Appendix 5 to the SPP

Electronic consignment clearance

1. Basic terms

1.1 **SOT-NL Application** – web application with controlled access located at the Internet address https://app.cdcargo.cz/cnpsoc/ designed to provide electronic forwarding and delivery of consignments.

1.2 **Electronic delivery of consignments** – method of confirmation of the takeover of consignments at the destination station in inland and international transport CIM, CUV, CIM/SMGS via the web application SOT-NL or via an exchangeable data file in XML format. The method of confirmation of the consignment takeover and the list of authorized persons for the consignee who have been granted access to the SOT-NL application is provided in the registration form.

1.3 **Electronic forwarding of consignments** – clearance of consignments at the station of dispatch in inland and international transport CIM, CUV, CIM/SMGS, when the consignor fills in and transmits the CIM-NL data to the carrier ČD Cargo via the web application SOT-NL or via an exchange data file in XML format. The method of data transmission and the list of authorised persons on behalf of the consignor are specified in the registration form.

1.4 **Consignment note** – for the purposes of this Appendix means paper consignment note and ENL.

1.5 **Paper consignment note** – a consignment note filled in on the prescribed form of the carrier ČD Cargo.

1.6 **Exchange file "∗.xml"** – structured data of the thick-framed part of the consignment note transmitted electronically between the IS of the carrier and the IS of ČD Cargo.

2. Electronic Consignment Forwarding

2.1. Introduction

2.1.1 In accordance with the SPP and JPP CIM, the consignment note may take the form of electronic records convertible into legible characters.

2.1.2 The "Electronic Consignment Forwarding" service in the inland traffic and international transport CIM, CUV, CIM/SMGS (hereinafter referred to as "**Electronic Forwarding**") enables simplified clearance of consignments at the station of dispatch. This service is free of charge.

2.1.3 The consignor may carry out an electronic consignment forwarding:

a) by entering the consignment data into the web application "SOT-NL" of ČD Cargo or;

b) by sending an exchange data file to the carrier ČD Cargo in the format "*.xml".

ČD Cargo

2.2 Registration

2.2.1 To enter the electronic forwarding system, the consignor completes and submits a registration form, which is stored on the website www.cdcargo.cz .

2.2.2 Consignor may authorise the transport payer to perform the electronic forwarding of the consignment. The payer shall provide identification data in the registration form.

2.2.3 By completing and submitting the registration form to the specified address of ČD Cargo, the consignor agrees to accept the terms and conditions of the "electronic consignment forwarding" service and undertakes to comply with them. The consignor sends the signed original registration form by post to the specified address of ČD Cargo. The consignor may use an electronic signature to sign the registration form provided that the signature is issued in accordance with Regulation (EU) No 910/2014 of the European Parliament and of the Council ("eIDAS Regulation"). The registration form signed with an electronic signature will only be sent by e-mail to the specified address of ČD Cargo.

2.3 Actions prior to the conclusion of the contract of carriage, acquisition of consignment data

2.3.1 List of authorised persons who have access to the "SOT-NL" application is given in the registration form, where the authorised persons for the transport payer are also listed. In the event of a consignor's request for changes in access to the application, the consignor shall request the carrier ČD Cargo to make the change at the designated electronic address.

2.3.2 Tofill in data in the "SOT-NL" application, each user is assigned a username and password.

2.3.3 Procedure for filling in data in the "SOT-NL" application is given in the application, under the "Documents" tab.

2.3.4 Authorised person of the consignor shall fill in data into the application "SOČ-NL" or send the exchange data file at the latest 60 minutes before the specified/agreed handling area operation, unless otherwise agreed with ČD Cargo. The authorised person of the consignor shall fill in the data of consignments of dangerous goods according to RID in the application "SOČ-NL" or send an exchange data file at the latest at a time to be determined in agreement with the carrier ČD Cargo.

2.3.5 In the case of detected defects, a ČD Cargo employee shall request (by telephone/email) the authorised person of the consignor to complete or modify the data sent and to make new records. If the authorised person of the consignor fails to do so, he will be notified of the necessity to deliver a paper consignment note on the ČD Cargo form according to the SPP or the CIM consignment note guide (GLV-CIM) or the CUV consignment note guide (GLW-CUV) or the CIM/SMGS consignment note guide (GLV CIM/SMGS). If the paper consignment note is not delivered, the consignment will not be accepted for transport by the carrier ČD Cargo.

2.4 Creation of the Contract of Carriage

2.4.1 Consignor and ČD Cargo are obliged to comply with the generally binding legal regulations, in particular the SPP, TVZ, JPP CIM, CUV, RID, CIM consignment note

Cargo

guide (GLV-CIM), CUV consignment note guide (GLW-CUV), CIM/SMGS consignment note guide (GLV CIM/SMGS), when electronically submitting.

