

General guidance for suppliers to deliver goods to Hostivice Distribution Centre (DC)

Important notes to suppliers' driver ("Driver"):

1. For own safety, the driver is required to have minimal safety equipment before entering the warehouse, which include:
 - Safety boots (steel-capped)
 - Reflect vest
2. Driver who is under influence of drug, spirits... will not be allowed to enter the premise of Hostivice DC
3. Driver is responsible to unload him/herself the goods from truck to the receiving floor. Driver can borrow Tamda's pallet trucks for this purpose.
4. Driver is requested to present his/her valid license in order to use electrical powered pallet trucks to unload goods, otherwise they are allowed to use only the hand pallet puller.
5. Driver is required to follow the **Process for goods delivering**, which is available on the Notice board at the Goods receiving room. The process might be changed without prior notice.

Book delivery window to Hostivice DC at <http://sklad.tamda.eu/> :

- Supplier can book delivery window (day & hour) for next day delivery as earlier
- **Supplier will print the confirmation by Tamdafoods for Driver to present to Tamda staff at Goods receiving**
- Supplier arrives to Hostivice DC in within the confirmed booking window will have priority to deliver goods at available docks and resources.
- Supplier arrives outside of confirmed delivery window will be treated as "non-reserved delivery", which will be served at First In-First Serve rules