



Applicable to ZF / TRW Automotive Czech, s.r.o., Czech republic

Plant Jablonec, ZF Division A

Edition: 24.02.2021

1. Documentation required for incoming goods

- Delivery note and CMR (in duplicate)
- If customs goods: T1, Invoice, Packaging list, Waybill / AWB
- It is not allowed to stick any labels nor writing on Odette label

2. Requirements for the forwarder's services

- The deliveries and pick-ups have to be realized within the timeframes listed under paragraph 7.
- Loading/Unloading from back of full truck on ramps.
- Side loading/unloading is only possible in external warehouse Queenford Vedlejší, no outside equipment, for example fork-lifts etc.
- The driver is responsible for the securing of cargo.
- Delivery of maritime containers possible only after prior consultation.
- Subcontractors must announce authentication with clear designation „By order of forwarder xxx “.
- Goods receipt and pick-ups are allowed only at the unloading/ loading points, as stated in the delivery notes by the suppliers or in the loading advices.
 - Note: delivery address in DN is mainly ZF Automotive Czech, but loading/unloading is done mainly in external warehouses
- All trucks have to carry the following equipment when entering the plant:
 - Reflective vest (Norm EN 471)
 - Safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345)
 - Sufficient securing services material (non-slip mat, edge protection, belt strap with validity and without damage, clean swept freight hold)
- All deviations must be agreed with the incoming or outgoing department, e.g. for urgent or expedited shipment, incoming or outgoing goods outside the designated hours.
- The agreed term for transit time is ABCDE... (day A – notification until 12:00, day B – collection, day CDE... – delivery – depending on the agreed term). Refer to transit time requirement sheet.

3. Requirement for the forwarder behavior

- Two times per week the plant will adjust the material demand from the supplier (call-offs) according to customers requirements, thus the volume to be collected by the forwarder could be adjusted upon instruction sent by the plant (confirmation of required capacity by plant



before 12:00 p.m. on the day before pick up). Note: Forwarders must notify about loading at least 2 days before the pick-up, depend on destination (long-distance e.g. France, Spain, etc .)

- For every delivery, booking a time slot in advance in plant time window management system is mandatory. Unloading without a time slot is not possible. The term pallets refer to the actual number of loaded pallets (stacked pallets may still be wrapped) and not to storing positions.
- It is planned to implement TMS at plant Jablonec, there for the time slot booking function will be substituted via the new TMS implemented. Detailed the process for new time window booking in TMS system will be given once the implementation started. The forwarders are obliged to follow the new time window booking process via TMS.
- Delays shall be reported to incoming goods administration immediately so that all options (new time slot, unloading later on the same day) can be arranged.
- Upon arrival at the premises, the driver shall register with incoming goods administration, present the respective documents or loading number and park his vehicle in the allocated area.
- Positioning at loading/unloading dock/ramp only after allocation by logistic staff.
- Loading/Unloading only possible with correct and complete shipment documentation.
- In case the driver has also load for other customers in front position for unloading, the driver unloads the goods by himself with manual pallet jack.
- For full container loads on trucks with tarpaulins, the forwarding agent shall provide a customs seal string so that the vehicle can be sealed properly (if applicable).
- If collection is not possible, the outgoing goods department shall be informed of this on the day on which notification is to occur (day A) before 12:00, additional costs and effort from the Customer resulted due to cancellation of collection will be charged to the forwarder.

4. Environment and Security Rules

- Truck drivers can only access loading/unloading area. For safety reasons it is completely forbidden to access other areas of the site and it is mandatory to follow defined pathways.
- The truck should be parked in dedicated parking slot. It is forbidden to park in front of firefighting equipment, emergency exits, etc.
- Safety distance must be kept while driving vehicles in outdoor areas, avoiding risk of collision or interference with internal or external workers.
- The fork-lift for internal transportation always takes priority.
- It is forbidden to use the phone while driving.
- Driver respects the speed limit 20 km/h and observes the rules of correct driving.
- On all location related grounds drivers and passengers are obligated to wear the reflective vest and safety shoes when leaving the truck.
- It is forbidden to carry out cleaning/maintenance of the vehicle, cook, introduce alcoholic beverages.
- It is forbidden to photograph, film and remove any material without prior permission.



