

M A T A S
G R O U P

Appendix F

Master data

Appendix F – Master data
Matas Group

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Note: Matas Group is implementing a new common product onboarding portal, and the current process and templates are therefore subject to change. Once the new portal is launched, only the templates provided in the portal must be used. These templates will contain common fields for both Matas Operations and KICKS, ensuring a harmonized product data setup across the group. All product data, PIM data and digital assets must be uploaded directly to the Product Onboarding Portal. Suppliers will be informed by Matas Group when the transition to the new onboarding portal begins.

1 PRODUCT MASTER DATA

Product master data is shared with Matas Group using Excel-files:

- for Matas Operations, it is shared via category specific templates, only containing fields relevant for the given categories of articles.
- for KICKS, it is shared via a fixed template including all fields that *can* be relevant for any category of articles – for KICKS it the exchange also includes enriching PIM-data as sales text, pictures etc. in our Supplier Portal.

The data requirements can be found in Appendix E, that contains requirements for Matas Operations articles, KICKS sales articles, KICKS other articles (Tester, GWP etc.) and KICKS PIM requirements.

Any “gifts with purchase” (GWP) that Suppliers provide during a campaign must be handled as new products/variants and the Supplier must therefore provide information about them, in the above-mentioned templates.

In cases where “KICKS other articles” are to be stored centrally, they are subject to the same requirements as ordinary articles.

The Supplier is strictly responsible for Product/Variant information. Liability under this clause is not subject to any limitations.

All goods must be marked with an EAN/GTIN number. The Supplier is responsible for ensuring that each Variant is marked with an EAN/GTIN in accordance with the requested information, and that EANs/GTINs are placed in a way that makes it easy to read with a scanner – if this is not the case, the product will be seen as faulty.

If there is a change to the EAN/GTIN number, information with the correct EAN/GTIN item number must be sent to the Master data team before delivery – contact:

productonboarding@matasgroup.com

The product data requirements defined in this contract are subject to change to comply with new legislation or to accommodate customer needs.

2 REGISTRATION OF NEW GOODS AND PACKAGING CHANGES

Registration of new items must be done by completing the standard item creation templates provided by Matas Group, the templates can be requested via: productonboarding@matasgroup.com

In case of packaging changes, the product is considered new and must therefore also be created via the product creation template.

- Significant product changes (size, weight, taste, significant design change).
- Minor design changes can be accepted with the same EAN/item number, but only after written agreement with the responsible product manager.

For the above changes and all other changes in content and design, a PDF file of the packaging must be sent to the responsible category manager.

3 “NOT FOR SALE”

Receipt of goods (does not apply to GWPs), whether individually, in a single pack or as part of a gift box/calendar gifts, for resale with "Not for sale" printed on it is refused and the goods are returned at the Supplier's expense, unless this has been agreed with Matas Group Commercial.

4 ASSORTMENT CHANGES

The Supplier must provide information on new Products/Variants under existing brands that are to be included in the range. The file must be provided no later than four months before the Product/Variant is to be issued. Matas Group sends out requests for data according to our space management windows for the relevant categories throughout the year, all other changes will require the Supplier to request a standard item creation template – see 2: “Registration of new goods and packaging changes.”

5 CHANGES TO THE ABOVE REQUIREMENTS

Matas Group has the right to change the instructions for the Supplier's reporting according to the product master data requirements above, in sections 1-4. Matas Group undertakes to notify changes in current instructions, after implementing our new onboarding portal, at least eight weeks before the changes takes effect.

6 DANGEROUS GOODS

“Dangerous goods” is a collective term for substances and products which have such dangerous properties that they can harm people, the environment, property, and other goods if they are not handled correctly during transport.

The concept of transport includes movement of the goods with a means of transport as well as loading and unloading, storage and other handling which is part of the movement.

When handling dangerous goods, the Supplier must comply with current and applicable regulations, including but not limited to European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR), International Maritime Dangerous Goods Code (IMDG), International Civil Aviation Organization Technical Instructions and International Air Transport Association Dangerous Goods Regulations (ICAO/IATA), Regulations concerning the International Carriage of Dangerous Goods by Rail (RID) and provide relevant information on dangerous goods. The Supplier must provide

applicable documentation in pdf format (for example the Data Sheet (SDS) in local language). A SDS must be designed according to article 31 of the REACH regulation.