

REWE International AG (RIAG)

Handbook for electronic and quality-assured transmission of master data for manufacturer's brand

**Applies to group companies in accordance with § 15 AktG and sales
organizations of REWE International AG as well as associated
independent organizations**

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Preface:

For consumers and companies **the importance of correct master data** has always been very high throughout the entire value and supply chain.

In times of an **ever more rapidly developing product and trade landscape, ongoing product innovations**, constantly new or rather **changing legal requirements** and the increasing **need of customers for improved information** is **efficient and quality-assured data exchange is necessary**.

The use of **standardized, automated and quality-assured data exchange processes** not only reduces the activated **resources**, but also makes a significant contribution to **reducing the error rate and increasing transparency**.

This is the reason we're glad to have a **pool of quality-assured data transmission paths**, which enable the best possible exchange of data between our partners and us.

Owing to our **responsibility towards our customers** and a **resource-saving way of working**, the use of a **connection type** as described in this document for the **exchange of master data is indispensable in the future**.

This handbook provides a brief description of the various options for secure data transmission with the trading companies of REWE International and supports the connection to these systems.

This document also offers additional links for the implementation and contact options in case of any questions.

We look forward to working together!

1 How can electronic master data be provided?

Currently there are 3 different options to provide master data electronically. One is used to list items at REWE trading companies.

- Option 1: GS1 Sync item master data pool
- Option 2: RIAG item master data portal
- Option 3: GDSN-Network (new regulated)

The different master data provision options are described below. The document for choosing one of the three connection types is linked in the attachment.

1.1 GS1 Sync Article master data pool

GS1 Sync is recommended for suppliers whose products are listed at multiple trading partners or have a large quantity of products (more than 20 consumer units).

GS1 Sync is a fee-based service from GS1 Austria and offers extensive options for making your product data available in electronic form. A quality process is an integral part of GS1 Sync.

1.2 RIAG Article master data portal

The RIAG item master data portal is recommended for suppliers who only supply RIAG and have a small number of products (up to a maximum of 20 consumer units).

The RIAG item master data portal is provided by RIAG. The electronically recorded products that you provide are subjected to quality assurance.

1.3 GDSN-Network

GDSN network is recommended for suppliers who already have access to the GDSN network (e.g. via ATRIFY (Germany), ALLINEO (Italy), AECOC, (Spain), GS1 DAS (Netherlands)). This is usually done via the respective corporate headquarters and is carried out centrally for several countries.

You have to announce the item data GLN which is used for the target market Austria.

The electronically provided product data is subjected to quality assurance.

2 Which master data is required?

A complete item data record is distinguished by the following content areas, such as:

- GTINs = EAN codes for identifying products, processing orders and checking out in our branches
- To facilitate communication, we need the legally correct and complete product name
- For the volume projection in warehouse logistics and shelf management by space management we'll need the dimensions of the product, carton and pallet
- Information on dangerous goods and refrigeration so that storage and transport can be carried out safely, correctly, etc.
- Coverage of various legal requirements
 - LMIV-Data (allergen, nutritional value, ingredients etc.)
 - GHS/CLP (Warnings and classification of chemical mixtures)
 - Dangerous goods data (information from the safety data sheet)
 - Cosmetics regulation (list of ingredients, intended use of the cosmetic product, protective measures for use, etc.)
 - Medical device - regulation (legal category, instructions for use, etc.)
 - textile Labeling regulation
 - Animal feed law
- Marketing Message
- Documents (Organic-certificates, safety data sheets, etc.)
- Product image

Focusing on one content area is NOT sufficient. According to the defined target market requirements all content areas must be covered.

It is important that ALL information from the marketable product packaging is recorded electronically. The optional attributes that are defined in the AT target market profile have to be filled out completely and correctly according with your product packaging

You can find further documents (application recommendations, guidelines, code sets, etc.) in the download area. <https://www.gs1.at/arbeiten-mit-gs1-sync#downloads> (only in German)

3 When does the data have to be provided?

Make sure that only quality assured master data will be taken over. Unchecked master data will not be taken over. Consider the temporal outlay for a positive handling of the quality check.