2.4.2 The data fill in the application "SOČ-NL" or sent via an exchange data file are binding for the consignor and ČD Cargo.

2.4.3 In the case of electronic delivery of a consignment, the contract of carriage is deemed to be concluded upon physical inspection of the wagon/consignment by the carrier ČD Cargo and storage of data on the consignment in the ČD Cargo IS with the date of delivery (day/month/year/hour of actual operation of the handling area) identical to the time data in the "Return receipt".

2.5 Consignment clearance and transportation

2.5.1 The electronically submitted consignment may be transported to the destination station:

a) with an electronic consignment note (ENL) – for inland traffic consignments except for:
- dangerous goods according to RID in wagons or means of transport[1],
- selected international traffic consignments CIM, CUV;

b) with a paper consignment note printed by the carrier ČD Cargo – consignments of dangerous goods according to RID loaded in wagons or means of transport[1], consignments of international transport CIM, CUV, CIM/SMGS.

2.5.2 Transport of electronically cleared consignments with ENL:

2.5.2.1 The data in the "SAD-NL" application filled in by the consignor shall fully comply with the conditions set out in Appendix 3 of the SPP.

2.5.2.2 After the consignment data has been stored in the ČD Cargo IS, the consignor receives the Section 4 of the Inland NL, NL CIM, VL CUV and "Wagon Sheet" by e-mail to the e-mail addresses specified in the registration form.

2.5.2.3 In the case of contractually agreed marking of coaches with wagon labels for carriage with ENL, the consignor shall enter the wording "*ENL*" in a distinctive manner on the upper edge of the Wagon Label for inland traffic for ordinary wagon consignment. The consignor can print the wagon label in the "SOT-NL" application.

2.5.3 Transport of electronically submitted CIM, CUV, CIM/SMGS consignments with a paper consignment note printed by the carrier ČD Cargo:

2.5.3.1 Data in the "SOT-NL" application filled in by the consignor must be in full compliance with the conditions set out in the CIM consignment note guide (GLV-CIM) or the CUV consignment note guide (GLW-CUV) or the CIM/SMGS consignment note guide (GLV CIM/SMGS).

2.5.3.2 After the consignment data has been stored in the ČD Cargo IS, Part 4 of the NL CIM, VL CUV, NL CIM/SMGS and "Wagon Sheet" is delivered to the consignor by e-mail to the e-mail addresses specified in the registration form.

---

[1] According to RID 5.4.1.1.6.2.1: "Empty packing", "Empty container", "Empty IBC", "Empty large packing". According to RID 5.4.1.1.6.2.2: **"Empty tank wagon", "Empty removable tank wagon", "Empty tank container", "Empty relocatable tank wagon", "Empty battery wagon", "Empty battery vehicle", "Empty relocatable tank wagon", "Empty MEGC", "Empty wagon", "Empty vehicle", "Empty container"** or " Empty vessel".

Cargo

2.5.3.3   ČD Cargo prints parts 1, 2 and 3 of the NL CIM, VL CUV, parts 1, 2, 3 and 6 of the NL CIM/SMGS, *which* will accompany the consignment to the destination station. If the consignor specifies in column 9 of the NL CIM, VL CUV, NL CIM/SMGS the attachments to be included in the NL CIM, VL CUV, NL CIM/SMGS, he shall store scanned copies of these attachments in the SIC-NL application with the consignment. The carrier ČD Cargo prints and attaches the Appendixes to the NL CIM, VL CUV and NL CIM/SMGS parts 1, 2 and 3 and parts 1, 2, 3 and 6. If the state administration authorities require original Appendixes, the consignor shall deliver these Appendixes to the ČD Cargo contact point where the consignment data will be entered into the ČD Cargo IS no later than 60 minutes before the agreed handling area service, unless otherwise agreed with ČD Cargo.

2.5.4   Transport of electronically filed consignments of dangerous goods according to RID with a paper consignment note printed by the carrier ČD Cargo:

2.5.4.1   Data filled in by the consignor must be in full compliance with the conditions set out in Appendix 3 of the SPP or the CIM consignment note guide (GLV-CIM) or the CUV consignment note guide (GLW-CUV) or the CIM/SMGS consignment note guide (GLV CIM/SMGS) and the RID.

2.5.4.2   After the consignment data has been stored in the ČD Cargo IS, Part 4 of the NL CIM, VL CUV, NL CIM/SMGS and "Wagon Sheet" is delivered to the consignor by e-mail to the e-mail addresses specified in the registration form.

