



Appendix 5: Location specific Shipping instruction

Applicable to ZF / TRW Automotive (Slovakia) s.r.o., Nové Mesto nad Váhom

Edition: 6.10.2019

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
- TWMS – Time windows management system

Each carrier providing services for ZF (TRW automotive) has an obligation to book the unloading or loading time slot window /TWMS – Time Window Management System

Link for the suppliers and carriers to access and reserve the time slot:

<http://www.trwauto.sk/sk/trw/>

2. Requirements for the forwarder´s equipment

- Loading/Unloading from back of full truck on ramps (raw and finished products)
- Loading/unloading from side of empty packaging for finished products from customer
- Loading/Unloading from back or side of smaller cars (max.3 tons), not on ramps
- Cargo securing is designated by the driver
- Wedge under the wheels - securing is designated by the driver
- Safety shoes, reflective vest, securing service material
- Delivery of maritime containers is possible only after prior consultation in external warehouse only / address bellow
- The driver has to hand over car keys to the warehouse staff and pegged the car by the internal directive

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 and internal directives

- Forwarder (driver) informs about any delay which may occur , by TWMS system
- The driver is not authorized to enter production and warehouse or be moving freely in plant area
- Forbidden manipulation by manual palettizer on truck in case of ramp loading or unloading



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4. Contact person

Function	Name	Phone	E-Mail
Logistics manager	Pavol Rakoncza	00421911090483	pavol.rakoncza@zf.com
Warehouse Team Leader	Tomas Medzay	00421910886018	tomas.medzay@zf.com
Warehouse supervisor Nove Mesto warehouse	Peter Patyk	00421910886019	peter.patyk@zf.com
Warehouse supervisor External warehouse – Kocovce Rakoluby	Roman Košnár	00421910886017	roman.kosnar@zf.com
Logistics Team Leader-freight,goods inwards, dispatch	Daniel Klimo	00421905970859	daniel.klimo@zf.com
Packaging specialist	Matúš Zoričák	00421910886024	matus.zoricak@zf.com

5. Opening Times Goods Receipts

		Opening Hours	Comment	
Plant	Address	Working days	Time	
ZF/TRW	TRW Automotive Slovakia s.r.o. Trenčianska 2571/19 Nové Mesto nad Váhom 91501	5	24/5	Mon 6.00 – Sat 6.00
LC	External warehouse - Logisor Kočove Rakoluby	5	24/5	Mon 6.00 – Sat 6.00

6. Opening Times Goods Exit – external warehouse

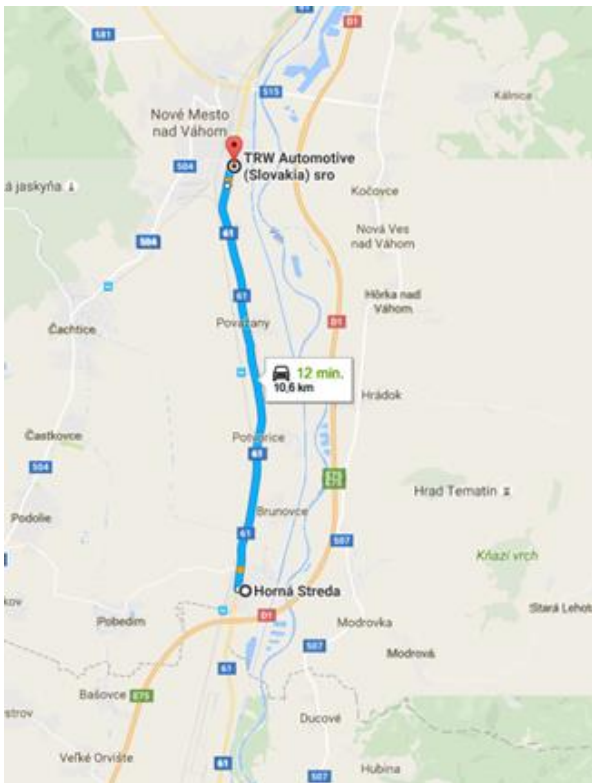
Opening Hours	Comment
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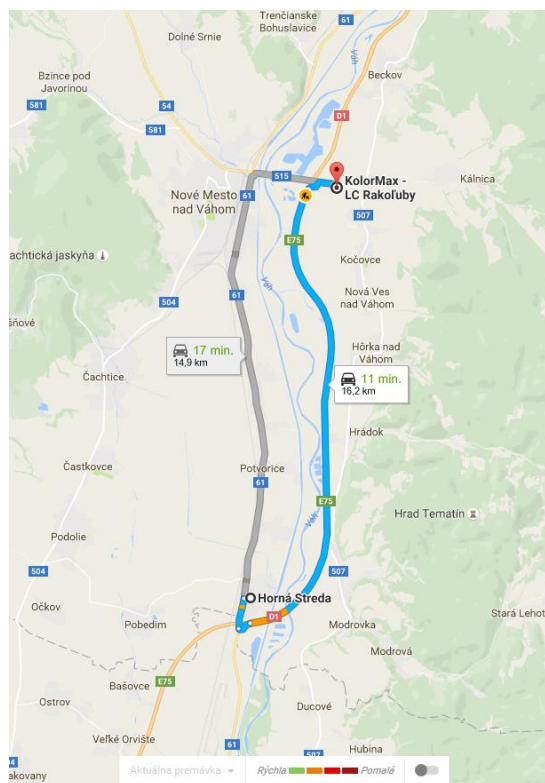
Plant	Address	Working days	Time	
LC	External warehouse - Logicor Kočove Rakoluby	5	24/5	Mon 6.00 – Sat 6.00

6. Location Plant

Nove Mesto Plant
Nove Mesto nad Vahom
Trenčianska 2571/16 91501 Slovakia



External warehouse Logicor LC
Kočove Rakoluby 244 91631



7. Special payment process [EssC]

ZF / Trw Automotive Slovakia s.r.o. Nove Mesto require to send all original invoices to the postal address of our European Shared Services Centre, or e-mail address Nove_mesto-AP-ESSC Nove_mesto-AP-ESSC Nove_mesto-AP-ESSC@trw.com 42-201 Czestochowa 1, P.O.BOX 232, POLAND which is also stated in right field on our purchase order (you can also use the email address of ESSC stated on the PO). Invoices delivered to Nove Mesto nad Vahom will not be forwarded by TRW to ESSC, but will be returned back to supplier.



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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