

<b>Zintegrowany System Zarządzania</b>	<b>Instrukcja</b>		Nr dokumentu:	
	<b>Delivery Notification Instructions for Suppliers</b>		<b>IJ.8.4-01a</b>	
			Obowiązuje od / Rewizja	strony
Opracował: M. Izydorczyk Data: 16.02.2024	Sprawdził: K. Grajner Data: 16.02.2024	Zatwierdził: P. Śladowski Data: 16.02.2024	2024-02-16/01	1/1

## 1. Purpose of the Instruction

The purpose of this instruction is to familiarize the supplier with the required standard for delivery notification using Outlook calendar.

## 2. Delivery Notification Information

**2.1.** Every material delivery to ARP E-Vehicles Sp. z o.o. must be preceded by a delivery notification 2 days prior to the delivery date.

**2.2.** The supplier completes the notification following the instructions below.

**2.3.** The completed notification, along with other required documents, should be sent to the email address [awizacja@arpev.pl](mailto:awizacja@arpev.pl).

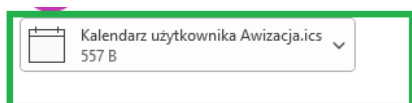
## 3. Required Documents to be Attached in the Delivery Notification:

- ✓ Scans of delivery documents along with information on packaging type (waybill, supplier's delivery note, delivery specifications, packaging specifications, others)
- ✓ Quality documents (final acceptance protocols, material certificates, warranty cards, material safety data sheets)

## 4. Supplier Operating Instructions - Delivery Notification Calendar

### Step 1.

Upon receiving the Delivery Notification calendar from the Purchasing Department of ARP E-Vehicles, please double-click on the attachment in the top left corner; if a pop-up window appears, allow the calendar to be imported.



### Kalendarz użytkownika Awizacja

Dzień: 2024.02.16

Strefa czasowa: (UTC+01:00) Sarajewo, Skopie, Warszawa, Zagrzeb

(Uwzględniono zmianę czasu)

**2024 02**

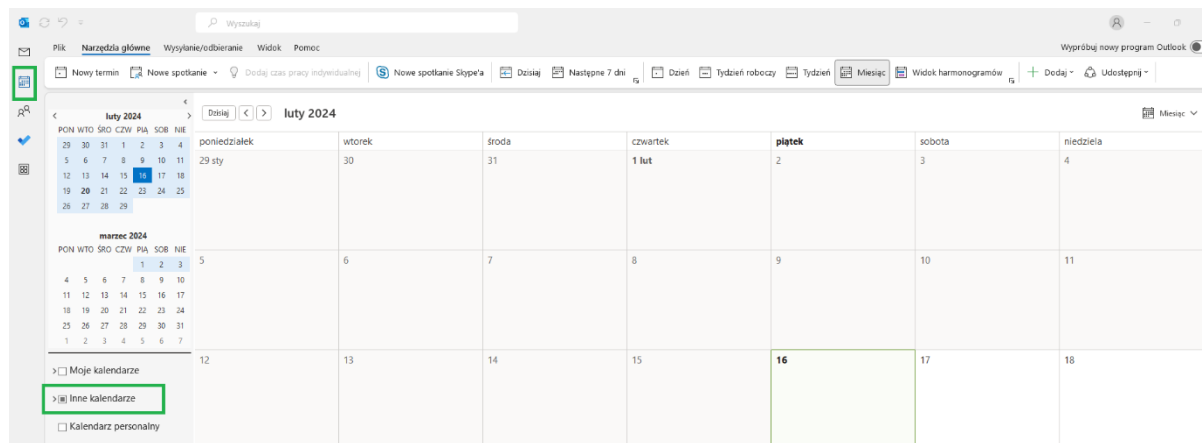
nie ponwtośro czw pią sob

			1	2	3
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18	19	20	21	22	23 24
25	26	27	28	29	

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## Step 2.

