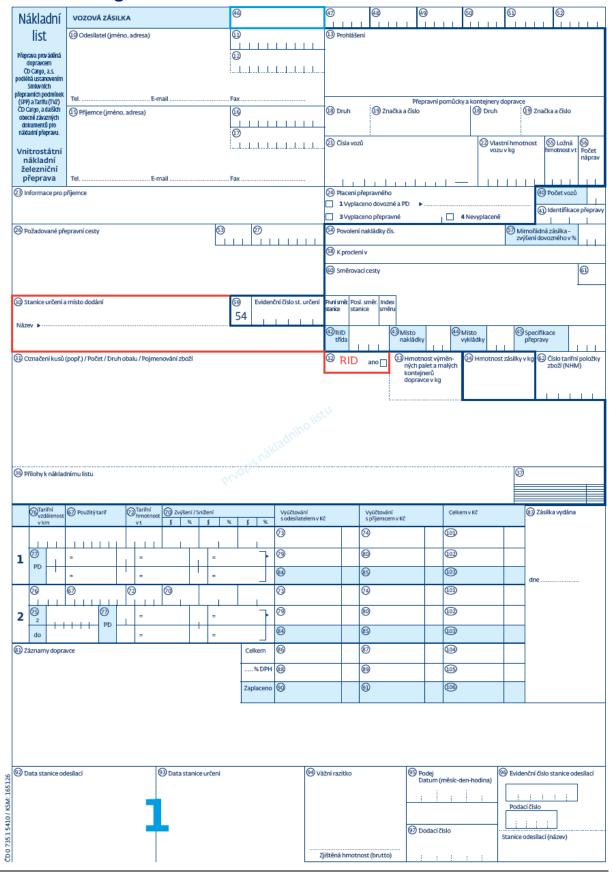
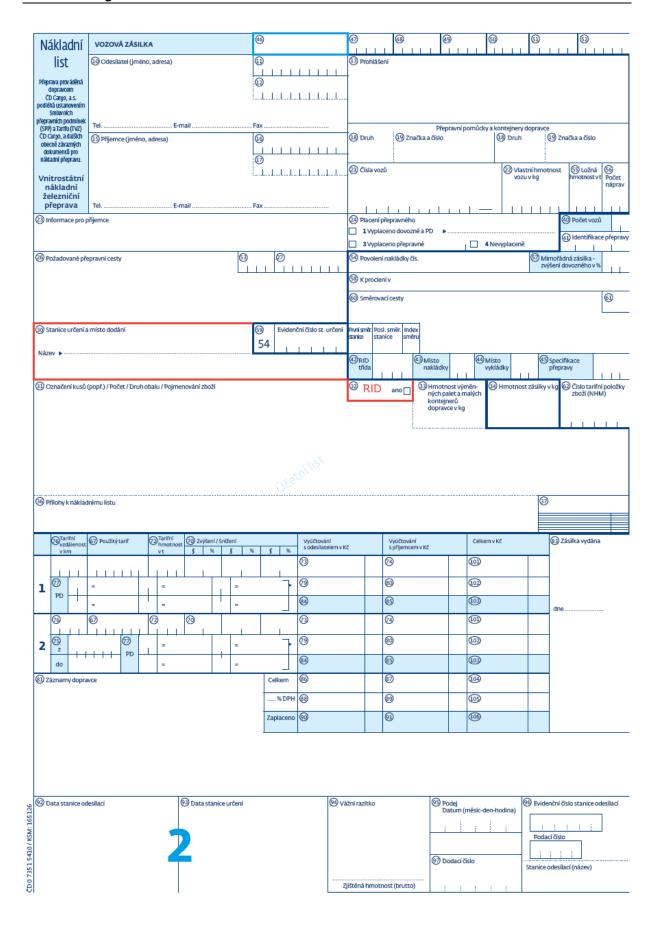
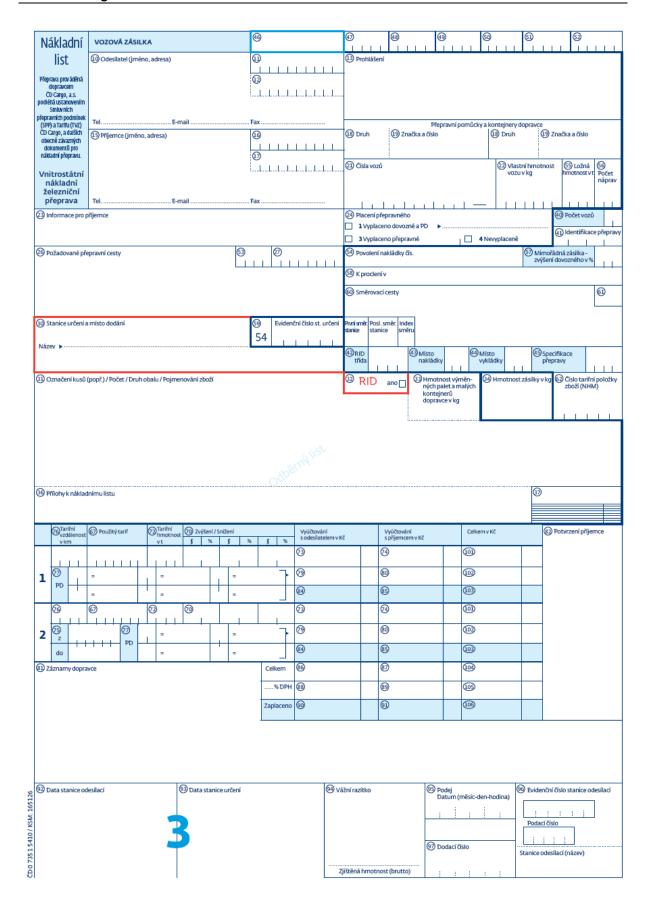
Appendix 3 to the SPP

