



# Guidelines for Cooperation for R&S Suppliers

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## 1. General regulations

We have drawn up these guidelines to ensure that cooperation runs smoothly.

The aspects described in the guidelines for R&S suppliers shall be deemed to be agreed on in addition to the contractual agreements, purchase contracts, framework agreements, conditions or other agreements between the supplier and the R&S partner.

## 2. Scope of validity

These guidelines are valid for all companies affiliated to R&S:

### **Albert Rauch GmbH**

Im Teelbruch 87  
45219 Essen  
Tel.: 0049-2054-921-0

### **Fleigro GmbH**

Bosslerstraße 69  
73240 Wendlingen  
Tel.: 0049-7024-9400-0

### **Oberland GmbH**

Rudolf-Diesel-Ring 9  
83607 Holzkirchen  
Tel.: 0049-8024-3003-0





### 3. Contact persons

The following contact persons are available to the supplier in the respective department:

| Department                                             | Albert Rauch GmbH                                              | Fleigro GmbH                                                    | Oberland GmbH                                                           |
|--------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>Quality management</b><br><b>Products</b>           | Inge Rauch -155<br>Heike Storp -101<br>Ingmar Fritz Rauch -136 | Ursula Gluth - 23<br>Melanie Schmid - 11                        | Günter Kynast - 42                                                      |
| <b>Quality management</b><br><b>Delivery and other</b> | Klaus-Dieter Wurbs - 202                                       | Chris Schmid - 45<br>Hans Durst - 26                            | Andreas Zitzelsberger - 13                                              |
| <b>Purchasing (Basic data/orders)</b>                  | Jana Luig -135<br>Martina Wasmuth -130                         | Chris Schmid – 45                                               | Andreas Zitzelsberger - 13                                              |
| <b>Stock (Disposition/Delivery)</b>                    | Thomas Zschommler -252<br>Stefan Huiskes -251                  | Hermann Eberlein – 44<br>Chris Schmid – 45<br>Monika Maier - 42 | Kerstin Zech - 18<br>Christoph Müllner - 29<br>Eduard Filz - 54         |
| <b>Marketing/Analyses/Quality</b>                      | Birgit Butgereit -133<br>Melanie Rank -174                     | Martin Sonyi - 13<br>Ursula Gluth - 23                          | Günter Kynast - 42<br>Andreas Zitzelsberger - 13<br>Sonja Seidling - 45 |
| <b>IT</b>                                              | Klaus-Dieter Wurbs -202<br>Ingo Grundscheidt -202              | Hans Durst - 26                                                 | Günter Kynast - 42                                                      |
| <b>Accounting</b>                                      | Ulrich Schröder -230<br>Rosemarie Beckmann -229                | Daniela Durst - 26                                              | Gabriele Schönau - 14<br>Sabine Disl - 24                               |



## **4. Preconditions for Cooperation**

### **4.1. Certifications**

The supplier operates according to at least one of the following quality standards:

- IFS
- BRC
- QS
- DIN ISO
- BIO
- HACCP

Corresponding valid certificates shall be made available to the R&S partners. The supplier confirms to update all certificates at regular intervals or after certificate renewal without being requested to do so. Should the existing certification not be renewed beyond the scope of validity, this shall be communicated informally with reference to the new certification. Current certificates are sent to the mail address: [lieferanten@rs-europa.com](mailto:lieferanten@rs-europa.com).

### **4.2. Confirmation of "dual system" participation**

The supplier must confirm that, for items supplied to the end consumer in packaging, the supplier bears the costs of recycling the packaging material and has paid them to a dual system.

## **5. Quality assurance**

### **5.1. Product analyses**

The supplier undertakes to provide R&S free of charge with chemical and microbiological analyses by a German accredited laboratory at least once a year for each product. Listing processes are no longer possible without analyses. There are two possible ways to do this:

#### **5.1.1. "R&S" model**

- The supplier commissions R&S to carry out the analyses
- R&S orders samples free of charge from the supplier



- R&S commissions a German accredited laboratory to prepare the analyses
- R&S enters the analyses into the R&S product management tool ("Produktpasstool") and makes the analyses available for download to the customer and the supplier.
- R&S charges the supplier a maximum of 300,- Euros per product.

