

PUBLIC
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VOLKSWAGEN

AKTIENGESELLSCHAFT



SKODA

General Rules for Truck Drivers and Forwarders (Transport/Haulage Companies)

Škoda Auto a.s.

Mladá Boleslav

Kvasiny

Vrchlabí

Responsible: Libor Klíč, PLO/41
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1 Information on addresses

1.1 Addresses of Central LKW Goods-In points

Mladá Boleslav plant:

Škoda Auto a.s.
Průmyslová 787
293 06 Kosmonosy
GPS: 50.4270503N, 14.9368775E
DUNS: 643408313

Kvasiny plant:

Škoda Auto a.s.
145 Kvasiny
517 02 Kvasiny
GPS: 50.2009806N, 16.2579692E
DUNS: 495022626

Vrchlabí plant:

Škoda Auto a.s.
531 Dělnická
543 01 Vrchlabí
GPS: 50.6079467N, 15.6241117E
DUNS: 495022618

1.2 External unloading sites

Mladá Boleslav:

SAPE Bohemia s.r.o.
DD park, Hala **DC2**
Průmyslová 1262
293 06 Kosmonosy
GPS: 50.431758N, 14.941178E
DUNS: 768332424

SAPE Bohemia s.r.o.
DD park, Hala **DC3**
Průmyslová 1263
293 06 Kosmonosy
GPS: 50.4303992N, 14.9389986E
DUNS: 768500665

Filipa, a.s. D+D Park Kosmonosy

Halle DC2

Průmyslová ulice 1262

293 06 Kosmonosy

GPS: 50.4320983N, 14.9396878E

DUNS: 767725478

Filipa,a.s. D+D Park Kosmonosy

Halle DC4

Průmyslová ulice 1260

293 06 Kosmonosy

GPS: 50.4294897N, 14.9421769E

DUNS: 767966426

Škoda Parts Center

Škoda Parts Centrum Řepov

Jičínská 1360

293 01 Mladá Boleslav

GPS: 50.4130439N, 14.9501522E

DUNS: 643408313

Emerge, a.s. D+D Real Plazy

Plazy 118

293 01 Mladá Boleslav

GPS: 50.416400N, 14.956380E

DUNS: 767930913

Dobos, s.r.o. D+D Park Brodce

Cukrovarská 435

294 73 Brodce nad Jizerou

GPS: 50.320928N, 14.889184E

DUNS: 767844600

Emerge, a.s. Kosmonosy, D+D Park

Halle DC3

Průmyslová ulice 1263

293 06 Kosmonosy

GPS: 50.430755N, 14.940366E

DUNS: 986887286

Dobos s.r.o.

Tovární 784

294 04 Dolní Bousov

GPS: 50.447554N, 15.130393E

DUNS: 510839249

Schnellecke Bohemia Services

Husova 623

294 41 Dobrovice

GPS: 50.362622N, 14.962192E

DUNS: 495237030

M. Preymesser logistika s.r.o., D+D Park Kosmonosy

Halle DC1
Průmyslová ulice 829
293 01 Mladá Boleslav
GPS: 50.4307594N, 14.9336967E
DUNS: 366986116

M. Preymesser logistika s.r.o.

Halle H3
Řepov 174
293 01 Mladá Boleslav
GPS: 50.406869N, 14.958424E
DUNS: 767758215

M. Preymesser logistika s.r.o.

Halle H2 P3 Plazy
Plazy 128
293 01 Mladá Boleslav
GPS: 50.4143483N, 14.9571506E
DUNS: 767758215

M. Preymesser logistika s.r.o.

Halle H3 P3 Plazy
Plazy 144
293 01 Mladá Boleslav
GPS: 50.4152919N, 14.9537664E
DUNS: 768479869

M. Preymesser logistika s.r.o.

Halle H4 P3 Plazy
Plazy 146
293 01 Mladá Boleslav
GPS: 50.4162992N, 14.9535364E
DUNS: 768467436

Emerge Bezděčín

CTPark hala MB2
Bezděčín 163
293 01 Mladá Boleslav
GPS: 50.3942094N, 14.9039144E
DUNS: 766151168

HOLLEN CZ s.r.o.

Plazy 148
293 01 Mladá Boleslav
GPS: 50.4094133N, 14.9562431E
DUNS: 766182389

DB Schenker spol. s.r.o.

Halle A
5. května 1505
293 01 Mnichovo Hradiště
GPS: 50.5097481N, 14.9679028E
DUNS: 983937047

GLP Plazy B3A (THL-LUNA)

Plazy
293 01 Mladá Boleslav
GPS: 50.4118081N, 14.9566008E
DUNS: 767844604

Damco (MAERSK)

Panattoni Park- Halle Hostomice
417 52 Hostomice nad Bílinou
GPS: 50.5871719N, 13.8023036E
DUNS: 984009226

Kvasiny:

M. Preymesser logistika, spol. s r.o.

Halle H6
Lipovka 130
516 01 Rychnov nad Kněžnou
GPS: 50.1828936N, 16.2663169E
DUNS: 768479871

