

Anfahrtsbeschreibung

Komplettladungs request have to be send to current transport planner with correct email topic (Forwarder number, bordero number, supplier and information that this is KLA request).

KLA request have to be sent maximum one month after service was done (maximum 30 calendar days after service). In case of lack of KLA, we are reducing invoice to standard transport fee

Time Slot Steering process in Plant Jawor

- Process occurs to trucks come to the Truck Gate and related to be unloaded/ loaded on ABL/Loading Points (attached in [Unloading Points in MBMPL](#))
- During time slot booking forwarders are obligated to provide all docks (for unloading and loading) in one booking, with the right unloading sequence as visible on truck picture in IBL
- Time slot booked day before until 12:00 - time slot for parts unloading and empties loading have to be book as one bordero. Bordero for empties pick up is used only in case, when forwarder is collecting empties only (as additional truck only for empty packaging)
- Check In should take place not later than 25 min before assigned Time Slot (after this time truck be treat as late)
- MBMPL cannot change or move booked time slot, if truck will be late, driver needs to wait for first available time slot which is assigned live-time based on current workload in Jawor

- Drivers have to always inform about driver's pause on our Truck Gate or to Seifert Employees - before start of unloading
- Cover letter from IBL/ SOFA Cover Letter is mandatory to enter Jawor Plant and all drivers needs to show it during Check In
- If Cover Letter is not available with transport documents - Drivers are obligated to be aware on which exact dock they are going, what assigned bordero they have and fill out printed templates on the Truck Gate
- After Check In - Driver parked on Parking Slot and wait for SMS with info "GO ABL XYZ") - shows it to the Security and has permission to pass the gate
- Mobile app required for all drivers delivering goods for Jawor from 1.06.2022 - new channel of communication with Drivers (instead of current SMS)

- If you use subcontractors - please be aware that you are responsible for time slot booking for them, you are also responsible for their delays, driver behavior etc.
- MBMPL is not accepting contact with subcontractors - we can only contact main forwarders
- In case of any trucks details changes - you are obligated to update booked Time Slot
- Custom Delivery - Driver need to do Check In - min 2 hours before Time Slot for unloading - Drivers need to inform Truck Gate Employee about Custom Goods - they will lead them directly to Custom Designated Zone
- In case of Custom Delivery - Custom documents (T1+Invoice) need to be forwarded to the S.C. Custom Department - @przemyslaw.urbanski@mercedes-benz.com one day before delivery day to reduce time of custom clearance process
- If truck will arrive without announcement, driver will need to provide all data on truck gate and then wait for first available time slot

Freight Forwarders with IBL access

- Mobile phone number provided in IBL has to be a phone number to exact driver with format +XXphonenumber (without gaps etc.)
- AVIS provided in [Bemerkung](#) / Remark section during time slot booking in IBL - lack of AVIS will cause delay and driver will have to wait till first available time slot which is assigned based on current workload in Jawor

Freight Forwarder without IBL access or SOFA

- Time slot booking from MBMPL side for forwarders without access to IBL portal takes place from 7:00 to 15:00 maximum, later security gate will create announcement in our time slot steering software directly - in this case truck will be unloaded in first available time slot which is assigned live-time based on current workload in Jawor
- SOFA Time Slot booking via E-Mail
- E-mail Title "Time Slot Booking Plant Jawor / plate no."
- All fields in table are required, otherwise we cannot create time slot:

Plate numbers (truck & trailer)	SOFA number (SL.....)	Forwarding Company	Driver phone number	Delivery / pick up day to / from Jawor	Delivery / pick up time in Jawor	Unloading / loading point in Jawor (Abladestelle: 100A, 300A etc.)	Amount of pallets

Cross Dock Time Slot Booking

- Time slot booked day before until 12:00 (PCC_1 dock in [Boblingen](#) bordero xx01 or xx02 / bordero xx03 - KLA - time slot need to be booked in Jawor - for exact ABL in Jawor)
- Information about loading meters - in [Bemerkung](#) is obligatory for all forwarders
- Missing Time Slot / Late Truck will wait for the first free Time Slot - in case of no available TS the same day - truck could be shifted for the next business day - GS is responsible for exceeded Transit Time

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