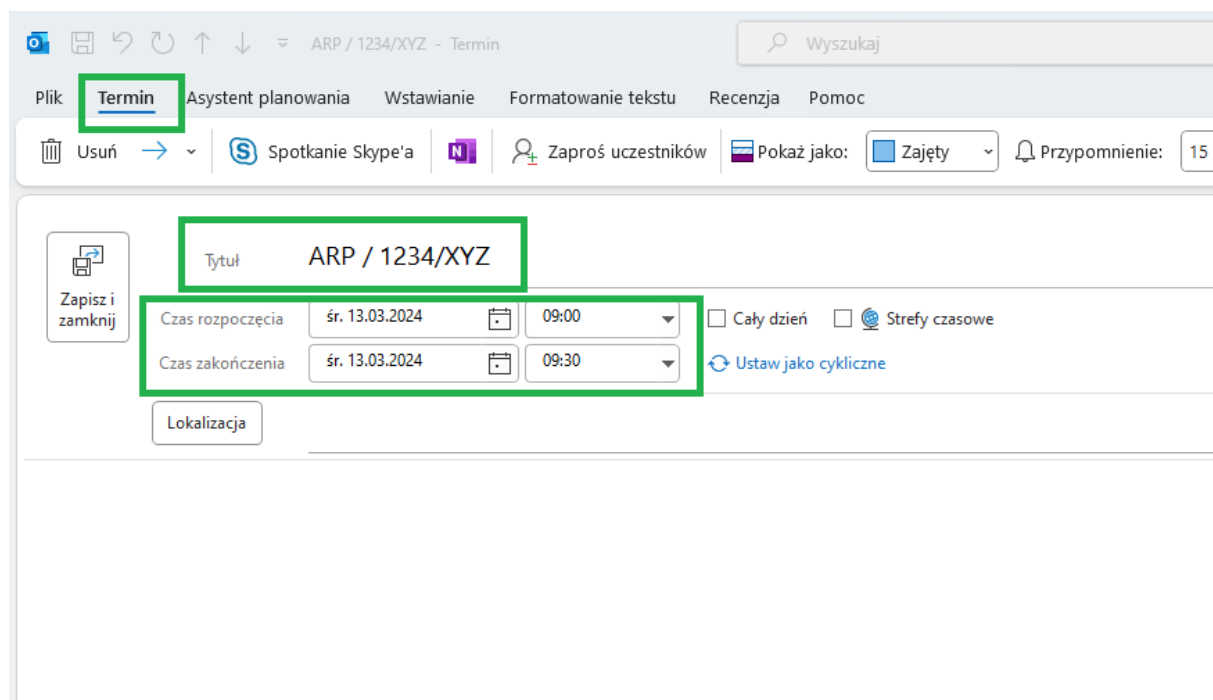
If the calendar does not start automatically, please proceed as follows in Outlook.



## Step 3.

Select the desired delivery notification date by double-clicking on the date in the calendar; then, under the Events tab, choose the Time and Title; the title should consist of:

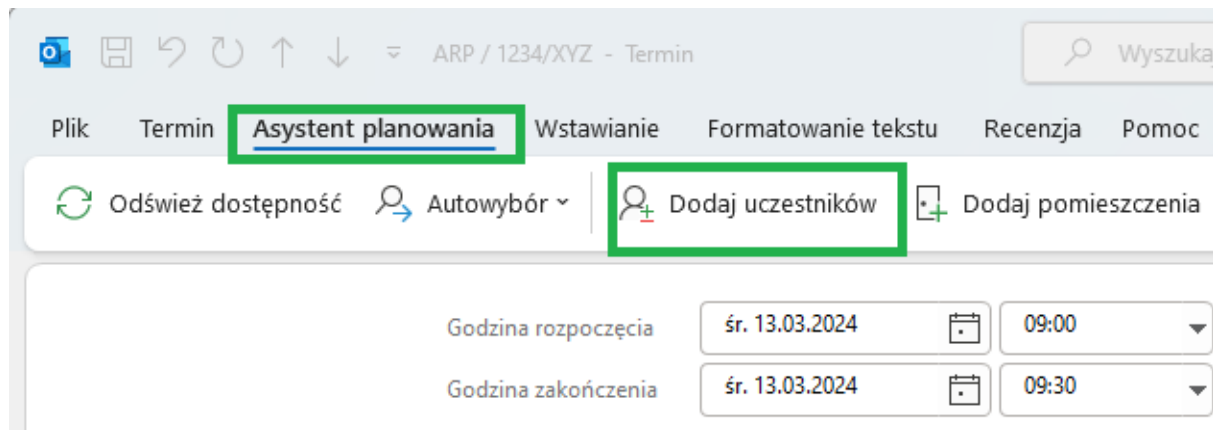
- company name,
- order number / delivery note



## Step 4.

In the Planning Assistant, select the Add Attendees option

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### Step 5.

In the Choose Attendees and Resources tab, enter the email address: **awizacja@arpev.pl**



### Step 6.

Attach the documents mentioned in point 3 to the notification.

Upon confirmation, finish adding the notification by selecting the Send option.

### Step 7.

If unable to follow this instruction, the Supplier should notify a Purchasing Department employee to discuss an alternative delivery notification method.