



Anlage 5: Standortspezifische Versandvorschrift

Applicable for plant Sunderland

Stand: 12.11.2019

1. Documentation required for incoming goods

- Delivery note
- If customs goods: CMR, Invoice & AWB
- Must NOT stick any labels nor write on Odette label.

2. Requirements for forwarder's equipment

- Loading/Unloading from back of full truck from loading door (**Ref. SOP-S2S-300-08**)
- Loading/Unloading from side curtain of smaller trucks (Max. 7.5 tonnes), not on ramps.
- Securing of load on truck is designated by the driver
- Safety shoes, Hi-Vis vest to be worn at ALL times in warehouse and surrounding areas.
- The driver MUST hand over truck keys to the warehouse staff and ensure truck is turned off.

3. Requirement for the forwarder behaviour

- Truck driver to alert warehouse staff by calling at the gate at the Site entrance
- Entrance to be loaded/unloaded to be managed by logistics staff.
- Loading/Unloading only possible with the correct and complete references
- Securing of the goods to be done by the driver – with it being the driver's responsibility
- Driver MUST wear safety shoes and Hi-vis vest before entering and until he leaves the warehouse
- The driver MUST follow the warehouse staff instructions
- Driver informs warehouse staff about any delay which may occur
- The driver must NOT enter production areas or be moving freely in plant areas. To be escorted by warehouse staff if required.

4. Contact person

Function	Name	Phone	Email
Logistics Manager	Clive Maughan	+44191 512 3908	Clive.Maughan@zf.com
Warehouse Supervisor	Shane Harland		Shane.Harland@zf.com
Stores Process Leaders	Craig Emmerson Paul Adamson Paul Wilkinson Keith Atkinson	+44191 512 3718	
Senior Material Controller	Jack Brannigan	+44191 512 3623	Jack.brannigan@zf.com

4.

5. Opening times for Warehouse (Inbound & Outbound)

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Plant	Address	Working Days	Time	
ZF Sunderland	ZF Systems (Sunderland) LTD, Rainton Bridge Ind. Estate, Houghton Le Spring Tyne & Wear DH4 5PH	6	Mon-Fri 24 hr Sunday 23:00- 07:00	

6. First Shipment/Engineering changes (Inbound)

- Pallets MUST be labelled with appropriate colour label on each pallet of the delivery
- Upon goods receipt, parts will be located in 2101 (SAP QH Location)
- Warehouse staff will inform SQA department upon arrival of parts
- Warehouse staff will place goods into inspection area
- Once parts are released to production, outbound appendix MUST be followed

7. First Shipment/Engineering changes (Outbound)

- Pallets will be labelled with appropriate colour label on all 4 sides of each pallet
- Warehouse staff must create picklist to state ensure Odette labels match each pallet label
- Warehouse staff must print all documentation (Delivery Note, Picklist, CMR) separately
- Warehouse staff to forward relevant paperwork to the relevant people (i.e Quality/Change management department)

8. Special 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
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