Inland Consignment Note

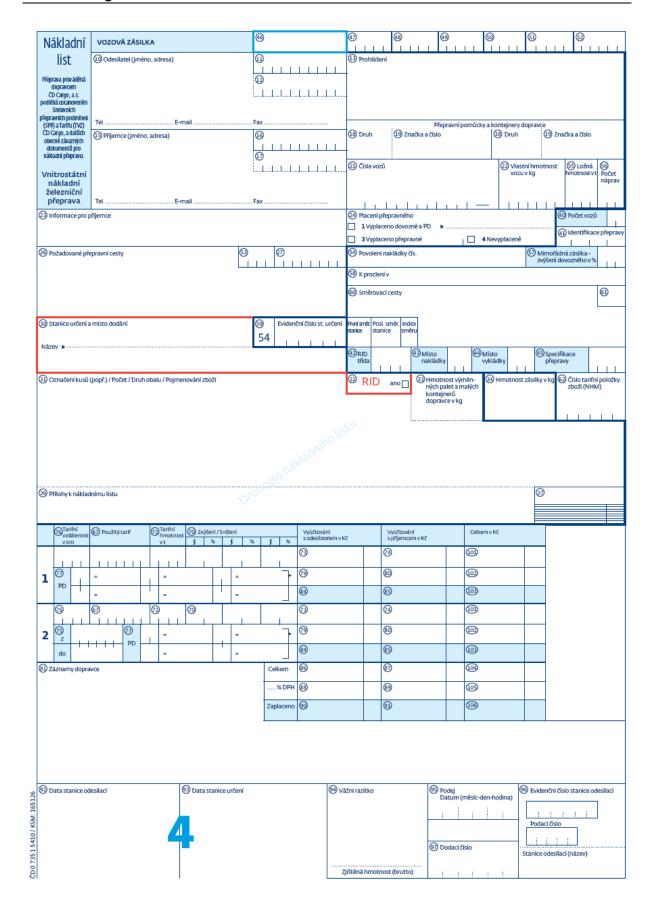














<u>Instructions for completing the inland consignment note</u>

- O filled in by the consignor
- P filled in by the consignee
- D filled in by ČD Cargo