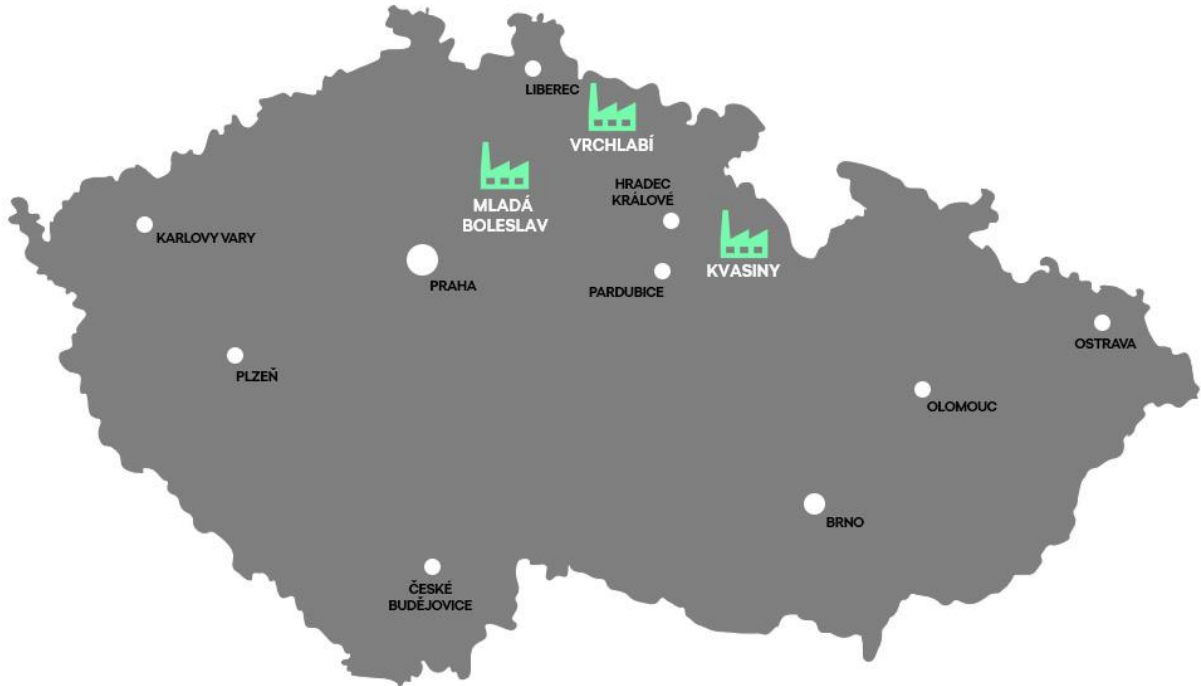
M. Preymesser logistika, spol. s r.o.

Halle H7
Lipovka 130
516 01 Rychnov nad Kněžnou
GPS: 50.1816500N, 16.2634503E
DUNS: 767996559

HOLLEN CZ s.r.o.

Lipovka 164
516 01 Rychnov nad Kněžnou
GPS: 50.1825556N, 16.2592858E
DUNS: 768189528

1.3 Plant locations map



Access routes

Mladá Boleslav

D10 - from Prague

D10 - from Liberec

38 – from Česká Lípa

Kvasiny

I/14 – Rychnov nad Kněžnou, Svitavy

I/14 – Náchod, Poland

32118 – Solnice, Častolovice, Hradec Králové

Vrchlabí

295 linked to 16 – from Jičín

295 linked to 16 – from Hradec Králové

14 – from Trutnov

1.4 Unloading / loading sites

A list of unloading / loading sites is available at ONE.KBP:



ONE.KBP

www.vwgroupsupply.com

**Information > Divisions > Logistics >
LKWcontrol > Loading place directories**

The list of unloading / loading sites contains further information, such as opening hours of individual warehouses, warehouse names, warehouse addresses, etc.

2 Opening hours, production shutdowns

2.1 Opening hours

- Central LKW Goods-In

Mladá Boleslav	SUN - FRI	SAT - SUN
Central LKW Goods-In	22:00 – 22:00	-

Kvasiny	SUN - SAT	SUN
Central LKW Goods-In	22:00 – 22:00	-

Vrchlabí	SUN - FRI	SAT - SUN
LKW Goods-In	22:00 – 22:00	-

A list of opening hours of individual unloading / loading sites is available at ONE.KBP (see 1.4 [AbladestellenUnloading / loading sites](#)).

2.2 Public holidays and production shutdowns

Plants are normally closed during public and other holidays. Information on holidays and other production shutdowns will be provided by PLT, Transport Management (see 2.3 Distribution of information on opening hours and production shutdowns).

CZ holidays:

- **1 January New Year**
- **Good Friday (variable date)**
- **Easter Monday (variable date)**
- **1 May (Labour Day aka May Day)**
- **8 May Victory Day**
- **5 July Cyril and Methodius Day**
- **6 July Jan Hus Martyrdom Day**
- **28 September Czech Statehood Day**
- **28 October Czechoslovak Independence Day**
- **17 November Freedom and Democracy Day**
- **24 December Christmas Eve**
- **25 December 1st Christmas Day**
- **26 December 2nd Christmas Day**

Link to the official website: <https://www.mpsv.cz/svatky-v-ceske-republice>

2.3 Distribution of information on opening hours and production shutdowns

The latest information on possible changes in opening hours, holidays and other (including unplanned) shutdowns of production is provided by PLT, Transport Management.



Skoda.PLT.5@skoda-auto.cz

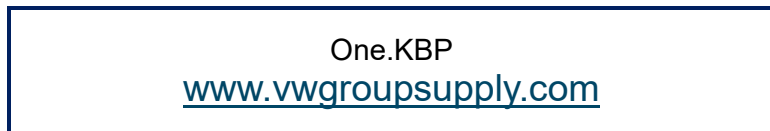
If you have not yet done so, please send us your e-mail address and the name of your contact person to the following e-mail address, so we can put you on the info distribution list.



LKW-Netzwerk@volkswagen.de

3 Time slot reservations

Used for time slot reservations/booking, the **ONE.Konzern Business Platform** is available by means of the following link:



For further information, please refer to “**Leitfaden LKW-Steuerung im Volkswagen-Konzern per LKWcontrol**” for LKWc X - The “**Guidelines on HGV Control in the Volkswagen Group through LKWcontrol X**” can also be found at **ONE.KBP** (route: **Information > Divisions > Logistics > LKWcontrol**).

The freight forwarder is obliged to properly and sufficiently in advance reserve time slots for the respective plant and route on the B2B portal (vwgroupsupply.com). It is **MANDATORY** to fill in the following information:

- Vehicle registration number (licence plate)
- LKW type
- Unloading / loading sites
- Number of pallets
- ADR
- Customs (state whether the products concerned are customs-relevant)
- Empty packaging loading ID

Time slots and reservations are structured as follows:

- Regular time slots - reservation **NO LATER THAN** the day before the planned date of unloading / loading, by **16:00**
- Flexibly available time slots - **NO LATER THAN** the day before the planned date of unloading / loading, **16:01 – 23:59**

Forwarders are obliged to properly cancel time slots (not to be used) on the booking portal.

In the event of reduced use of regular time slots or repeated delays in regular time slots, the regular time slot concerned may be re-scheduled or abandoned (deleted) within the LKWcontrol X optimisation process.

