in.trw@g-scs.com)

GSCS audits the invoices and confirms to TRW/ESSC if the invoice can be paid

ESSC release the payments in line with Payment terms.

Carrier send paper invoice to ESSC (European Shared Service Center) in Czestochowa

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