Column	Complete d by	Contents
1	2	3
10	O	 Consignor (name, address) - Only one natural or legal person can be the consignor on the consignment note. a) A natural person without an ID number shall enter his/her name, surname, date of birth, address and telephone number, if applicable. A natural person with an ID number shall indicate his/her name, surname, registered office, address of the place of business, telephone number, e-mail address or other electronic contact. b) The legal entity shall enter its business name and legal form as it is entered in the Commercial Register (a legal entity not entered in the Commercial Register shall enter its name), its registered office, address, telephone number, fax number, e-mail address or other electronic contact, if applicable. If the consignor is an organisational unit of a legal entity (e.g. a factory, establishment, entrepreneur), it shall also indicate its name and address, or telephone number, fax number, e-mail address or other electronic contact.
11	О	Consignor ID (on the left).
12	О	The payer's customer code for the consignor as specified in the payment contract.
13	O	 Declaration - where applicable, the consignor shall state: disposition: "The consignee is entitled to modify the contract of carriage"; the payer's declaration in the payment contract, including the payment contract number; a request to transfer the consignment to another carrier; the requirement to determine the weight of the consignment, to determine the radioactivity, indicating the station where these activities are to be carried out; information on the submission of a declaration that the goods being transported do not need to be transported together with the documents required by Act No 353/2003 Coll. on excise duties: "Consignor's declaration reg.no submitted"; ZAN exceptions; routing code; information that the consignment is intended for re-forwarding, including the country and station of destination;

	ı	
Column	Complete d by	Contents
1	2	3
15	O	 information that the consignment is intended for re-forwarding to/through countries that apply the quiet wagon operation; record: "Transportation as a special train permitted number:", declarations for the implementation of administrative measures; guide (names, surnames and number); a declaration of the weight and limited quantity of packaged dangerous goods according to RID exceeding a total gross mass of 8 t per wagon or UTI; a declaration of the delivery of a different wagon than the one requested; instructions in the event of a transport obstacle, delivery obstacle, loading or unloading by the carrier ČD Cargo; requirements resulting from special handling of the wagon (e.g. marking the wagon with stickers "No pushing and humping", etc.); the requirements laid down in other binding documents; attaching additional sheets. Consignee (name, address) – only one natural or legal person can be the consignee on the consignment note. a) If the consignee is a natural person without an ID number, the consignor shall enter the name, surname and address, or telephone number of the consignee. If the consignee is a natural person with an ID number, the consignes address, telephone number, e-mail address or other electronic contact. b) If the consignee is a legal entity, the consignor shall enter its business name and legal form as it is entered in the Commercial Register (in the case of a legal entity), its registered office and address, and, if applicable, telephone number, fax number, e-mail address or other electronic contact. If the consignee is an organisational unit of a legal person (e.g. a factory, establishment, entrepreneur), it shall also indicate its name and address, or telephone number, fax number, e-mail address or other electronic contact.
16	О	Consignee ID (on the left), if known to the consignor.
17	О	The payer's customer code for the consignee as specified in the payment agreement.
18		Leave blank.
19		Leave blank.
21	О	Wagon numbers – enter the 12-digit registration number from the wagon/vehicle. In the case of multiple wagon/vehicle transport on one



