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	Topic	Detailed specification	Icon
Basic	Adress Navigation data	Company's adress: Zanati street 31. Szombathely, 9700 - HU Freight reception: End of Selyemrét street Szombathely, 9700 -HU (N 47°14'36.784" E 16°38'53.164")	  <small>LINK ON THE ICON!</small>
	Opening hours 1.Warehouse 2.Dispatching office 3.Gate closing - shift change	1. Monday 5:45 – Saturday 5:45 2. Monday 5:45 – Saturday 5:45 3. 5:45-6:15; 13:45-14:15; 21:45-22:15	
	Check-in/ Registration	<ul style="list-style-type: none"> <li>• arrival - at freight reception</li> <li>•with plate numbers and/or reference numbers</li> <li>• with Identity document</li> <li>• registration certificates (truck and trailer)</li> </ul>	
	Communication	The driver will be notified of entry on the basis of the given phone number!	
	Conditions of the weekend loading	The intention of weekend loading should be pre-arranged with the logistics!	
Incoming empties	Adress Navigation data	Galambos Logistic Kft. Kassai street 73. Vép, 9751 - HU (N47°14'34.5";E116°43'16")	
	Opening hours	Monday 5:45 – Saturday 21:45	
	EKAER number request	See EKAER*	
Customs agency	Adress Navigation data	Vámco Vámügynökség Kft. Selyemrét street 5. Szombathely, 9700 - HU (N 47°14'33.4"; E16°38'59.4")	
	Opening hours	Monday – Friday 8:00 – 17:00 (After 17:00, the completed documents can be picked up at the agency's reception)	
Safety rules	Proper security equipment	<ul style="list-style-type: none"> <li>• safety shoes</li> <li>• visibility vest <b>REQUIRED!</b></li> </ul> If the safety equipment is defective, the driver may not allowed to enter to the company's facility!	 
	Speedlimit Speedcams	The speedlimit is 15 km/h on the factory area. To control compliance of the speed limit, we operate a speedicam systems. Speeding involves penalties.	 
	Smoking rules Alcoholic influence	Smoking is only allowed in designated areas! Under the influence of alcohol, entering to the area is banned. Zero tolerance applies at the factory area!	 

	Other	Ramp handling is <b>STRICTLY BANNED</b> for drivers! Forklift trucks and pedestrian traffic take precedence at the factory!	
<b>Vehicle condition</b>	Proper condition of pulling vehicle, trailer and container	<ul style="list-style-type: none"> <li>• clean, undamaged loading surface</li> <li>• Intact, undamaged curtain</li> <li>• proper condition of the container - according to the 7 check points</li> <li>• vehicle conditions must be suitable for road traffic regulations</li> </ul>	
<b>Cargo safety</b>	Required equipments	<ul style="list-style-type: none"> <li>• non-skid elements</li> <li>• straps</li> <li>• end securing</li> <li>• side brace (depends on structure)</li> </ul>	
<b>Loading</b>	Place	Loading takes place on ramps except for special cases, 3.5 ton vans and 7.5 ton lorries without tailgate	
	Method	The driver must always be present during loading, giving instructions (weight distribution, partial loading), without obstructing it!	
<b>Takeover of documents</b>	Place and method	Documents are received at the delivery office after loading.	
	Required tools	<ul style="list-style-type: none"> <li>• shipment identification label (after loading, the driver receives it from the warehouse worker)</li> <li>• stamp and / or own CMR</li> <li>• seal (in case of FCL)</li> <li>• completed 3rd national transport license</li> </ul>	
	Given documents	<ul style="list-style-type: none"> <li>• delivery notes or accompanying documents</li> <li>• CMR, internal waybill</li> <li>• EX1 and invoice (in case of 3rd country consignment)</li> <li>• VGM document (in case of FCL)</li> </ul>	
<b>EKAER (Electronic Public Road Trade Control System)</b>	Contact	<a href="mailto:ekaer.savaria@schaeffler.com">ekaer.savaria@schaeffler.com</a>	 EKAER
	EKAER website	<a href="https://ekaer.nav.gov.hu/">https://ekaer.nav.gov.hu/</a>	 EKAER
	Opening hours	According to the opening hours of the delivery office	
	Way of request	<p>EU--&gt; <b>HU</b> in case of EKAER request, the linked formula with the exact datas have to be sent back to the given e-mail address!</p> <p>Emptie's shipments need EKAER number if it is more than 2500 kg</p> <p>HU--&gt; <b>EU</b> our company checks the shipment and gives the EKAER number if it is needed.</p> <p>HU--&gt; <b>HU</b> we have to apply according to hungarian law.</p>	 EKAER <a href="#">LINK ON THE ICON!</a>
	Modifications	If the carrier is not allowed to do any changes under in the EKAER system, they have to send information about the modification to the given e-mail address, and we will fulfil it.	 EKAER

<b>License plate number</b>	Identification of lorry and shipments  Modification of plate number	<p>The plate numbers and the reference numbers must be given to the competent transport organizer on the day of loading at least two hours before the arrival of the vehicle and no later than 3 pm, as well as in copy to the given contacts. The plate numbers must be sent in <b>WRITTEN</b> form via e-mail or uploaded to the portal. The official customer reference number of the shipments, and the container number must also be sent to the freight forwarder!</p> <p>If these information are missing, the truck cannot be identified and loading cannot be performed! <b>Modifications of the license plate / reference number / container number must always be notified in writing.</b> Changes after 3 pm must be notified via e-mail: <a href="mailto:DL_AGOSSH_PLV_Delutanosmuszak@schaeffler.com">DL_AGOSSH_PLV_Delutanosmuszak@schaeffler.com</a>. The e-mail must include the old and the new plate number too.</p>	
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**Failure of observing the above mentioned rules may result in the failure of loading.  
Our company is not liable for any damage that may result from this!**

**Thank you for your cooperation and understanding in advance!**