Time slot cancellation:

- All sessions - cancellation **NOT LATER THAN** 1 hour (60 min.) **BEFORE** the time slot.

In case of technical problems with the One. KBP must use the template according to chapter 3.1 for the reservation of the TW.

3.1 Ordering time slots without access to the booking portal

If you do not have access to the booking portal, you have to register.

More information is available in "Leitfaden LKW-Steuerung im Volkswagen-Konzern per LKWcontrol" at One.KBP.

If necessary, e.g. in case of technical problems, you can book your time slot by email.

To this end, the following information is required:

- Vehicle registration number (licence plate)
- Transport company
- Required date and time of arrival
- Supplier
- Unloading / loading sites
- Number of pallets
- Customs (state whether the products concerned are customs-relevant)
- Empty packaging loading ID
- FKR session No. - applies to contractual trips

Skoda Auto ID booking request	
FKR session No. - applies to contractual trips	
Supplier	
Vehicle registration number (licence plate)	
Required date and time of arrival	
Unloading / loading sites	
Number of pallets	
Empty packaging loading ID	
Customs (state whether the products concerned are customs-relevant)	← Expandable list
ADR	← Expandable list
Transport company	
Email address	
Select the type of truck (LKW)	← Expandable list

Explanatory notes:

FKR

Empty packaging loading ID

ADR

Frachtkostenrechner

identification number for loading empty containers

European Agreement concerning the International Carriage of Dangerous Goods by Road

Mladá Boleslav: lkwcontrolmladaboleslav@skoda-auto.cz

Kvasiny: lkwcontrolkvasiny@skoda-auto.cz

Vrchlabí:

- Production material and empty packaging: lkwcontrolvrchlabi@skoda-auto.cz
- DQ200 shipping: expedicevrchlabi@skoda-auto.cz

If you have any questions regarding regular time slot requirements, please contact:

Mladá Boleslav: marie.kostalova@skoda-auto.cz
Business hours: Mon - Fri, 07:00-15:00

Kvasiny: libor.klic@skoda-auto.cz
Business hours: Mon - Fri, 07:00-15:00

Vrchlabí: jiri.nosek@skoda-auto.cz
Business hours: Mon-Fri, 06:00 – 14:00

4 Management process

4.1 Registration at the Central LKW Goods-In in Mladá Boleslav and Kvasiny and at the gate in Vrchlabí

Drivers are obliged to observe all existing limits for arrivals at the truck parking zones in front of the plants:

- Permission to enter the external parking lot: not sooner than **60 minutes BEFORE** the time slot and not later than **15 minutes AFTER** the time slot (the information on the parking ticket is authoritative - this does not apply to Vrchlabí where there is no parking machine).

In other cases (e.g. entering the car park 120 minutes before the time window), the forwarding will be regressed (see point 5.3). The driver is obliged to hand over a parking ticket for inspection at the Central Reception together with all the required documents, which he will take away upon arrival at the LKW outdoor car park (does not apply to the Vrchlabí plant – there is no parking meter). We recommend that you keep your parking ticket for any complaints.

Permission to hand over documents at the Central LKW reception / at the gate in Vrchlabí plant, is set for all Škoda Auto plants, not sooner than **60 minutes BEFORE** the time slot and not later than **15 minutes AFTER** the time slot.

Any driver that does not have authorisation for long-term access to Škoda Auto premises is obliged to check with the Škoda Auto Security department before entering the premises (registration desk) where they (or the whole crew) receive a visitor MFA card upon showing their ID and the MOT card. The vehicle registration number will be noted down to the driver's MFA card. Security Škoda Auto a. s. does NOT accept electronic documents from the e-Documents application. **Applies EXCLUSIVELY in Mladá Boleslav and Kvasiny!**

Drivers are obliged to check in at the Central Goods-In in Mladá Boleslav and Kvasiny / at the SO gate in Vrchlabí and complete the Laufzettel form (see Annex 8.4). Available in the following language versions: CZ, DE, EN, PL, RU.

Move and control LKW in individual plants, we prefer to use your own mobile device with the SYNCROSUPPLY TRUCK app available on Google Play and iOS.



To navigate to individual folders, we recommend using WAZE navigation available at Google Play and iOS. You can request a list of individual repositories at the Central Reception during check-in.



Compulsory data and documents:



- Trip ID
- Driving licence / MOT certificate
- Transport company
- Mobile phone No.
- Unloading documents (delivery notes, etc.)
- Beladeplan (according to ONE.KBP)
- Vehicle registration number
- Customs Documents (T1/T2)
- Customs documents (in cases of customs-relevant products)
- Empty packaging loading code
- Safety Data Sheets for ADR Goods

Documents and equipment provided to the driver:

- Telematics device (in cases where the driver does not have the TruckApp application on their phone).
- Access (visitor) MFA card - **applies EXCLUSIVELY in Mladá Boleslav and Kvasiny!**
- Laufzettel.
- Ladelist (applies to loading of empty packaging in Mladá Boleslav and Kvasiny. In Vrchlábí the driver receives the Ladelist right at the warehouse upon showing the loading ID/code). Template Chapter 8.5.

When handing over documents at the Central Reception of LKW (or Gate No. 1 in Vrchlábí), the driver must have at least 3 hours of performance from the beginning of his time window. In case of a delay in the time window, 3 hours are counted from registration at the Central Reception. The driver is always obliged to write out any planned safety break before handing over the documents to the manual Laufzettel.

It is strictly forbidden to leave the registered LKW in case of a safety break!

4.2 Beladeplan

After loading at the supplier, the carrier will receive a Beladeplan (the document mirrors the distribution of the load on the truck – template Annex No. 4 to the General Transport Instructions (AVV)). The contractor is obliged to issue Beladeplan in the case of two or more unloading points. The carrier is obliged to present this Beladeplan at the Central Reception of LKW at check-in.

4.3 Customs

Where customs-relevant products are involved, the driver shall present also all customs documents (together with delivery notes) for the unloading session concerned and shall fill in the Customs field in the Laufzettel.

