

Appendix 2 to the SPP

Electronic Application for Loading

1. Basic terms

- 1.1 **CNP-Orders application** – a web-based application with controlled access located at <https://app.cdcargo.cz/cnp/> designed to provide the "Electronic Application for Loading" service.
- 1.2 **PN dates** – dates of the Application for Loading, which must be filled in by the customer.
- 1.3 **Electronic request coverage** – a method of confirming the coverage of the requested wagons by e-mail to the contractually agreed address.
- 1.4 **PN** – for the purposes of this Appendix, a paper application for both loading and EPN.
- 1.5 **Paper Application for Loading** - Application for Loading filled in on the prescribed form by the customer.
- 1.6 **Exchange file** - structured Application for Loading data transmitted electronically between the customer's IS and the ČD Cargo's IS.

2. Electronic Application for Loading

2.1 Introduction

- 2.1.1 The Electronic Application for Loading (EPN) service allows for simplified ordering of a wagon for loading. This service is free of charge.
- 2.1.2 The customer may submit an EPN by:
 - a) data acquisition into the web application "**CNP-Orders**" of the carrier ČD Cargo or
 - b) sending the exchange data file to the carrier ČD Cargo in the agreed format.

2.2 Registration

- 2.2.1 To enter the "Electronic Application for Loading" system, the customer completes and submits the registration form, which can be found on the website www.cdcargo.cz.
- 2.2.2 On the basis of the completed and submitted form, the customer will be contacted by a responsible employee of the carrier ČD Cargo.

2.3 Actions before allowing the submission of an EPN

- 2.3.1 The customer must hand over to the carrier ČD Cargo a list of authorised persons acting on behalf of the customer or a request for universal login data.
- 2.3.2 Each user is assigned a username and password for data acquisition in the "**CNP-Orders**" application.

- 2.3.3** The procedure for filling in the data in the "**CNP-Orders**" application will be provided to the customer together with the assigned user name and password.
- 2.3.4** The customer's authorised person shall acquire data into the **CNP-Orders** application or send the exchange data file within the time limits set out in Article 2.1.8 of the SPP, unless otherwise contractually agreed.
- 2.3.5** In the event of any discrepancies found in the EPN, the designated ČD Cargo employee shall request (by telephone/email) the authorised person of the customer specified in the EPN to complete or modify the data sent and to make new records. If the customer's authorised person fails to do so, he/she will be notified of the necessity to deliver a paper Application for Loading on the form of the carrier ČD Cargo according to chapter 2.1 of the SPP. In the case of non-delivery of the paper PN, the order will not be accepted.
- 2.4 Conclusion of the contract for the wagon delivery by the carrier ČD Cargo**
- 2.4.1** The conclusion of the contract for the delivery of the wagon by the carrier ČD Cargo takes place in accordance with Article 2.1.5 of the SPP.
- 2.5 Mutual communication**
- 2.5.1** After the EPN data is stored in the ČD Cargo's IS, the customer receives a receipt (registration of the EPN in the ČD Cargo IS) by e-mail to the agreed e-mail address.
- 2.5.2** The report on the allocation of the wagon (PN coverage in the ČD Cargo's IS) is delivered to the customer by electronic mail to the agreed e-mail address, unless otherwise contractually stipulated.
- 2.5.3** Upon request, ČD Cargo may also provide the Customer with other agreed automatic reports on the fulfilment of the customer's requirements.