To ensure that there are no problems and delays in the further listing process, the electronic item master data should be published in the GS1 Sync / GDSN / RIAG item master data portal at the same time as you usually provide us the excel item profile.

It is necessary to send the GTIN of the sales unit, the contents of the carton and the purchase price by telephone or e-mail to our purchasing department.

4 Transmission of master data for RIAG own brands

It is possible to electronically provide B2B data for own label items via GS1 Sync / GDSN / RIAG item master data portal, but is not elaborated in detail in this document. Please clarify details directly with the RIAG support team of Billa (REWE_B2B_B2C@billa.at) or of Bipa (REWE_B2B_B2C@bipa.at).

5 Next steps for master data provision

This chapter describes the next steps for connecting to the selected master data provision.

5.1 GS1 Sync master data item pool

- Please fill out the form of the attachment 1 (REWE AT_ Declaration on electronic data transmission). Pay particular attention to filling out the correct GLN. Tick the preferred out of the three options (only one option can be selected!)
- Please send this document to REWE_B2B_B2C@billa.at
- If you have selected GS1 Sync, you'll get send the contract for GS1 Sync. As soon as these have been signed and returned to GS1 Austria, you will receive the access data for the system and further information.

You'll find all supporting documents in the Quick Guide GS1 Sync:

<https://www.gs1.at/downloads/gs1-sync-quick-guide> (only in German)

- A detailed description of how to carry out the mandatory quality assurance can be found here:
 - GS1 Sync quality process Food - <https://www.gs1.at/downloads/ablauf-gs1-sync-qualitaetsprozess-food> (only in German)
 - GS1 Sync quality process NearFood / NonFood - <https://www.gs1.at/downloads/ablauf-gs1-sync-qualitaetsprozess-nearfoodnonfood> (only in German)
 - Provision of labels - <https://www.gs1.at/downloads/guideline-zum-bildupload-im-gs1-austria-webportal> (only in German)

5.2 RIAG master data item portal

- Please fill out the form in the attachment 1 (REWE AT_ Declaration on electronic data transmission). Pay particular attention to filling out the correct GLN. Tick the preferred out of the three options (only one option can be selected!)
- Please send this document to REWE_B2B_B2C@billa.at
- If you have selected the RIAG article master data portal, you will receive the login details and further information for the system.
- You'll find all supporting documents in the Quick Guide RIAG item master data portal: <https://www.gs1.at/downloads/riag-quick-guide> (only in German)
- A detailed description of how to carry out the mandatory quality assurance can be found here:
 - RIAG Item master data portal - <https://www.gs1.at/downloads/riag-artikelstammdaten-portal> (only in German)

5.3 GDSN-Network

- Please fill out the form of the attachment 1 (REWE AT_Declaration on electronic data transmission). Pay particular attention to filling out the correct GLN. Tick the preferred out of the three options (only one option can be selected!)
- Please send this document to REWE_B2B_B2C@billa.at
- If you already use a GDSN service, you should already have the login data. You can start immediately to enter item data for the target market Austria and initiate the quality check.
- A detailed description how to carry out the mandatory quality assurance can be found here:
 - Procedure of GDSN food quality process of REWE AT - <https://www.gs1.at/downloads/gdsn-quality-check-rewe-procedure-food>
 - Procedure of the GDSN quality process NearFood / NonFood of REWE AT – <https://www.gs1.at/downloads/gdsn-quality-check-rewe-procedure-nearfoodnonfood>
 - Provision of labels - <https://www.gs1.at/downloads/image-upload-gs1-austria-web-portal>

6 Contact for questions

The GS1 Sync Team (gs1sync@gs1.at) and the RIAG support team for Billa (REWE_B2B_B2C@billa.at) and for Bipa (REWE_B2B_B2C@bipa.at) will be available to answer any technical or content-related questions. If you have detailed questions about new item listings, please contact the responsible category manager directly.

7 Attachment

- REWE AT_Declaration on electronic data transmission.pdf