Opening hours Customs declaration:

Mladá Boleslav	SUN - FRI	SAT - SUN
Customs declaration	22:00 – 22:00	-

Kvasiny	SUN - SAT	SUN
Customs declaration	22:00 – 22:00	-

Vrchlabí	SUN - FRI	SAT - SUN
Customs declaration	22:00 – 22:00	-

For the purposes of customs records, the following documents shall be submitted at the Central LKW Goods-In:



- **Imports:**
Customs documents
Invoice
Delivery note
- **Exports:**
Invoice
Dispatch note

Below you will find the most important ŠKODAAUTO identification numbers in the field of taxes and customs.

Identification number: **00177041**

Tax identification number (CZ): **CZ00177041**

Tax identification number (Germany): **DE193610315**

REG.NR.(CH): **CHE-281.343.108 MWST**

Tax identification number (SK): **SK4020145844**

Tax identification number (UK): **GB372715000**

Tax identification number (HU): **HU30762723** (for local transactions within Hungary valid VAT number **30762723-2-51**)

OHS/AEO: **CZ AEOF 080174**

EORI: **CZ00177041**

MB Customs Office Code: CZ621021

Common customs code for the Kvasiny and Vrchlabí branches: CZ221050

4.4 Driving to a position

When driving inside the plant, it is essential to comply with the following key terms & conditions:

- Each driver is obliged to follow direct instructions from Central LKW Goods-In staff members, instructions received through the telematics device and the TruckApp application in their phone and instructions from staff on individual unloading / loading sites.
- During their presence at the plant, the driver is obliged to park exclusively in designated places and use exclusively designated roads.
- Any complications (technical problems, health problems, etc.) that may result in exceeding the time limit for transit between individual unloading points are reported to the Central LKW Goods-In dispatcher.
- The driving time between individual unloading points is systematically monitored (the times of arrival and departure are stated in the Fahrzenschein).
- The limits for LKW transit between individual points are as follows:
 - Mladá Boleslav plant: **30 min.** EDL Mladá Boleslav: **45 min.**
 - Kvasiny plant: **20 min.** EDL Kvasiny: **30 min.**
 - Vrchlabí plant: **10 min.**

4.5 Unloading / loading site process

Obligations for drivers at unloading / loading sites:

- Hand in all documents to the unloading / loading staff.
- Prepare the vehicle for unloading / loading.
- Do not leave the designated safety zone during the unloading / loading process.
- Check the number of packaging units.
- When the unloading / loading has been completed, take over all confirmed documents and sign the Ladelist (if loading empty packaging).
- Without undue delay, go to the next position as instructed by the TruckApp/telematics app.
- Wedge up the trailer after arriving at the loading/unloading ramp - applies to Škoda Auto and EDL production plants
- In the case of import of hazardous materials (ADR), the driver is obliged to present documents related to hazardous materials directly at the dump - applies to Škoda Auto and EDL production plants

4.6 Loading empty packaging

Pallet-loading rules for drivers:

- Give the Ladelist or show the ID code in your mobile phone to the loading staff. (see. Chapter 8.5)
- Make sure to be present to the entire loading process.
- Do not leave the designated safety zone.
- When the loading has been completed, secure the loaded packaging properly (fastening straps, etc.).
- Check the number of packaging units loaded, i.e., whether it is in line with the quantity stated and confirmed by the loading staff in the Ladelist.

4.7 Loading (collecting) material

Material loading obligations for drivers:

- Present the material collection order.
- When the loading has been completed, secure the load properly (fastening straps, etc.).
- At the loading point: take over all material collection documents confirmed by the loading staff.
- If collecting customs-relevant material, present all load-related documents for processing at the Customs desk on the Central LKW Goods-In site / in Vrchlábí it is at Exit Gate No. 1.

4.8 Hazardous material (ADR)

If delivering hazardous material (ADR), drivers are obliged to present all hazardous load-related documents at the Central LKW Goods-In.

4.9 Leaving the Mladá Boleslav or Kvasiny plant

When the unloading / loading process has been completed, drivers are obliged to:

- Park their vehicle at the exit car park (or EDL car park).
- Submit the folder containing unloading / loading documents to the Central LKW Goods-In staff at the Exit desk (or at the EDL concerned).
- Issue a load relevant CMR note which is then confirmed by the Central LKW Goods-In (or EDL) staff. In Vrchlábí, the CMR will confirm the last warehouse.
- Return the telematics device.
- Take back all confirmed documents, including the Fahrtenchein.
- Leave the plant without undue delay.
- The parking limit in the exit car park is defined for a maximum of 15 minutes in all Škoda Auto a.s. premises In the event of termination of unloading / loading in EDL the driver hands over the telematics.

4.10 Leaving the Vrchlábí plant

When the unloading / loading process has been completed, drivers are obliged to:

- Issue a load relevant CMR note which is then confirmed by the warehouse staff.
- Return the telematics device and the Laufzettel to the SO staff at the gate.
- Leave the plant without undue delay.
- The parking limit in the exit car park is defined for a maximum of 15 minutes in all Škoda Auto a.s. premises In the event of termination of unloading / loading in EDL the driver hands over the telematics.

5 Specific requirements

5.1 Transport technology requirements

- In response to a transport order or advice note, each forwarder is obliged to provide a truck of an adequate type and capacity which will then be used to transport the required material or packaging to its destination.
- Forwarders are obliged to use exclusively trucks that are technically fit to transport and unload material at Škoda Auto a.s. plants (e.g., fully functional trailer roof-lift mechanism).
- Vehicles shall allow both side and rear loading/unloading.
- Refrigerated/freezer vehicles must not be used (unless such a vehicle is explicitly required in the order/advice note concerned).
- Everything in accordance with the technical assignment of the Transport Planning Specialist Department

5.2 Miscellaneous

- Forwarders are obliged to adhere to the announced date/time of collecting empty packaging (otherwise they may face additional costs - see paragraph 5.3).
- The speed limit at the Mladá Boleslav and Vrchlabí plants is 40 kph, in Kvasiny the limit is 30 kph. Act 361/2000 Coll., Road Traffic Act including amendments to selected items of legislation, the Škoda Auto Visitor Rules and ON.1.045 Traffic Rules apply in their entirety.
- Time limit for parking in the exit parking zone is 15 minutes on all Škoda Auto premises. Having completed the unloading / loading process at EDL, the driver hands over the telematics device and their document folder to EDL.
- When submitting documents at the Central LKW Goods-In, the driver shall have completed at least 3 hours of work since the beginning of their time slot. In case of a time slot delay, these 3 hours are counted since the driver's registration at the Central LKW Goods-In. The driver shall report any planned safety break in the 'Laufzettel' hardcopy before handing in their documents.
- Applicable on all Škoda Auto premises, there is a strict ban on refuelling from storage tanks, barrels and jerry cans without prior permission from the Škoda Auto Security Department (SO).
- Before entering a plant with material or packaging not listed in documents, it is essential to contact the Škoda Auto Security (SO) staff who gives the driver a special form. The driver completes the form with information about such material or packaging and has it confirmed (date, truck registration plate, etc.). The driver then presents the form to the Škoda Auto Security Department (SO) for inspection when leaving the plant. Any vehicle transporting such material or packaging will only be permitted to leave the plant against such confirmation.