Column	Complete d by	Contents
1	2	3
		consignment note, the wagon/vehicle numbers are entered in the Wagon Sheet.
22	O	Wagon own weight in kg – the weight of the wagon/vehicle as indicated on the wagon/vehicle. In the case of multiple wagon/vehicle transport on one consignment note, the weights of the wagons are entered in the Wagon Sheet.
23	O	Information for the consignee – information of the consignor concerning the consignment, but only as a message for the consignee and without binding and liability for ČD Cargo.
24	0	Payment of transportation costs – the consignor decides, by his record relating to the payment of transportation costs, whether he or the consignee will pay the transportation costs in whole or in part in the following manner: 1. Freight charge and PD prepaid – the consignor pays the freight charge and additional charges, if applicable. This shall be ticked at point 1. If he does not complete the pre-printed prepayment instructions with additional entries, this means that the consignor pays only freight charge. If the consignor takes on additional charges, he shall indicate them by the numerical codes according to the TVZ, separated by the sign "+". 3. Transportation costs prepaid – the consignor pays the full transportation costs. This shall be ticked at point 3. 4. Unpaid – the consignor remits the transportation costs to the consignee. This shall be ticked at point 4. The records referred to in points 1, 3 and 4 cannot be combined. The consignor shall enter an entry relating to the payment of freight in column 24 of NL even if he does not pay the transportation costs. If ČD Cargo discovers, when submitting the consignment for carriage, that a record relating to the payment of the transportation costs is missing, is incompatible with other records in the NL or does not allow the consignor's will to be clearly interpreted, it shall notify the consignor of this discrepancy. If the consignor fails to complete or correct the NL or if ČD Cargo does not agree with the record of payment of the transportation costs, ČD Cargo may refuse to conclude the contract of carriage.
26	O	 Requested transport routes: entry of the transport route in cases specified by the carrier ČD Cargo; details of the other carrier entrusted with the performance of the contract of carriage, the name of the carrier and the route.
27	0	The number of the customer tariff or contract on the price for carriage concluded by the payer with the carrier ČD Cargo.



Column	Complete d by	Contents
1	2	3
30	О	Station of destination and place of delivery – the full tariff name of the station of destination, listed in the Station List, together with the name and numerical designation of the handling area of delivery.
31	0	Identification of pieces (if applicable). Number/Packaging type/Naming of goods – number of pieces, type of packaging, number and identification of seals affixed by the consignor, number and abbreviation of the holder of the vehicle delivered for transport as goods. The consignor shall enter the name of the goods with the number of the tariff sub-item and the name of the goods according to the NHM. Goods in sub-items with a large number of words may be abbreviated according to the goods carried, but it must be clear what goods are carried. Dangerous goods under RID must be entered as specified in RID, supplemented only by the NHM sub-item number. The consignor shall further indicate here: - combined nomenclature code; - a declaration of acknowledgement that the packaging is missing or damaged; - declarations of missing wagon parts or damage and missing cargo parts; - the weight of the contents of the consignment as estimated; - the actual weight of the wagon (tare) as determined by the consignor; - the maximum transport speed in km/h if it is less than 90 km/h; - entry of the number of the loading example or loading directive used according to the UIC Loading Guidelines; - the entry "Heavy Scrap" for a consignment of heavy scrap metal whose loading corresponds to loading example 1.11.2 of Volume 2 of the UIC Loading Guidelines; - the approval mark of a special load; - the ARC code for consignments under customs supervision; - the ARC code for consignments subject to the Consumer Tax Act; - number, designation and size of UTIs; - number and designation of special transport units (e.g. Innofreight); - exemptions from sealing; - record: "Waste" or "Hazardous Waste" depending on the type of waste being transported; - data transferred from other columns (if there is not enough space in the column) in the form: "column number, custom text".
32	О	RID – "X" shall be marked if the transport is subject to RID conditions.
33	О	Weight of interchangeable pallets and small containers of the carrier in kg – Leave blank.



