



Appendix 5: Location specific Shipping instruction

Applicable to „Pontypool“

Edition: 12.04.2021

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
- Cargo securing is designated by the driver
- Safety shoes, reflective vest, securing service material
- Provide a negative covid test which is not older than 48hours

3. Requirements on drivers behaviour

- Registration at Security / then unloading deck / loading deck.
- 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	Martin Thomas	00 44 1495 754096	Martin.r.thomas@zf.com
Goods Receipts	As Above	As above	As Above
Goods Exit	As Above	As Above	As Above
External Warehouse	NA	NA	NA



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Opening Times Goods Receipts

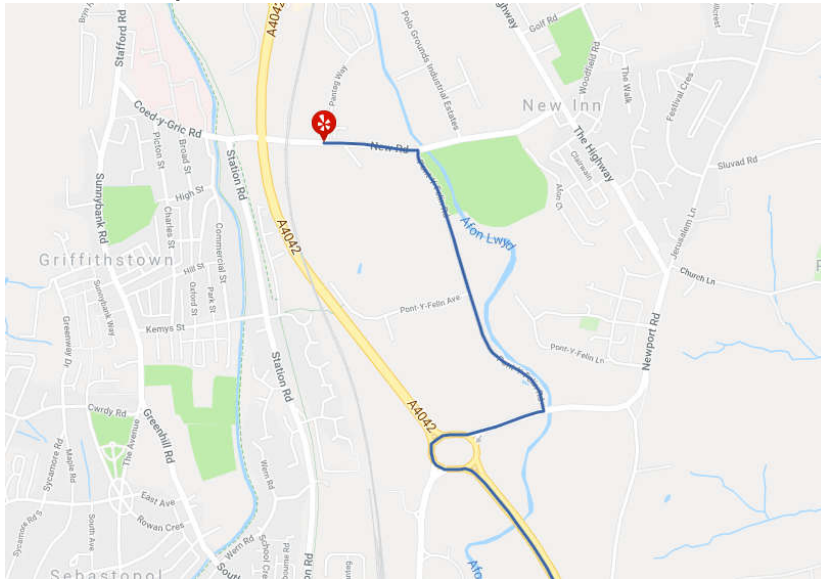
Goods Receipts				Opening Hours		Comment
Plant	Address			Working days	Time	
Pontypool	ZF GROUP Active & Passive safety Technology New Road,New Inn,Pontypool, UK, NP4 OTL			5	06:00 – 21:00 Mon – Thur, and 06:00 – 16:00 Fri	Example: Delivery of customs goods possible latest till 4.00pm .

4.2 Opening Times Goods Exit

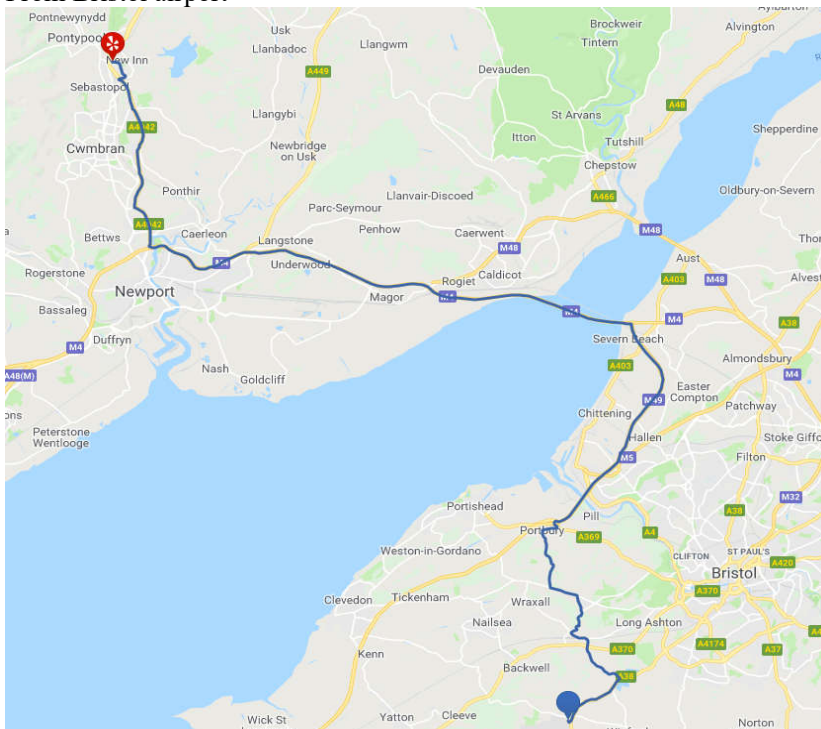
Goods Exit				Opening Hours		Comment
Plant	Address			Working days	Time	
Pontypool	ZF GROUP Active & Passive safety Technology New Road,New Inn,Pontypool, UK, NP4 OTL			5	06:00 – 21:00 Mon – Thur, and 06:00 – 17:00 Fri	

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5. Location plan



From Bristol airport





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Bristol Airport

Bristol BS48 3DY

- > Get on M5 from A38, Barrow St, B3130, Belmont Hill/B3129 ... and Mill Ln

21 min (9.9 mi)

- > Take M49 and M4 to A4042 in Newport. Take exit 25A from M4

24 min (22.5 mi)

- > Continue on A4042. Drive to Pont-Y-Felin Rd in Torfaen

10 min (6.7 mi)

TRW Limited

New Rd, New Inn, Pontypool NP4 0TL

6. Special payment process:

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.



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TOMS

1. Carrier is obliged to include in the invoice ZF transport order number if such provided by ZF [if there is no self billing/credit note process in place]
2. Carrier is obliged to include in the invoice proper description -> in that case "Inbound Land Freight - Road". For invoices covering multiple transport corresponding overview need to be attached.
3. Carrier is obliged to use ZF Transport Management System (book loading/unloading time slots; update status of shipments and pallets collected, revise/confirm calculated by system freight costs, upload shipment data and invoices. Carrier pays 420 per annum for using the system.
4. By the time ZF Transport Management System is implemented carrier is obliged to respect ZF Freight bill audit process (copy of invoices with corresponding CSV excel shipment data file need to be sent via email to company GSCS for auditing purposes).Invoices to be sent to European Shared Service Center in Czestochowa (ZF entity releasing the payments)