- Before leaving for the unloading site, the driver signs an agreement on assuming responsibility for the telematics device on the Laufzettel hardcopy which they have received from the Central LKW Goods-In staff (in Mladá Boleslav and Kvasiny) or from the SO staff (at the gate in Vrchlabí). After completing the unloading / loading process, the driver returns the telematics device to the Central LKW Goods-In (in Mladá Boleslav and Kvasiny) or to SO (in Vrchlabí); in cases of an unloading / loading at an EDL, the driver returns the telematics device and the folder at such EDL. Any damage will be documented through a Damage Report completed in the presence of Škoda Auto Security Department staff (SO), and the damage compensation liability will be confirmed by drafting a document entitled Debt Acknowledgement. The responsibility for damage claims at Škoda Auto lies with Operational Logistics (PLO).
- In cases where a vehicle is loaded with production material not intended for Škoda Auto, the driver is obliged to report that while also providing relevant documents to Central LKW Goods-In when submitting their documents for processing.
- **Entry is prohibited for persons under the age of 18 and unauthorized individuals.**
- No entry for animals!
- Compliance with the latest measures in force under Škoda Auto's applicable regulations.
- Please use Waze for maximum efficiency of truck navigation to warehouses at Škoda Auto plants.

5.3 Penalties




Drivers and forwarders may get penalised in case of breaching the above rules.

In the event that a freight forwarder grossly violates the "General Rules for Drivers and Freight Forwarders of ŠKODA AUTO a.s." in accordance with the "Catalogue of Target Logistics Deviations of ŠKODA AUTO a.s. for Freight Forwarders" during the monitored period (3 months), it may be excluded from the tender procedure for SOFA transports for a period of 3 months for the above reasons. If this violation is repeated twice in the reference year, the freight forwarder may be excluded from the tender procedure for the transport of SOFA for an indefinite period.

The latest catalogue of penalty-relevant deviations is available at **ONE.KBP** (route: **Information > Divisions > Logistics > Brand Specific Logistics Documents > ŠKODA**)

6 Safety instructions and regulations

To maintain safety and protect human health as well as trade secrets on all Škoda Auto sites, drivers are obliged to read carefully and adhere to the following instructions:

General rules and regulations	
	<ul style="list-style-type: none"> • It is essential to observe all instructions received from the Škoda Auto Security Department and the Central LKW Goods-In unconditionally. • Applicable across all Škoda Auto premises, there is a ban on taking and transmitting any visual records (especially taking photos, filming, transmitting images by means of unofficial communication software and applications). • Walking is only permitted on marked pavements and pathways. • It is mandatory to wear a high-visibility vest throughout the entire plant premises, including during unloading or loading. • Staying on-site after completing the unloading / loading process is not permitted. • There is a strict ban on smoking across all Škoda Auto a.s sites - applies also inside trucks!!! • Compliance with the latest measures in force under Škoda Auto's applicable regulations.
Traffic rules	
 <p>Kvasiny Mladá Boleslav, Vrchlábí</p>	<ul style="list-style-type: none"> • The speed limit at Mladá Boleslav and Vrchlábí plants is 40 kph, in Kvasiny the limit is 30 kph. Act 361/2000 Coll., Road Traffic Act including amendments to selected items of legislation, the Škoda Auto Visitor Rules and ON.1.045 Traffic Rules apply in their entirety.
Safety instructions and rules for unloading / loading sites	
	<ul style="list-style-type: none"> • Wearing safety footwear is mandatory. • It is essential to always observe all instructions from unloading / loading staff. • Drivers are not allowed to leave the marked safety zone. • Each driver is obliged to secure their load properly.

7 Contact us

Mladá Boleslav

Department	E-mail	Phone
Central LKW Goods-In	lkwcontrolmladaboleslav@skoda-auto.cz	+420326821060
Empty packaging	lgaviz@skoda-auto.cz	
Time slots	lkwcontrolmladaboleslav@skoda-auto.cz	
Logistics Control Office	skoda.pld.1@skoda-auto.cz	+420326817677
Customs declaration		+420326822184

Kvasiny

Department	E-mail	Phone
Central LKW Goods-In	lkwcontrolkvasiny@skoda-auto.cz	+420730860922
Empty packaging	obalykvasiny@skoda-auto.cz	+420494555337
Time slots	lkwcontrolkvasiny@skoda-auto.cz	+420494555338
Logistics Control Office	skoda.pld.1@skoda-auto.cz	+420326817677
Customs declaration		+420494555345

Vrchlabí

Department	E-mail	Phone
Empty packaging	petra.brizova@skoda-auto.cz	+420605293723
Time slots	lkwcontrolvrchlabi@skoda-auto.cz expedicevrchlabi@skoda-auto.cz	+420730860598 +420734299973
Logistics Control Office	skoda.pld.1@skoda-auto.cz	+420326817677
Customs declaration	ext.Lenka.Fischerova@skoda-auto.cz	+420737106577

