



Applicable to ZF Stankov s.r.o., Czech republic

Plant Stankov, ZF Division I

Edition: 23.02.2021

1. Documentation required for incoming goods

- Delivery note and CMR (in original)
- 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 delivery and pick-ups must be realized within the timeframes listed under paragraph 7 – 8.
- Loading/Unloading from side of the truck.
- 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.
- 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

- 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 loading goods, the load-carrying platform of the vehicle should be cleaned, free of dust, saw dust, snow, ice and oil.
- Before loading the goods, anti-slide layers bellow every supporting point of goods must be placed, minimally in placed 4 pieces of it in the opposite corners.
- 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 Costumer 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 15 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	5E-mail
Logistics manager	Lucie Höflerová	+420 379 410 840	Lucie.Hoeflerova@zf.com
Goods Receiving/ Dispatch	Pavel Vašek	+420 379 410 845	Pavel.Vasek@zf.com

7. Opening Times Goods Receipts

Standard opening hours				Special case
Plant	Address	Working days	Hours	
ZF Staňkov	ZF Staňkov s.r.o. Ohučov 25 345 61 Staňkov Czech Republic	Mon – Fri	6:00 – 21:00	

8. Opening Times Goods Exit

Standard opening hours				Special case
Plant	Address	Working days	Hours	
ZF Staňkov	ZF Staňkov s.r.o. Ohučov 25 345 61 Staňkov Czech Republic	Mon – Fri	6:00 – 21:00	

9. Opening of external warehouse (planned)

- It is planned that in mid-2021, an external warehouse will be implemented for goods receiving and storage.
- Concrete instruction of future delivery location (plant vs. external warehouse) will be given once the storage allocation planning is done.
- Forwarder will receive further instruction in advance before the start of operation of the external warehouse.

10. Freight bill audit and billing process is valid (Assist)

- Plant Stankov uses ASSIST4 Freight (AS4F) as freight auditing system.
- For detailed description please refer to the main tender document.

11. Additional information (site map)

