



Appendix 5: Location specific forwarding instructions

Valid for location Zatec / Division C

Version: 05.08.2019

1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill
- Deliveries with missing delivery notes will result in a refusal of acceptance
- Waybill must contain all necessary information for the recording into the tool Assist (credit note procedure)

2. Requirements for the forwarder

- Deliveries are just possible with side unloading. Back unloading is not possible.
- Register the vehicles at the office
- When leaving the truck it is mandatory to wear a reflective vest (Norm EN 471) and safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345).

3. Contact

Function	Name	Phone	E-Mail
Logistics Manager	Tomas Kinter	+420 703 870 101	tomas.kinter@zf.com
Empties	Milan Mika	+420 734 892 050	Milan.mika@zf.com
Goods receipt			
(early shift)	Jana Moravcova	+420 703 870 096	jana.moravcova@zf.com
Outgoing goods			
Shift supervisor (early shift)	Jiri Grundza	+420 412 583 004	jiri.grundza@zf.com
Shift supervisor (late shift)	Michal Kahat	+420 703 870 097	Michal.kahat@zf.com
Disposition			
Material planer (early shift)	Daniel Kaplan	+ 420 735 746 570	Daniel.kaplan@zf.com
Material planer (late shift)	tba		@zf.com



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4. Opening hours goods receipt

Goods receipt				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	ZF Chassis Systems Žatec s.r.o. Průmyslová zóna Triangle 43801 Žatec Czech Republic			Monday – Thursday	8:00 – 16:30 h	
				Friday	8:00 – 15:00 h	

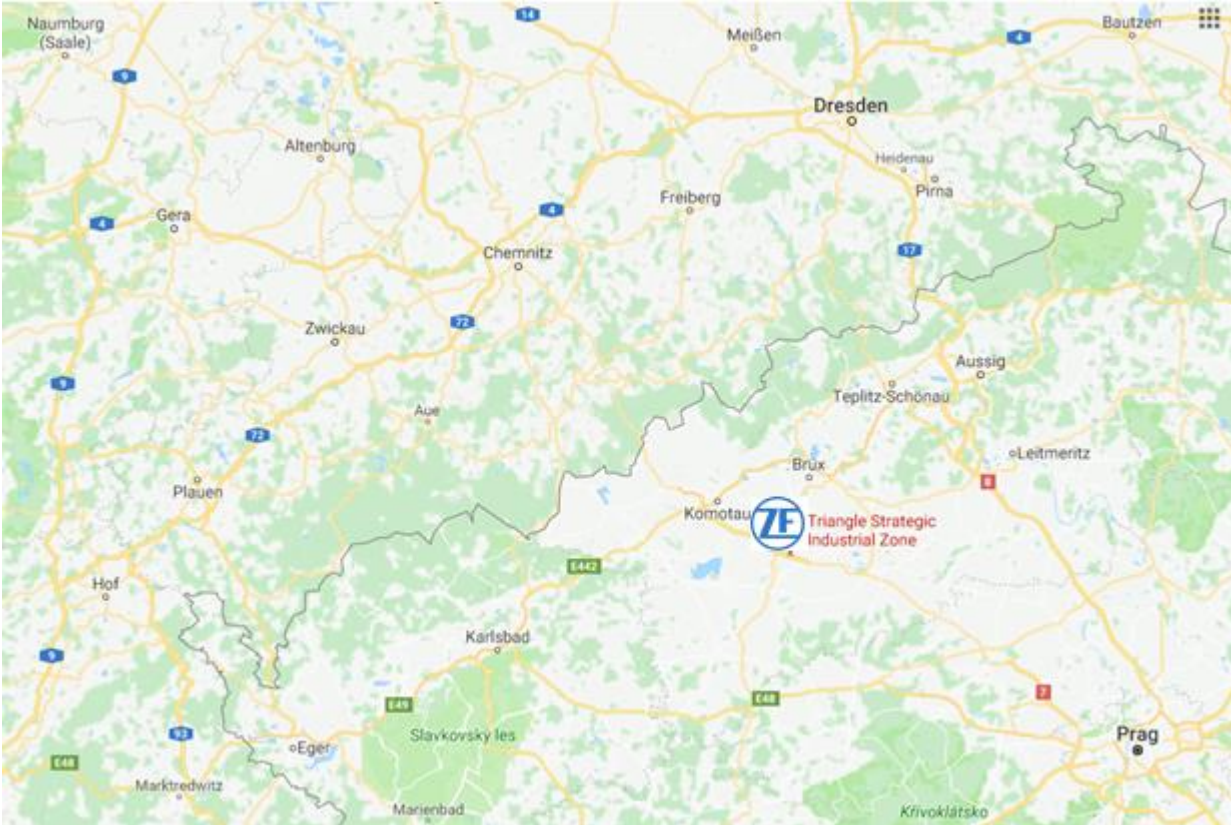
5. Opening hours outgoing goods

Outgoing goods				Opening hours		Comment
Plant	Location	Building	Gate	Working day	Time	
I	ZF Chassis Systems Žatec s.r.o. Průmyslová zóna Triangle 43801 Žatec Czech Republic			Monday – Thursday	8:00 – 16:30 h	
				Friday	8:00 – 15:00 h	



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6. Directions



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7. Additional information and requirements

- All the goods are intended for the automotive industry and therefore subject to special time critical requirements
- The contractually defined transit times must be adhered to guarantee a stable production process
- Every delay must be reported by the transport service provider to ZF immediately so that we can proactively inform the customer plants and try to avoid additional shipment costs. Shipments must be proactively tracked by the transport service provider and proactive action taken to catch up on delays and to avoid additional transport costs
- Delivery after the official closing time of the incoming goods area must be communicated in advance, otherwise it is not possible to unload the truck
- Proofs of delivery are required to register shipments in Assist and have to be provided by the transport service provider
- In case of a delayed delivery, it may be necessary to have special shipments. These shipments may also be via air freight to the customer plants overseas. These costs have to be covered by the transport service provider as described under "Liability".