8 Annexes

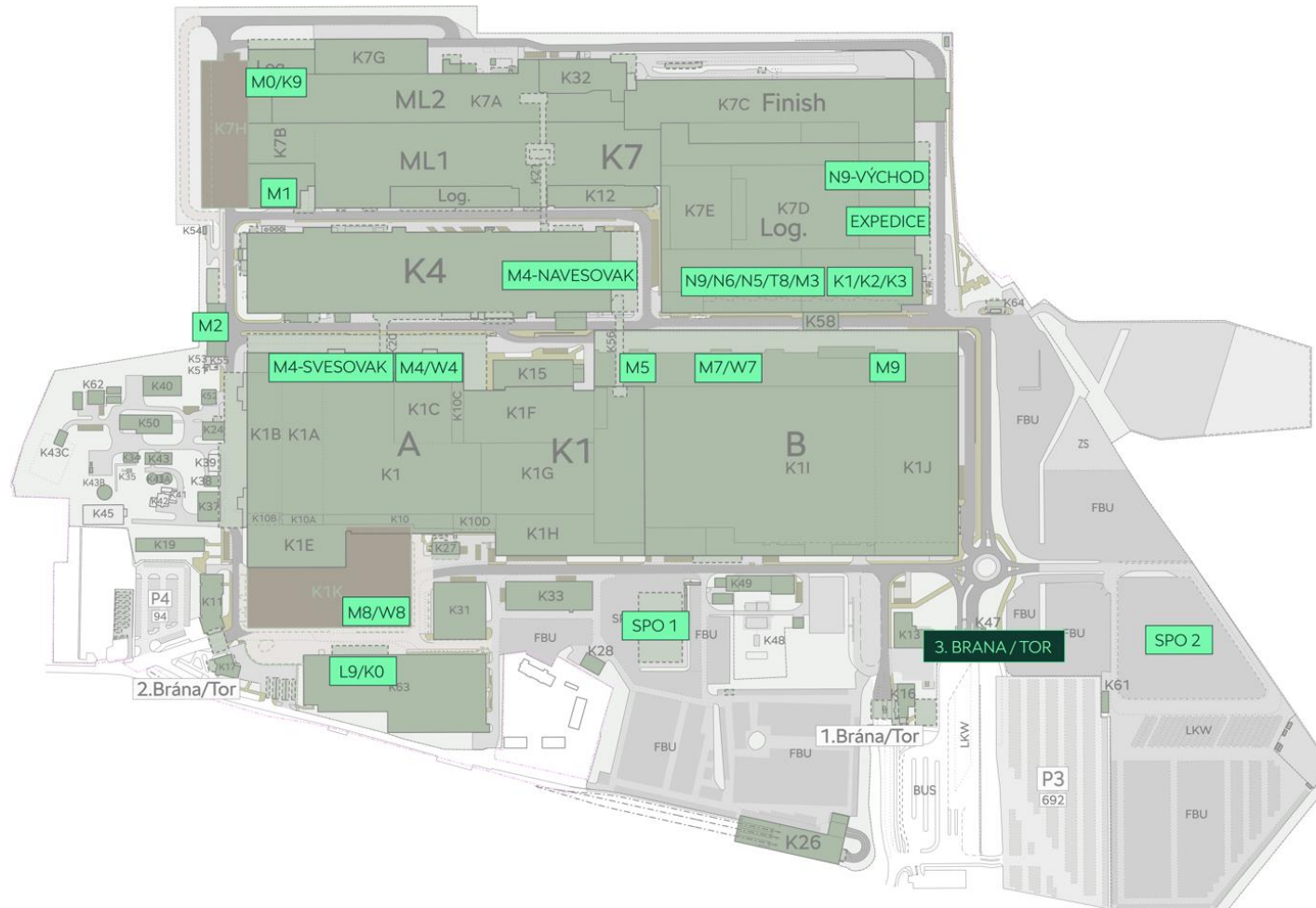
8.1 LKW management process in Mladá Boleslav / Kvasiny