#### **5.1.2. "Supplier" model**

The supplier shall provide R&S free of charge with analyses already available from a German accredited laboratory that were made at the end of the remaining shelf life of the products ("Restlaufzeit") and send them to [lieferanten@rs-europa.com](mailto:lieferanten@rs-europa.com) ; [quality@rs-europa.com](mailto:quality@rs-europa.com)

#### **5.2. Outgoing goods inspections**

The supplier undertakes to regularly check the quality of all deliveries to R&S before dispatch:

- Cleanliness of the truck
- Intactness of the cartons
- Integrity of the packaging
- Cleanliness of reusable boxes for packing the goods ("Satte")
- Compliance with temperatures
- Correctness of the labelling (legibility, best-before date, ingredients, weights (see also point 8.1), other)
- Completeness of the delivery documents

R&S will check these criteria upon delivery, should problems arise, R&S will report them within 24 hours. R&S reserves the right to refuse acceptance of the goods.



## 6. Basic data

### 6.1. Timeliness

In the case of new listings, the supplier undertakes to transmit the required basic data completely and in good time.

### 6.2. Lead times for changes

Changes to basic data must be transmitted in the same way with a minimum lead time of 6 weeks.

### 6.3. Listing conditions

R&S requires the following documents to be filled in completely and truthfully in order to perform listings:

- R&S price list (will be provided as .xls file by mail. **ATTENTION:** *Column "Remaining time to stock BRD ("Restlaufzeit Lager BRD)" means that this number of days must be kept at least at goods delivery!*)
  - R&S Product Pass ("Produktpass") (will be provided as .xls file by e-mail)
  - R&S listing checklist (will be provided as .xls file by mail)

### 6.4. Available methods of data transmission

#### 6.4.1. Manual, free of charge

The supplier can request the documents mentioned under point 6.3 in the purchasing departments, maintain them manually and send them by e-mail to [lieferanten@rs-europa.com](mailto:lieferanten@rs-europa.com).

#### 6.4.2. Automatic (1WorldSync)

If the supplier is a member of the worldwide basic data pool 1WorldSync, R&S can collect the data from there. In this case, the supplier informs R&S of the membership data.

### 6.5. Timing requirements

R&S does not necessarily require all data immediately. Therefore, the following data is required at the following times:

#### 6.5.1. Time of elimination

- R&S Blank Price List



- Product label on the samples incl. supplier article number

**6.5.2. Listing phase**

All points mentioned under points 4, 5, 7 and 6 must be fulfilled.

## 7. Marketing

The supplier undertakes to support R&S with the best marketing material.

### 7.1. Photo standards

R&S requires product photos in the following standard for marketing the products:

- 1 product packshot incl. packaging
  - 10x13cm Landscape format
  - 72 dpi
- 1 product photo with cropping and decoration
  - 10x13cm Landscape format
  - 300 dpi
- Photo formats: jpg, jpeg

### 7.2. Positive-negative examples

#### 7.2.1. Negative examples:



#### 7.2.2. Positive examples:





### **7.3. Detailed specifications and Product descriptions**

The supplier shall provide R&S with detailed specifications and product descriptions. The following questions should be answered:

- Processing method (how exactly is the product made, e.g. "A cooked ham that is first completely skinned and then gently cooked in its own decoction for 8 hours").
- Raw material (which cut is used or what can be said exactly about the raw material, e.g.: "Only the shoulders of the pig are used", or "Only pigs from Italy are used", not: "selected pork").
- Spices (please specify, ex: "selected spices such as thyme, coriander and basil", not: "selected spices").
- Tradition (please describe the tradition in detail)
- Shape: is the product curant or rather natural?
- Please indicate if the product is gluten- or lactose-free
- Are there possibilities to point out that the product was produced in a particularly sustainable way, i.e. without major environmental impact (e.g. green electricity, solar, recycling of water and energy, etc.)?