2.5.4.3   The carrier ČD Cargo will print parts 1 and 3 of the NL inner and parts 1, 2, and 3 of the NL CIM, VL CUV, parts 1, 2, 3 and 6 of the NL CIM/SMGS, which will accompany the consignment to the destination station. If the consignor indicates in column 36 NL Inland or column 9 NL CIM, VL CUV, NL CIM/SMGS the attachments to the consignment note, he shall store scanned copies of these attachments in the SIC-NL application for the consignment. The carrier ČD Cargo prints the Appendixes and attaches them to parts 1 and 3 of the Inland NL or parts 1, 2 and 3 of NL CIM, VL CUV, parts 1, 2, 3 and 6 of NL CIM/SMGS. If the original Appendixes are required by the state administration authorities, the consignor shall deliver these Appendixes to the ČD Cargo contact point no later than 60 minutes before the scheduled/agreed service of the handling area, unless otherwise agreed with ČD Cargo.

2.6 Conditions for Claiming a Consignment

2.6.1   In the case of total loss of the consignment or if the consignee does not accept the consignment, the consignor is entitled to make a claim. The claim shall be accompanied by a printed part 4 of the Inland NL, NL CIM, VL CUV, NL CIM/SMGS and "Wagon Sheet", which he received by e-mail from the carrier ČD Cargo, and other necessary documents according to the SPP.

2.6.2   Printed and submitted part 4 of the Inland NL, NL CIM, VL CUV, NL CIM/SMGS is recognised by ČD Cargo as the original consignment note and must therefore not be reprinted or copied for the purposes of the claims procedure.

Cargo

3. Electronic Consignment Delivery

3.1 Introduction

3.1.1 The "electronic consignment delivery" service in inland and international transport CIM, CUV, CIM/SMGS (hereinafter referred to as "**Electronic Delivery**") allows electronic confirmation of the takeover of the consignment at the destination station in the consignment note. This service is free of charge.

3.1.2 The consignee can electronically confirm receipt of the shipment:

a) via the ČD Cargo web application "SOT-NL" or;

b) by sending an exchange data file to the carrier ČD Cargo in the format "*.xml".

3.2 Registration

3.2.1 To login to the electronic delivery system consignee shall complete and submit the registration form, which is stored on the website www.cdcargo.cz .

3.2.2 By completing and sending the registration form to the specified address of ČD Cargo, the consignee agrees to accept the terms and conditions of the "electronic consignment delivery" and undertakes to comply with them. The consignor sends the signed original registration form by post to the specified address of ČD Cargo. The consignor may use an electronic signature to sign the registration form provided that the signature is issued in accordance with Regulation (EU) No 910/2014 of the European Parliament and of the Council ("eIDAS Regulation"). The registration form signed with an electronic signature will only be sent by e-mail to the specified address of ČD Cargo.

3.3 Actions prior to the execution of the contract of carriage

3.3.1 Each user is assigned a username and password to fill in data in the "SOT-NL" application. The list of authorized persons who have access to the "SOT-NL" application is given in the registration form. If the consignee requests changes to the access to the application, the consignee shall ask ČD Cargo to make the change at the designated electronic address.

3.3.2 Procedure when confirming the receipt of a consignment in the "SOT-NL" application is given in the "Documents" tab.

3.3.3 Consignee is notified of the termination of the contract of carriage by e-mail to the e-mail addresses provided in the registration form. The notice about consignment preparing or delivering at the place of destination for consignment takeover and a link to taking delivery of consignment is mentioned in the e-mail.

3.4 Execution of the contract of carriage

3.4.1 Consignee and ČD Cargo are obliged to comply with the generally binding legal regulations, in particular the SPP, TVZ, JPP CIM, CUV, RID, CIM consignment note guide (GLV-CIM), CUV consignment note guide (GLW-CUV), CIM/SMGS consignment note guide (GLV CIM/SMGS), during electronic delivery.

3.4.2 Upon delivery of consignments and termination of the contract of carriage, the transport documents will be transmitted to the consignee in electronic form and the

Cargo

consignee will confirm receipt of the consignment electronically upon receipt of the consignment. Confirmation of receipt of the consignment in the "SOT-NL" application is binding for the authorised person of the consignee.

3.4.3 After confirmation of receipt of the consignment by the authorised person of the consignee, the consignee receives by e-mail the Section 1 of the Inland NL, NL CIM, VL CUV, NL CIM/SMGS and the "Wagon Sheet" and the Appendixes attached to the NL by the consignor. If the consignment arrives to the station of destination with a paper consignment note, the consignee receives also scan of the consignment note. The original NL can be picked up within 3 months of receipt of the consignment at the local ČD Cargo contact point. After this deadline, the carrier will shred the consignment note.

3.5 Conditions for Claiming a Consignment

3.5.1 Like proof of the claim, the consignee shall submit the printed part 1 of the Inland NL, NL CIM, VL CUV, NL CIM/SMGS and the "Wagon Sheet" received by e-mail and other necessary documents as per the SPP.

3.5.2 The printed and submitted part 1 of the Inland NL, NL CIM, VL CUV, NL CIM/SMGS shall be recognised as the original NL CIM, VL CUV, NL CIM/SMGS and must not be reprinted or copied for the purposes of the claims procedure.