8.2 LKW management process in Vrchlabí

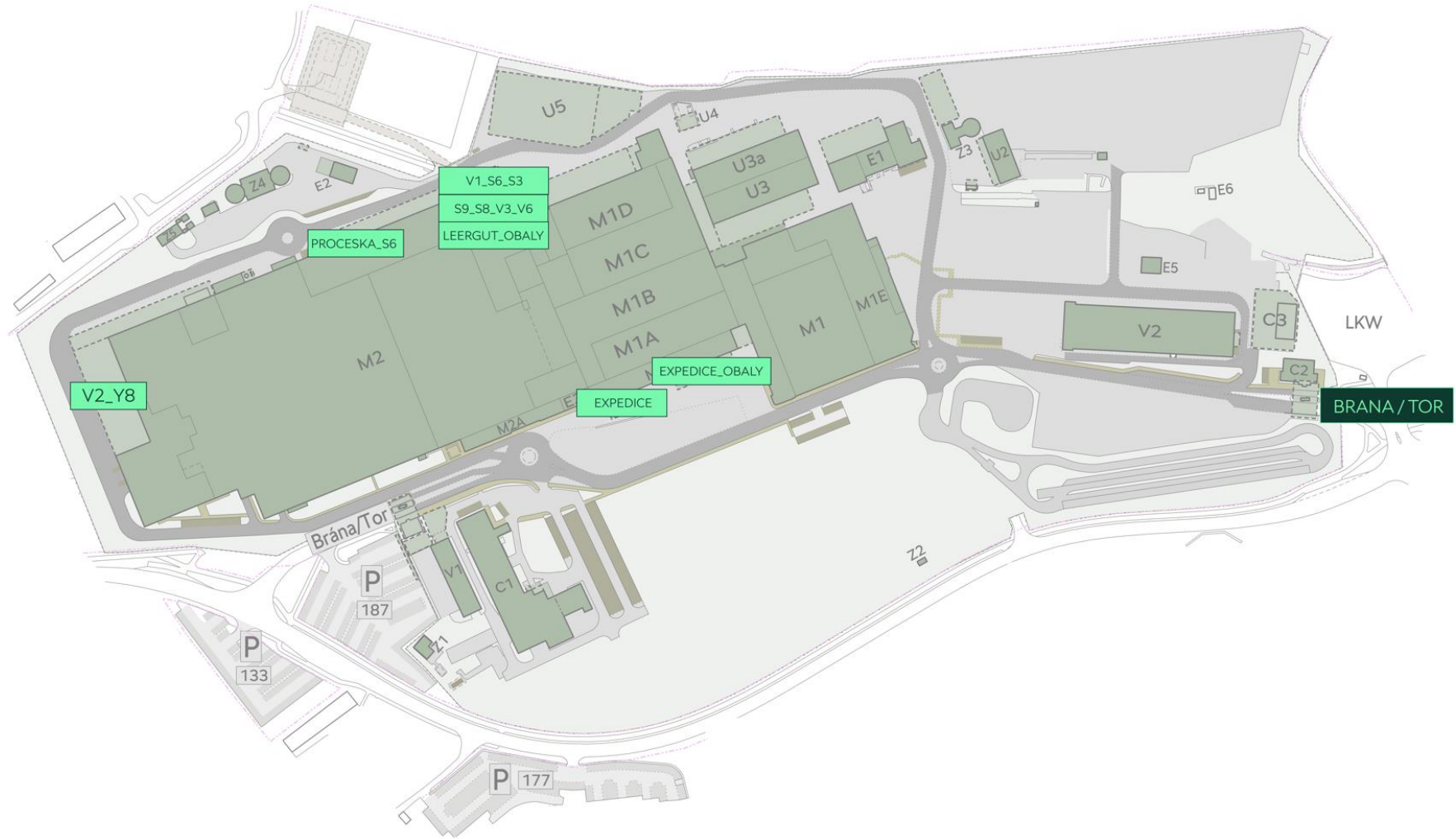


Kvasiny



Explanatory notes: ENTRANCE LKW

Vrchlabí



Explanatory notes: **ENTRANCE LKW**

8.4 Sample LKW guide for the Mladá Boleslav, Kvasiny and Vrchlabí (Laufzettel) plants

LAUFZETTEL - Průvodka nákladního vozidla Škoda Auto a.s. Mladá Boleslav

Česky

RIDIČ

ID ČÍSLO JÍZDY											
3	1	0	0								
DATUM								T1 CLO		<input type="checkbox"/> ANO	<input type="checkbox"/> NE
SPEDICE								NAKLÁDKA PRAZDNÝCH OBALŮ		<input type="checkbox"/> ANO	<input type="checkbox"/> NE
JMÉNO A PŘÍJMENÍ								ID NAKLÁDKY PRAZDNÝCH OBALŮ			
TEL. KONTAKT								JAZYK		<input type="checkbox"/> CZ/SK	<input type="checkbox"/> DE
RZ (SPZ) - AUTO										<input type="checkbox"/> EN	<input type="checkbox"/> PL
RZ (SPZ) - NÁVĚS								pauza		ZACÁTEK	KONEC
TYP LKW						SyncroSupply		Truck App			
PODPIS ŘIDIČE											

Řidič svým podpisem potvrzuje správnost výše uvedených údajů, bere na vědomí podmínky uvedené v tomto dokumentu (včetně zadní strany) a v Obecných pravidlech pro řidiče LKW a spedice (dopravce/zasílatele) Škoda Auto a.s. a dává souhlas se zpracováním osobních údajů.

13. brána Free Wifi **Skoda-free** TELEMATIKA č.:

Vyjádření SO	<input type="checkbox"/> Vjezd povolen	<input type="checkbox"/> Dlouhodobý vstup
	<input type="checkbox"/> Vjezd nepovolen	
Začátek		Konec
CLO		
Řidiči pracoviště		

CONFIDENTIAL

LAUFZETTEL - Průvodka nákladního vozidla Škoda Auto a.s. Mladá Boleslav, PLO/2, Ivan Dlask, 13.3.2024

SKODA LAUFZETTEL Průvodka nákladního vozidla Škoda Auto a.s. Kvasiny CZ

ID ČÍSLO JÍZDY											
3	3	0	0	2							
DATUM								T1 CLO		<input type="checkbox"/> ANO	<input type="checkbox"/> NE
SPEDICE								NAKLÁDKA PRAZDNÝCH OBALŮ		<input type="checkbox"/> ANO	<input type="checkbox"/> NE
JMÉNO A PŘÍJMENÍ								ID NAKLÁDKY PRAZDNÝCH OBALŮ			
TEL. KONTAKT								JAZYK		<input type="checkbox"/> CZ/SK	<input type="checkbox"/> DE
RZ - AUTO										<input type="checkbox"/> EN	<input type="checkbox"/> PL
RZ - NÁVĚS								AETR PAUZA		ZACÁTEK PAUZY	KONEC PAUZY
TYP LKW						SyncroSupply TRUCK APP		ANO			
PODPIS ŘIDIČE											

30

Řidič svým podpisem potvrzuje správnost výše uvedených údajů, bere na vědomí podmínky uvedené v tomto dokumentu včetně zadní strany, v „Obecných pravidlech pro řidiče LKW a spedice (dopravce/zasílatele) Škoda Auto a.s.“ a dává souhlas se zpracováním osobních údajů.

PŘÍJEZD LKW			ODJEZD LKW			KRITICKÉ DÍLY	
DATUM RAZÍTKO PODPIS			DATUM RAZÍTKO PODPIS			SKLAD	ČÍSLO DÍLU
ČAS PŘÍJEZDU	TEL:		ČAS ODJEZDU				
ZJIŠTĚNÍ ROZDÍLŮ NA SKLADECH							
SKLAD	ČÍSLO DL	ČÍSLO DÍLU	ROZDÍL	RAZÍTKO, PODPIS			
STATUS LKW (LKW VYLOŽENO)							

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Kontakt na dispečink LKW: +420 326 855 338, LKWControlKvasiny@skoda-auto.cz

LAUFZETTEL - Průvodka nákladního vozidla Škoda Auto a.s. Vrchlabí



ŘIDIČ

ID ČÍSLO JÍZDY												
3	2	0	0									
DATUM						CLO	<input type="checkbox"/> ANO	<input type="checkbox"/> NE				
SPEDECE						NAKLÁDKA PRAZDNÝCH OBALŮ	<input type="checkbox"/> ANO	<input type="checkbox"/> NE				
JMÉNO A PŘÍJMENÍ						ID NAKLÁDKY PRAZDNÝCH OBALŮ						
TEL. KONTAKT						JAZYK	<input type="checkbox"/> CZ/SK	<input type="checkbox"/> DE				
RZ (SPZ) - AUTO							<input type="checkbox"/> EN	<input type="checkbox"/> PL				
RZ (SPZ) - NAVĚS						AETR	ZACÁTEK		KONEC			
TYP LKW						SyncroSupply						
						<input type="checkbox"/> ANO						
PKW / TRANSIT	SOLO	TANDEM	100m ³	100m ³ + VLEK	CISTERNA	Truck App						
Zákaz kouření v celém areálu Škoda Auto	Maximální povolená rychlost 40 km/hod.	Zákaz fotografování v celém areálu Škoda Auto.	Povinnost použít ochrannou obuv.	Povinnost použít výstražné oblečení.	Objekt střežen kamerovým systémem.							
PODPIS ŘIDIČE						Telematika č.						
<small>Řidič svým podpisem potvrzuje správnost výše uvedených údajů, bere na vědomí podmínky uvedené v tomto dokumentu (včetně zadní strany) a v Obecných pravidlech pro řidiče LKW a spedice (dopravce/zasílatele) ŠKODA AUTO a.s. a dává souhlas se zpracováním osobních údajů.</small>												