## **8. Labelling of the Goods**

### **8.1. Food labelling**

All products must be labelled in accordance with the current version of the German Food Labelling Ordinance. The following data must be marked on the labels of the products for each delivery in accordance with German food law:

- Name of the product
- List of ingredients incl. quid (i.e. descending quantity labelling of the ingredients)
- Refrigeration note (see point "Delivery temperatures")
- Best-before date (for sensitive products to be consumed by [...])
- Net weight (tare already deducted)
- EU registration number ("EU-Zulassungsnummer")
- Manufacturing company incl. complete company name with company form and address (or, depending on the agreement, Manufactured for R&S Vertriebs GmbH.....)
- Lot number
- EAN 128 per bundle (see point 8.8)
- Or EAN 13 for single items

### **8.2. Test labels**

The supplier sends test labels to [lieferanten@rs-europa.com](mailto:lieferanten@rs-europa.com) for approval before the first delivery.

### **8.3. Gesetzeskonformität**

It is the supplier's responsibility to ensure the legal conformity of the products, their labelling and correct delivery. In particular, the Regulation on the provision of food information to consumers ((EU) No 1169/2011), Regulation on pre-packages and other sales units (FPackV), the Regulation on Flavouring (AromenV), the presentation of allergen labelling on the label, etc.). If changes are implemented, point 6.2. must be fulfilled.



#### 8.4. EAN 128 structure for fresh meat, meat products, cheese and convenience (pork and lamb)

##### SB-Individual item

| Data identifier | No. | Information                                                                             |
|-----------------|-----|-----------------------------------------------------------------------------------------|
|                 |     | Only EAN 1 is allowed on the individual item. This is usually specified by the supplier |
|                 |     |                                                                                         |
|                 |     |                                                                                         |
|                 |     |                                                                                         |

##### SB Article Delivery unit / carton, box, set

| Data identifier | No.    | Information                                                                                              |
|-----------------|--------|----------------------------------------------------------------------------------------------------------|
| (01)            |        | GTIN / EAN Carton / Box / Set contains the indicator                                                     |
| (01)0           | 14     | 0 = Indicator for SB item with equalised weight/ the 0 and the following 13 numbers result in the EAN 14 |
| (15)            | 6      | Best before date YY/MM/DD                                                                                |
| (10)            | Max.20 | Lot number may also be alphanumeric                                                                      |

**SÜDTIROLER MERANOSPECK RANDL**  
**46070 KAR**

MHD ...: **31.07.13** Stück : **20**  
Charge: **1**



(01)04005855160707(15)130731(10)1



## 8.5. EAN 128 Structure for fresh meat (beef, veal)

Service item piece / CU

| Data identifier | No.    | Information                                                                            |
|-----------------|--------|----------------------------------------------------------------------------------------|
| (01)            |        | GTIN / EAN individual item, includes the indicator                                     |
| (01)9           | 14     | 9 = Indicator for goods by weight, the following 13 numbers result in the EAN 14       |
|                 |        |                                                                                        |
| (15)            | 6      | Best before date YY/MM/DD                                                              |
| (310n)          | 6      | Net weight in kg, n = 0 to 3<br>Indicates the number of digits after the decimal point |
| (10)            | max 20 | Lot number may also be alphanumeric                                                    |
|                 |        | Important the 13 numbers (EAN 13) must be different per container                      |

Service item Delivery unit / carton, box, set

| Data identifier | No.    | Information                                                                            |
|-----------------|--------|----------------------------------------------------------------------------------------|
| (01)            |        | GTIN / EAN Carton / Box / Set contains the indicator                                   |
| (01)9           | 1      | 9 = Indicator for weight goods, the following 13 numbers result in the EAN 14          |
|                 |        |                                                                                        |
| (15)            | 6      | Best before date YY/MM/DD                                                              |
| (310n)          | 6      | Net weight in kg, n = 0 to 3<br>Indicates the number of digits after the decimal point |
| (10)            | max 20 | Lot number may also be alphanumeric                                                    |
|                 |        | Important the 13 numbers (EAN 13) must be different per container                      |



