



Appendix 5: Location specific Shipping instruction

Applicable to ZF / TRW Automotive Czech, s.r.o., Czech republic

Edition: 17.7.2019

1. Documentation required for incoming goods

- Delivery note in duplicate
- If customs goods: T1, Invoice, CMR / AWB etc.
- It is not allowed to stick any labels nor writing on Odette label

2. Requirements for the forwarder´s equipment

- Loading/Unloading from back of full truck on ramps
- Loading/Unloading from side of smaller cars (max.3 tons), not on ramps
- Cargo securing is designated by the driver
- Safety shoes, reflective vest, securing service material
- Delivery of maritime containers possible only after prior consultation
- The driver has to hand over car keys to the warehouse staff and pegged the car

3. Requirement for the forwarder behaviour

- 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 – in full responsibility of the driver
- Driver needs to wear safety shoes, reflective vest before entering and till he leaves the warehouse
- The driver obeys warehouse staff instructions
- Forwarder (driver) informs about any delay which may occur
- The driver is not authorized to enter production or be moving freely in plant area
- In case the driver has also load for other customer in front position for unloading, he unloads the load by himself with manual carrier

4. Contact person

| Function | Name | Phone | E-Mail |
|-------------------|-------------------|-------|--|
| Logistics manager | Vendula Paldusová | | Vendula.paldusova@zf.com |
| Warehouse manager | Eva Vedralová | | Eva.vedralova@zf.com |



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|---|-----------------------|------------------|--|
| Shift leaders warehouse ZF/TRW | - | +420 483 354 662 | |
| Empties ZF/TRW | Michaela Dědečková | | Michaela.dedeckova-contr@zf.com |
| External warehouses (Queenford – Jablonex, Queenford – Vedlejší, Queenford – Chrastava-bonded warehouse, Queenford – Rychnov) | Michal Juris | | Queenford.Jablonex-contr@zf.com |
| External expedition ALFASPED - Rychnov | Václav Růža | | sklad@alfasped.cz |

5. Opening Times Goods Receipts

| | | Opening Hours | Comment | |
|--------|---|---------------|---------|--|
| Plant | Address | Working days | Time | |
| ZF/TRW | TRW Automotive Czech, s.r.o. Na Roli 26 466 01 Jablonec nad Nisou Czech Republic | 7 | 24/7 | Delivery of customs goods possible latest till 2 pm working days |
| QF | Queenford Vedlejší 21 46601 Jablonec nad Nisou | 7 | 24/7 | Delivery of customs goods possible latest till 2 pm working days |
| QF | Queenford (Jablonex) Palackého 41 466 01 Jablonec nad Nisou | 7 | 24/7 | Delivery of customs goods possible latest till 2 pm working days |
| QF | Queenford (Rychnov) Tovární 744 468 02 Rychnov u Jablonce nad Nisou | 7 | 24/7 | Delivery of customs goods possible latest till 2 pm working days |

Applicable to „Jablonec“

Edition:17.07.2019



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| | | | | |
|----|---|---|------------|--------------|
| QF | Queenford Nádražní street Chrastava | 5 | 6am – 10pm | Working days |
|----|---|---|------------|--------------|

6. Opening Times Goods Exit – external warehouse

| | | Opening Hours | | Comment |
|----------|--|---------------|------|--|
| Plant | Address | Working days | Time | |
| ALFASPED | Alfasped Logistik, s.r.o. Průmyslová 906 468 02 Rychnov u Jablonce nad Nisou Czech Republic | 7 | 24/7 | Expedition of customs goods possible latest till 2 pm working days |

7. TRW freight bill audit and billing process is valid

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