Column	Complete d by	Contents
1	2	3
34	О	Consignment weight in kg – the weight of the contents of the consignment including packaging, containers and pallets.
36	0	Appendixes to the consignment note – the consignor writes down the attached documents necessary for the transport (documents required by the administrative authorities, supplementary sheets to be used in case there is insufficient space in the NL for the consignor's data, etc.). Abbreviations are not allowed.
40	D	Number of wagons – the total number of wagons/vehicles transported per NL.
41	D	Identification of transport.
42	D	RID class – RID class number.
43	D	Loading yard – from the ČD Cargo IS.
44	D	Unloading yard – from the ČD Cargo IS.
45	D	Transport specifications.
46	О	Railway express – Leave blank.
53	O	Consignor's references.
54	D	Loading permit no. – an indication for consignments subject to a loading permit.
55	0	Load capacity in t – indication of the maximum permissible load capacity of the wagon/vehicle according to the inscriptions on the wagon/vehicle and corresponding to the line class of the lines being travelled. In the case of multiple wagon/vehicle transports per NL, the column is not filled in.
56	О	Number of axles – the number of axles of the wagon/vehicle or wagons/vehicles carried per NL.
57	D	Special load – freight charge increase in % – the percentage of the freight charge increase shall be added at the time of submission if indicated in the "Decision on special load".
58	D	For customs clearance – the name of the station where customs regulations are to be met.
59	O, D	Registration number of the destination station – the consignor shall enter the registration number of the destination station specified in the Station List; if the consignor does not fill it in, ČD Cargo shall fill it in upon delivery of the consignment.
60	D	Routes.
61	D	Leave blank.
62	D	Goods tariff item number (NHM) – the number of the goods according



Column	Complete d by	Contents
1	2	3
		to Part II of the TVZ.
67-80	D	Accounting sections intended for ČD Cargo records on the calculation of freight charge, additional charges and the tariff used.
81	D	Carrier's records – ČD Cargo records (e.g. delay of delivery period, change of contract of carriage, new forwarding, check weighing, transit customs declaration, identification of "Commercial record" or "General record", identification marks of seals affixed by ČD Cargo, exceptions from ZAN, route diversion, etc.).
82	P, D	 Consignee's confirmation – on the advice note (part 3) – the consignee confirms the delivery of the consignment with his signature. a) If the consignee is a natural person, he identifies himself by the ID document and writes down his name, surname and address; b) Of the consignee is a legal entity, it shall provide an extract from the commercial, trade or other similar register not older than three months and an identity card, and shall enter its business name and legal form as entered in the commercial register (a legal entity not registered in the commercial register shall state its name), will state its registered office, address and ID number. If the consignee is an organisational unit of the legal entity, it shall also enter its name and address. In addition, the carrier ČD Cargo shall indicate the name and surname of the person accepting the consignment and the date and time of the takeover of the consignment by the consignee.
83	D	Consignment handed over — on the original (part 1) and the consignment note (part 2), the carrier ČD Cargo will add the date and hour of termination of the contract of carriage, which is the date and hour indicated in column 82 of the NL. The date of termination of the contract of carriage indicated in column 83 of the NL is also the date of the taxable supply.
84-91	D	Accounting sections intended for ČD Cargo records on the calculation of freight charge, additional charges and the tariff used.
92	D	Data of the dispatching station – data of the consignment forwarding at the dispatching station (ČD Cargo, a.s., tariff name of the station, day, month and year of forwarding).
93	D	Data of the destination station – data of the arrival of the wagon to the destination station (ČD Cargo, a.s., tariff name of the station, day, month, year and hour of arrival).
94	D	Weigh stamp/Determined weight (gross) — in case of weighing of the consignment, the carrier ČD Cargo or the contractual partner of the carrier ČD Cargo stamps its weigh stamp in all available NL parts in paper form and indicates the gross weight in kg.



Column	Complete d by	Contents
1	2	3
95	D	Forwarding/Date (month-day-hour)
96	D	Registration number of the dispatching station – data according to the ČD Cargo IS. Consignment number – the consignment number assigned by ČD Cargo IS. Dispatching station (name) – data according to the ČD Cargo IS.
97	D	Delivery number – delivery number assigned by the ČD Cargo IS.
101-106	D	Accounting sections intended for the carrier ČD Cargo records on the calculation of freight charge, additional charges and the tariff used.