# MERANO SPECK 0.SCHW.1/2 46020 KAR

MHD . . : 31.07.13 Gew/Kg: 10,00  
Charge: 1



(01)94005855160205(15)130731(3102)001000(10)1

## 8.6. EAN 128 Structure for fresh meat (beef, veal)

### Pallet label Service article

| Data identifier | No.     | Information                                                                            |
|-----------------|---------|----------------------------------------------------------------------------------------|
| (02)9           | 14      | 9 = Indicator for weight goods, the following 13 numbers result in the EAN 14          |
| (310n)          | 6       | Net weight in kg, n = 0 to 3<br>Indicates the number of digits after the decimal point |
| (37)            | Max 16  | Indicates the number of containers on the pallet                                       |
| (15)            | 6       | Best before date YY/MM/DD                                                              |
| (10)            | Max 20  | Lot number may also be alphanumeric                                                    |
| (00)            |         | NVE or SSCC Code                                                                       |
| Structure       | Example | (02)9.....(3103)123456(37)12345                                                        |
|                 |         | (15)YYMMDD(10)12345                                                                    |
|                 |         | As the pallet barcode is too long, it must be printed in two lines.                    |

### Pallet label SB Article

| Data identifier | No.     | Information                                                                                                                                                                                                                                                                                                                                 |
|-----------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (02)0           | 14      | 9 = Indicator for weight goods, the following 13 numbers result in the EAN 14                                                                                                                                                                                                                                                               |
| (37)            | Max 16  | Indicates the number of containers on the pallet                                                                                                                                                                                                                                                                                            |
| (15)            | 6       | Best before date YY/MM/DD                                                                                                                                                                                                                                                                                                                   |
| (10)            | Max 20  | Lot number may also be alphanumeric                                                                                                                                                                                                                                                                                                         |
| (00)            |         | NVE or SSCC Code                                                                                                                                                                                                                                                                                                                            |
|                 |         |                                                                                                                                                                                                                                                                                                                                             |
| Structure       | Example | (02)0.....(37)12345                                                                                                                                                                                                                                                                                                                         |
|                 |         | (15)YYMMDD(10)12345                                                                                                                                                                                                                                                                                                                         |
|                 |         | The pallet label can be printed in one line for SB articles. In this case, however, the FNC1 stop code must be set at DB (37) and (10). It is therefore advisable to print the barcode on two lines here as well.<br><br>If the 128 barcode is printed on one line, the structure is as follows:<br>(02)0.....(15)YYMMDD(10)123456(37)12345 |



VE 972 494 120 | **368679** | 45219

From (expéditeur): AOSTE 523 CRS 3EME MILLENAIRE  
To (destinataire): **ALBERT RAUCH GMBH**  
IM TEELBRUCH 87  
ESSEN 18 KETTWIG

69792 ST PRIEST 4219

Carrier (Transporteur): **STG-NAGEL 16H**  
**STG/NAGEL**

Delivery Date (Date de Livraison): **27/06/2013**

**972 494 120 MA**

Ship for Loc (Dest Final):

