



Appendix 5: Location specific Shipping instruction

Applicable to ZF Gliwice

Edition: 18.11.2019

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	Agata Skraba-Filary	323382045	Agata.skrabafilary@zf.com
Goods Receipts	Łukasz Łabuz	323382663	Lukasz.Labuz@zf.com
Goods Exit	Kamil Ferlejko	323382149	Kamil.Ferlejko@zf.com
Logistic Director	Dariusz Fortuna	323382159	Dariusz.Fortuna@zf.com

4.1. Opening Times Goods Receipts

Goods Receipts				Opening Hours		Comment
Plant	Address			Working days	Time	
ZF	Leonarda da Vinci 7, 44-121 Gliwice			Monday to Friday	Monday 06 am to Friday midnight 12pm	

4.2 Opening Times Goods Exit

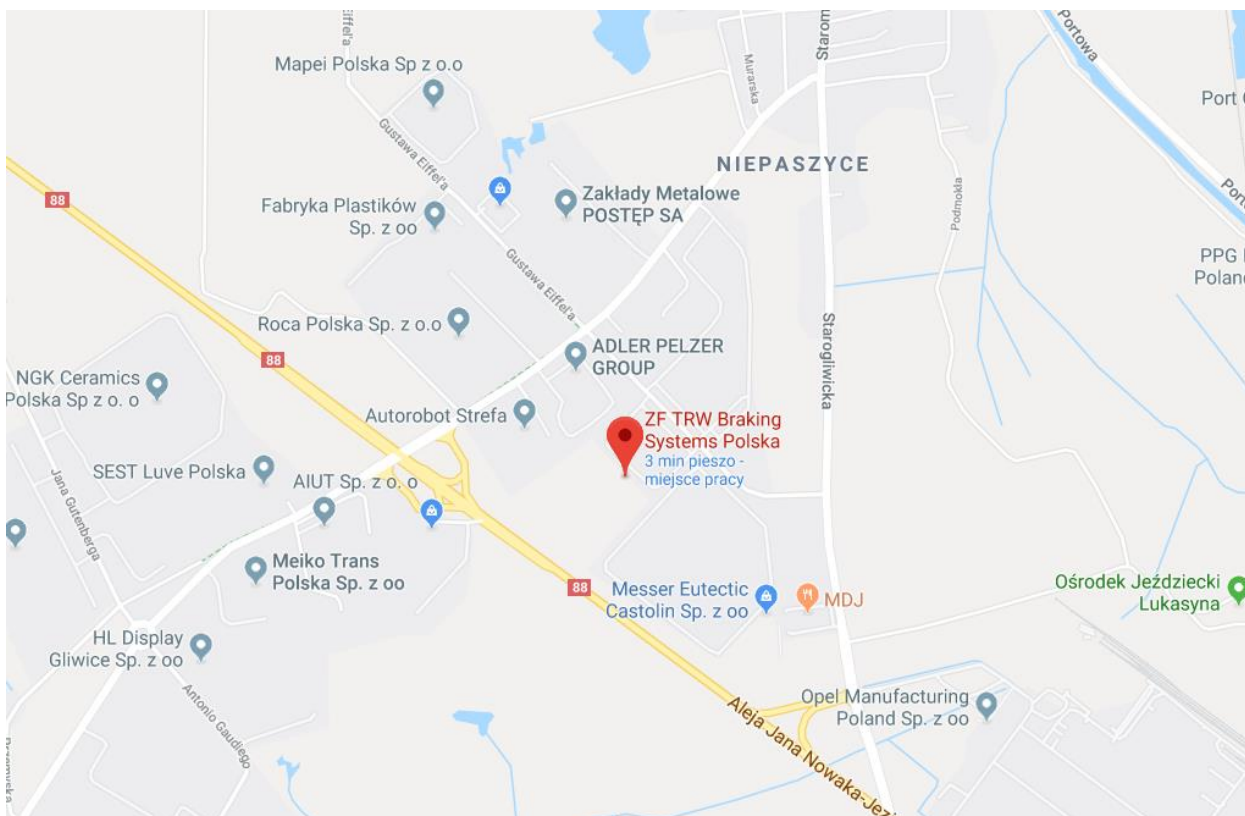
Applicable to ZF Gliwice

Edition:18.11.2019

Appendix 5: Location specific Shipping instruction

Goods Exit				Opening Hours		Comment
Plant	Address			Working days	Time	
ZF	Leonarda da Vinci 7, 44-121 Gliwice			Monday to Friday	Monday 06 am to Friday midnight 12pm	

5. Location plan



6. TRW freight bill audit and billing process is valid

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



Appendix 5: Location specific Shipping instruction

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