



Appendix 5: Location specific Shipping instruction

Applicable to „ZF San Giovanni di Ostellato - Italy“

Edition: 05.11.2019

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 labels

2. Requirements for the forwarder´s equipment

- Loading/Unloading only from back and behind (no ramps available)
- Cargo securing is designated by the driver
- Safety shoes, reflective vest, securing service material

3. Requirement for the forwarder behavior

- Registration at Warehouse 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 till left the warehouse area.
- Driver cannot access to the plant without authorization. He has to wait for warehouse operators outside the entrance in the dedicated area identified as "SAFE AREA FOR DRIVER"
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4. Contact Person

Function	Name	Phone	E-Mail
Logistic Manager	Luca Cavallini		luca.cavallini@zf.com
Warehouse Manager	Micheletti Dino	+39 0533 604526	dino.micheletti@zf.com
Incoming & Shipping	Paola Forlani	+39 0533 604559	paola.forlani@zf.com
Materials Planner	Tiziana Stella	+39 0533 604564	tiziana.stella@zf.com

4.1. Opening Times Goods Receipts



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Goods Receipts				Opening Hours		Comment
Plant	Address			Working days	Time	
ZF	ZF Automotive Italia S.R.L. (Società unipersonale) Divisione Automotive Pumps Via M,Buonarroti, 2 44020 San Giovanni di Ostellato – Ferrara- Italy			Monday to Friday	8:00-12:00 am 14:00-18:00 pm	

4.2 Opening Times Goods Exit

Goods Exit				Opening Hours		Comment
Plant	Address			Working days	Time	
ZF	ZF Automotive Italia S.R.L. (Società unipersonale) Divisione Automotive Pumps Via M,Buonarroti, 2 44020 San Giovanni di Ostellato – Ferrara- Italy			Monday to Friday	8:00-12:00 am 14:00-18:00 pm	

4.3 External Warehouse

Goods Exit				Opening Hours		Comment
Plant	Address			Working days	Time	
	No external warehouse					

5. Additional Information:

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- 5.1 Safety management for loading/unloading goods see Procedure Po_E1-3



Warehouse
load-unload procedur

6. 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