

**Applicable to ZF Passive Safety Czech s.r.o., Czech republic****Plant Stara Boleslav, ZF Division R****Edition: 24.02.2021****1. Documentation required for incoming goods**

- Delivery note and CMR (in duplicate)
- If customs goods: CMR document with Customs stamp, Invoice (Pro-Forma Invoice), Packaging list, Waybill / AWB
- It is not allowed to stick any labels nor writing on Odette label
- Delivery notes for each delivery.

2. Requirements for the forwarder's services

- The delivery and pick-ups have to be realized within the timeframes listed under paragraph 8.
- Loading/Unloading from back, side loading/unloading only possible for small trucks on designated docks.
- 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 ISO 20471:2013)
 - 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, fulling ADR specifications)
- 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 14:00, day B – collection, day CDE... – delivery – depending on the agreed term). Refer to transit time requirement sheet.

3. Requirement for the forwarder behavior

- The plant has a dedicated logistics team to plan the material demand from the supplier, 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 14:00. on the day before pick up).
- Delays shall be reported to transport coordinator 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.
- Delivery for Stara should be available for first unloading without manipulation with other customers shipments.
- 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 14:00 , additional costs and effort from the Customer resulted due to cancellation of collection will be charged to the forwarder. Any further deviations from agreed timing in day A must be notified to ZF Stara even in day B, day C etc.

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 set within the facility territory as per speed limit signs 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, and consumption of 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.
- For security purposes drivers are obliged to secure trucks against movements at the Gate and truck keys will be locked in "special locker box".
- Driver has to respect height limits at the Gate – 4.5 meters.



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 in accordance with agreement from ZF Stara Boleslav after the arrival at the cross-docking location.
- The forwarder must provide live data (web portal) over amount (number of boxes or pallets) and status of material in handling in 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. Special requirement for LTL shipments

- Due to a limited traffic and goods receiving capacity in the plant, it is required that the forwarder consolidates deliveries to the plant as much as possible.
- Minimum requirement is to limit the number of shipments for the same origin and destination on the same day to one delivery (number of shipments = number of delivery notes).
- Especially for LTL collections in Germany, the target is to limit the number of deliveries per week to less than four arrivals.
- It is recommended to define four designated areas in Germany and collect all occurring orders within one area for the week on the same truck to Stara Boleslav.
- Proposal of how the areas are defined is available and can be provide upon request.
- There are two critical suppliers listed below. Transports from the two suppliers must be conducted with higher priority. The forwarder must be able to perform urgent shipments from these two suppliers according to the requirements from ZF Stara Boleslav.

DE_73098_STANZTECHNIK
DE_36396_ODW-ELEKTRIK

7. Contact person

Function	Name	Phone	5E-mail
Logistics manager	Katerina Pokorna	+420 721 220 810	Katerina.Pokorna1@zf.com
Logistics supervisor	Daniela Brisudova	+420 731 433 675	Daniela.Brisudova@zf.com
Transport coordination	Iveta Loblova	+420 734 647 200	Iveta.Loblova@zf.com

8. Opening Times Goods Receipts

Standard opening hours	Special case
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Plant	Address	Working days	Hours	Hours
ZF Stara Boleslav	Stara Boleslav Plant Hlavenec 161 294 74 Hlavenec Czech Republic	Mon – Fri	6:00 – 22:00	22:00 – 06:00

9. Dangerous Goods

- The scope of dangerous goods and detailed UN numbers is defined as follow:
 - Shipping of Propellant with UN 0161 class 1.3C
 - Shipping of Auto ignition material with UN 0478 class 1.3G
 - Shipping of pyrotechnic material with UN 0432 class 1.4S
- ZF Stara Boleslav keeps the right to control the safety equipment (accessories) and legal requirements of the truck according ADR rules.

10. 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, the Service Provider will be informed regarding new freight bill audit standard and process as soon as the future process is determined.

11. Other requirement or additional information (e.g. site map, external roads)

- Plant number of trucks arriving at Stara Boleslav must be licensed 1 day before delivery (for internal visualization system in ZF Stara)
- Dock Management System in ZF Stara: Forwarders are expected to be able to cooperate with Dock Management – as mandatory requirement for each carrier in ZF Stara Boleslav.
- Transport ordering system – TOS is in use at the plant Stara Boleslav. The forwarder is obliged to use the TOS for all transportations.
- ZF Stara refuses transportation of drugs and smuggling
- Forwarder needs to provide insurance of load before start of business.