Référence Distributeur: **KOMM 664 REWE DORT. 10254651**

2772 20 01 RINGSALAMI AOSTE CELLO 500G  
011016

Nbre Colis: **040** Nbre supports: **001** Poids Net Palette en kg: **0134,99**

SSCC: 032303804105371264 GTIN (EAN): 93041832772215

Use by (DLC) 24/08/2013 Lot: 154236175

(02)93041832772215(3102)013499(37)040

(15)130929(10)000183

(15)130924(10)154236175

(00)032303804105371264

R&S GMBH, 45219 Essen

8.07.13 16:43:56

46070 KAR  
SÜDTIROLER MERANOSPECK RA

SSCC/NVE: 3 4005855 005809825 1  
Charge: 000183  
MHD: 29.09.13

Packstücke: 56 Gew/Kg: 392,00



(15)130929(10)000183



(02)04005855160707(37)0056



(00)340058550058098251

**424 Wischer Nord**

Pal.: 0816632  
H1



## 8.7. EAN 128 Structure pallet label

### Fresh meat beef / veal

| Data identifier   | No.    | Information                                                                        |
|-------------------|--------|------------------------------------------------------------------------------------|
| (02)              | 14     | GTIN / EAN individual piece, includes the indicator                                |
| (02)9             | 1      | 9 = Indicator for weight goods                                                     |
| (02)0             | 1      | 0 = Indicator for leveled goods / piece goods                                      |
| (15)              | 6      | Best before date YY/MM/DD                                                          |
| (310n)            | 6      | Net weight in kg, n = 0 to 3<br>Indicates number of digits after the decimal point |
| (10)              | max 20 | Lot number                                                                         |
| (422)             |        | Country of birth                                                                   |
| (423)             |        | Mast countries (max. 5)                                                            |
| (7030)            |        | Number of the slaughterhouse                                                       |
| (7031)            |        | Cutting plant number                                                               |
| (7032) bis (7039) |        | Numbers of other cutting plants                                                    |
| (37)              |        | Number of boxes                                                                    |
| (00)              |        | NVE / SSCC                                                                         |

### Fresh meat pork / lamb, meat products

| Data identifier | No.    | Information                                                                        |
|-----------------|--------|------------------------------------------------------------------------------------|
| (02)            | 14     | GTIN / EAN Karton / Box / Satte, beinhaltet den Indikator                          |
| (02)9           | 1      | 9 = Indicator for weight goods                                                     |
| (02)0           | 1      | 0 = Indicator for leveled goods / piece goods                                      |
| (15)            | 6      | Best before date YY/MM/DD                                                          |
| (310n)          | 6      | Net weight in kg, n = 0 to 3<br>Indicates number of digits after the decimal point |
| (10)            | max 20 | Lot number                                                                         |
| (37)            |        | Number of boxes                                                                    |
| (00)            |        | NVE / SSCC                                                                         |



#### **8.8. Further delivery, labelling and EAN 128 standards:**

- The EAN codes are to be applied according to type and batch.
- If several articles are packed on one pallet or if different batches of one article are packed on one pallet, these must be separated at least by loading aids (intermediate pallets).
- A corresponding pallet label must be applied per article or per batch.

#### **8.9. Compensation for damages in the event of a defect**

If the labelling or delivery does not comply with our specifications, we will charge for re-labelling the goods:

- 30.00 Euro per pallet label that is wrong or missing
- 3,00 Euro per piece-label that is wrong or missing
- 3,00 Euro per carton or set (Satte) label that is wrong or missing
- 35,- Euro/hour for repacking work
- 20,- per missing delivery note on delivery
- 500,- Euro per missing R&S price list after 3 reminders
- 0.60 Euro/KG for subsequent deliveries in case of late receipt of goods despite confirmed order



## **9. Ordering of goods**

### **9.1. Order and delivery rhythm, minimum order quantities**

Order and delivery rhythms as well as minimum order quantities per item are to be coordinated with the purchasing department.

### **9.2. Order transmission**

The order is transmitted either by fax or by e-mail.

### **9.3. Confirmations**

We will always transmit orders to you by telecommunication. The agreement shall be concluded if you confirm acceptance of the order within a period of 24 hours from receipt of the order in writing or by telecommunication by countersigning and returning our order. A delayed acceptance is deemed to be a new offer and requires written or telecommunicated acceptance by us.