- Driver cannot leave the dock without permission of the warehouse operator.
- In the case of non-safety or dangerous behaviors ZF reserves the right to claim the immediate removal of the truck driver from the plant area.
- The smoking point is indicated in the authorized plan. It is absolutely forbidden in every other area of the site to smoke or to light a fire.

5. Special requirement related to cross-docking services

- It is required that the goods that need to be cross-docked must be delivered to the destination plant latest one day after the arrival at the cross-docking location.
- The forwarder must provide shipment statistics for performed cross-docking activities on a monthly basis. A template for the statistic will be provided as Annex in the main tender document.
- Emergency delivery can be ordered from destination plant at agreed service fees.
- For all other cross-dock related requirements please refer to the main tender document (paragraph 2.3).

6. Contact person

Function	Name	Phone	E-mail
Logistics manager	Vendula Paldusová		Vendula.paldusova@zf.com
Warehouse Manager	Eva Vedralová		
Shift leaders warehouse ZF/TRW	-	+420 483 354 662	
Empties ZF/TRW	Michaela Dědečková		michaela.dedeckova@zf.com
External warehouses: Queenford – Jablonex	Michal Juris Vít Rössler		Queenford.Jablonex-contr@zf.com
Queenford – Vedlejší	David Pavelka		konsignace@queenford.net
Queenford – Chrastava-bonded warehouse	Michal Juris		michal.juris@queenford.net , konsignace@queenford.net
Queenford – Rychnov	Lukáš Počta		queenford.ladova-contr@zf.com
External expedition ALFASPED - Rychnov	Václav Růža		sklad@alfasped.cz

7. Opening Times Goods Receipts



Standard opening hours				Special case
Plant	Address	Working days	Hours	
ZF	ZF Automotive Czech, s.r.o. Na Roli 26 466 01 Jablonec nad Nisou Czech Republic	Sun 10 pm – Sat 6 am		Delivery of customs goods possible latest till 12 am working days
QF	Queenford Vedlejší 21 46601 Jablonec nad Nisou	Sun 10 pm – Sat 6 am		
QF	Queenford (Jablonex) Palackého 41 466 01 Jablonec nad Nisou	Sun 10 pm – Sat 6 am		
QF	Queenford (Rychnov) Tovární 744 468 02 Rychnov u Jablonce nad Nisou	Sun 10 pm – Sat 6 am		
QF	Queenford Nádražní street Chrastava	Mon – Fri	6am – 3 pm	Delivery of customs goods possible latest till 12 am working days

Opening hours may be changed according to the plant's requirements.

8. Dangerous Goods

- Currently, no dangerous goods are known to be part of transport loads for plant Jablonec.
- In case transport for dangerous goods is required by the plant, the scope of dangerous goods will be specified in implementation phase.

9. Freight bill audit and billing process is valid (G-SCS)

- Carrier send pdf copy of invoice to G-SCS (zf-servicedesk@g-scs.com).
- Carrier send corresponding shipment data in CSV file but also scanned CMRs to G-SCS (zf-servicedesk@g-scs.com).
- Detailed data transmission process will be clarified in implementation phase.
- GSCS audits the invoices and confirms to 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 Czech plant.
- Carrier is obliged to include in the invoice ZF transport order number if such provided by ZF.
- Carrier is obliged to include in the invoice proper description.



- It is planned to phase out the freight bill auditing partnership with G-SCS and replace the freight calculation and billing function via the new ZF TMS. The Service Provider will be informed regarding new freight bill audit standard and process as soon as the future process is determined.

10. Additional information (site map)