8.5 Pattern Ladelist

Leergut-Ladeliste

Quellen-Bezeichnung SKODA AUTO a.s.
 Quellen-ID 495022626
 Frachtauftrags-ID 60001809366
 Speditons-ID 361604520
 LISON Speditons-Nr. 0076790
 Speditons-Bezeichnung LUKKESCH Cargo Freighter s.r.o



Kfz-Knz. _____ / _____

Druckdatum 21.3.2023
 Druckuhrzeit 8:09:59
 geplantes Verladedatum 21.3.2023
 geplante Verladezeit 8:00:00
 Verladedatum ____:____:____
 Verladeuhrzeit ____:____

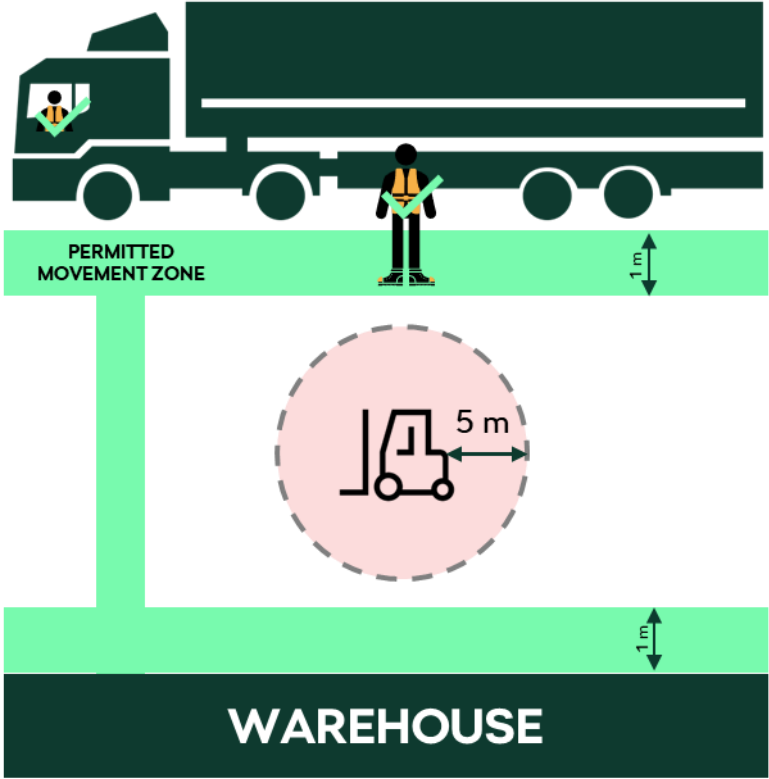
Empfänger	Produkt	Produktbezeichnung	Ladestelle	Bestand	Lagerplatz	Lademenge Soll Ist	Stückliste	Soll (LT)	Ist (LT)
DUNS: 315044691 Liefnr.: 000710341 Volkswagen Aktiengesellschaft Industrieweg 1 08393 Meerane DE Frachteinheit: 40006858801 Notizen: Ladereihenfolge n/a	525497	Gestell - Rahmen ZSB Federbein -	Prazdne obaly 2	69	SP2_01_131	78	525497 x1	78	

Colli gesamt 78

Bei Verladung sind Ladungssicherung und Achslastverteilung zu beachten!

 Unterschrift Verlager Unterschrift Frachtführer

8.6 Truck Driver Unloading Point Rules of Conduct



WHEN MOVING FORKLIFTS
KEEP DISTANCE

5 m

8.7 Škoda LKW infopoint Kvasiny

To gain maximum familiarity with the processes, including links to the navigation for the Central Truck Reception in Kvasiny, we recommend using the INFOPOINT web application.

SKODA LKW infopoint

lkwinfopoint.skoda-auto.cz

SCAN QR CODE

SKODA LKW infopoint

SKODA LKW infopoint

Vítejte ve Škoda Auto a.s.

SKODA LKW infopoint

Welcome
Willkommen | Mīle widziany
Isten hozott | Dobrodošao
Benvenuto | Sveikas atvykęs
Bun venit | Dobrodošli
Hoş geldin | Bienvenido

potřebovat vstupní kartu

Vám zaměstnanec bezpečnostní vstupní kartu, se nachází hned za kolárnou.

Nezapomeňte:
Průkaz nebo pas
Průkaz vozidla
Průkaz k zásilce
Průkaz listek od závory

Vám je sklád **N9/N5/N6/T8/M3**.
Prostorí najeďte k vnější rampě č. 2, 3 nebo 4.
Přijďte zkontrolovanou trasu z parkoviště.

GPS souřadnice níže, ale pro navigaci je funkční pouze WAZE
WAZE link
Váš telematický přístroj Vás vyzve k jízdě.

Česko, Velká Británie, Německo, Polsko, Maďarsko, Chorvatsko, Ukrajina, Itálie, Bulharsko, Rumunsko, Srbsko, Turecko, Španělsko, Portugalsko

8.8 Explanatory notes / abbreviations

LKW.....	lorry/truck (freight vehicle)
Laufzettel.....	carry-around document completed by truck drivers BEFORE entering the plant
Fahrtenschein.....	electronic vehicle note from LKWcontrol X
Ladelist.....	bill of lading VW
CMR.....	bill of lading
EDL.....	external unloading point
SO.....	Škoda Auto Brand Security and Protection Department
ADR.....	European Agreement concerning the International Carriage of Dangerous Goods by Road