## 10. Delivery of the ordered goods

### 10.1. Goods acceptance times

We have fixed goods acceptance times in our warehouses - these must be adhered to:

|                 | Albert Rauch GmbH   | Fleigro GmbH        | Oberland GmbH                                                             |
|-----------------|---------------------|---------------------|---------------------------------------------------------------------------|
| Monday-Friday   | 22:00 pm - 11:00 am | 01:00 am - 09:00 am | 06:00 am - 11:00 am<br>except Monday and Thursday:<br>04:30 am - 10:30 am |
| Saturday        | none                | none                | By arrangement                                                            |
| Before holidays | By arrangement      | By arrangement      | By arrangement                                                            |

### 10.2. Palletising

The goods must always be packed on exchangeable Euro pallets or H1 pallets in combination. The stacking height of the pallets must correspond to CCG 1 = 1.05 m incl. pallet height or CCG 2 = 1.60 to 1.95 m incl. pallet height.

Delivery on disposable pallets is only possible by prior arrangement and with the express consent of R&S Partner.

### 10.3. Mixing pallets

If several articles are packed on one pallet or if different batches of one article are packed on one pallet, these articles must be separated from each other by pallets (so-called sandwich pallets). These loading aids must also be exchangeable. A separate pallet label must be attached to the SWP for each article.

#### 10.4. Delivery temperatures

The delivery temperature of the goods must be within the corresponding specified temperature range. The corresponding temperature range must be checked and approved by R&S with regard to the specifications in the points 6 and 8.1.

Only wrapped and packaged goods are accepted.

Uncooled goods may only be delivered at a maximum of +21° Celsius. Deliveries with higher temperatures in the product will not be accepted.

Goods with temperature deviations cannot be accepted, therefore the following limit values of the delivery temperatures must be guaranteed:

| ○                | Minimum | to  | Maximum       |
|------------------|---------|-----|---------------|
| Beef             | „+2°“   | bis | „+4°“ Celsius |
| Lamb             | „+2°“   | bis | „+4°“ Celsius |
| Pork             | „+2°“   | bis | „+4°“ Celsius |
| Sausage products | „+2°“   | bis | „+7°“ Celsius |
| Dairy products   | „+2°“   | bis | „+6°“ Celsius |
| Convenience      | „+2°“   | bis | „+7°“ Celsius |

#### 10.5. Goods accompanying documents/delivery notes

Each delivery of goods must include a delivery note. The delivery note must contain the following information:

- R&S order number(s)
- R&S article numbers
- Article designation (German)
- Number of cartons delivered
- Net weight per item



- Best before date / lot number per item

#### **10.6. Incoming goods inspection**

If we find discrepancies between the delivery documents and the actual delivery on receipt of the goods, we will amend the delivery notes. The amended delivery note is given to the driver with a receipt.

An extra invoice must be issued for each delivery note. This must also contain the R&S order number so that it can be correctly allocated.

#### **10.7. Invoicing**

Minimum details on the invoices are:

- Clear invoice recipient, e.g.:  
*Albert Rauch GmbH*  
*Im Teelbruch 87*  
*45219 Essen*
- Negative example:  
*Albert Rauch GmbH*  
~~*R&S GmbH*~~  
*Im Teelbruch 87*  
*45219 Essen*
- R&S order number(s)
- R&S article numbers
- Article designation (German)
- Number of cartons delivered
- Net weight per item
- Price per item
- Discount per item in % and Euro
- Delivery note number of the supplier with delivery date One invoice per delivery note
- For deliveries from other EU countries, the VAT ID number of the supplier and that of the invoice recipient must be indicated.

## 11. Information Obligations

- In the following cases, the Supplier shall inform R&S immediately and without being requested to do so and shall coordinate the changes:
  - Relocation of the production site or change of EU approval number
  - Change in production process
  - Production material change
  - Changes concerning:
    - Certifications;
    - Basic data incl. price list and product passport (6)
    - Layout (7)
    - Product labelling (8)
    - Order and delivery rhythm (9)
  - Change of manufacturer designation (company name, etc.)
  - Serious changes to the QM system
  - Changes to the labelling

Changes must always be notified at least 6 weeks before they come into force.



## **12. Confidentiality**

The Supplier undertakes to treat all information arising from agreements with R&S as confidential and not to disclose such information to any third party.