

This Supplier Manual forms an integral part of Kobia AB's contractual requirements. The Supplier shall confirm in writing that the Manual, Kobia's Code of Conduct and all applicable policies have been received, understood and accepted. The Supplier is responsible for ensuring that all information provided to Kobia is accurate and complete and shall promptly notify Kobia and provide updated information if any circumstances change.

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1. About Kobia

Since 1 September 2022, Kobia has been part of Leipurin Group, a Lantmännen-owned company from 2 March 2026.

We have three sales units and two warehouse units. The sales units are in Hässleholm, Västra Frölunda (Gothenburg) and Tyresö (Stockholm).

The warehouse units are in Hässleholm and Västra Frölunda (Gothenburg).

Our head office and production unit are also located in Tyresö, where we manufacture almond and baking pastes, marzipan and fillings, as well as cooked vanilla custard.

Kobia employs nearly 80 people and has approximately 900 customers in Sweden.

For more information, see www.kobia.se.

2. How to become a supplier to Kobia AB

2.1 Purchasing organisation

The purchasing organisation within Kobia AB is located in Tyresö (Stockholm) and Västra Frölunda (Gothenburg) for both in-house production and wholesale operations.

Purchasing and assortment management

Our assortment is divided into the following areas:

- Chilled products
- Grocery products
- Deep-frozen products
- Equipment, disposables, packaging materials and chemical-technical products
- Raw materials for our production

The assortment is based on our customers' requirements and needs. It includes quality aspects, price levels and availability.

2.2 Step 1 - Supplier assessment

Kobia AB always performs a quality and commercial assessment of its suppliers.

As Kobia is certified according to BRCGS Food Safety and BRCGS Storage & Distribution, we assess our business partners against the requirements of the standards and using a risk-based method.

A supplier assessment is carried out whenever a new goods supplier is engaged. The purpose is to examine and assess a prospective supplier's ability to fulfil its commitments. The supplier shall answer a number of questions in writing in a quality document provided by Kobia. Kobia strives to build and develop close relationships with its suppliers, and together we want to lay the foundation for common forms of cooperation.

To become an approved supplier, the following requirements must be met:

- The business must be registered with or approved by the competent control authority.
- The business must have documented and effective prerequisite programme procedures.
- The business must have a documented and effective HACCP system.
- The business must have a documented and effective traceability system.
- The business must have an effective system for incidents, product withdrawal and product recall.
- The business must have a system for keeping up to date with applicable legislation in the countries where products are produced and in Sweden.

- The business must have procedures for allergen management, food fraud/VACCP and food defence/TACCP where relevant.
- The business must be able to demonstrate how producers and subcontractors are approved and followed up.

To become an approved supplier of services to production, the following requirements must be met:

- The business must be registered with or approved by the competent control authority where this is required.
- The business must have carried out a risk analysis of how its operations affect food safety, quality and the environment.
- The business must have a system for keeping up to date with applicable legislation.
- Personnel performing the service must have documented competence and the required permits.

The Supplier may demonstrate this by submitting the above systems to Kobia. If the Supplier is certified according to a GFSI-recognised standard, such as BRCGS Food Safety, IFS Food or FSSC 22000, the certification may constitute an important part of the approval. The certification must have a relevant scope and be valid.

If the Supplier is certified according to BRCGS, IFS or FSSC 22000, this is normally sufficient as a basis from a quality and food safety perspective, but Kobia may always require supplementary documentation, product testing or audit based on risk.

Kobia requirement: The Supplier shall notify Kobia without delay if certificates are renewed, changed, suspended, withdrawn or if the scope of certification changes.

2.3 Risk-based supplier classification

Kobia classifies suppliers and producers based on product and service risk, certification status, origin, supply chain complexity, track record, complaints, authority matters, RASFF, authenticity risk, environmental impact and strategic importance.

Risk level	Example	Normal follow-up
Low	Low product risk, stable history and valid certification	Document review and annual follow-up
Medium	Moderate product risk, new supplier or minor non-conformities	Enhanced document review, testing and closer follow-up
High	High-risk raw material, private label, complex chain, serious non-conformities or missing GFSI certification	Audits, enhanced sampling, special approval and close follow-up

2.4 Certifications and standards

- BRCGS Food Safety or another GFSI-recognised standard for food manufacturers.
- FSSC 22000 or IFS Food as an equivalent alternative where the scope is relevant.
- BRCGS Storage & Distribution or IFS Logistics for warehousing and transport is desirable.
- BRCGS Agents & Brokers for agents and trading companies is desirable.
- BRCGS Packaging Materials for packaging suppliers is desirable.
- ISO 14001 for environment management is desirable and may be mandatory for strategic or environment risk assessed suppliers.
- ISO/IEC 17025 for laboratories and analyser when accredited method is required.

2.5 Step 2 - cooperation and supply agreements

Cooperation and supply agreements must always be established.

Documented agreements governing deliveries, prices, payment terms and other terms shall be established. The level of detail may vary depending on the need and the nature of the business.

- Ongoing call-offs from a supplier's standard assortment.
- Exclusivity for a product specifically developed for Kobia.
- a Kobia-branded product (EMV) with specifications, quality requirements, volume commitments and contract period.
- Delivery of raw material or packaging for Kobia's own production.
- A service that may affect food safety, quality or the environment.

More information about these requirements and needs is provided later in this manual.

3. For suppliers

3.1 Product data sheet

The product data sheet template and related instructions available on Kobia's website shall always be used unless otherwise agreed. Kobia's suppliers are always responsible for keeping Kobia updated with current product data sheets.

As this document is updated continuously, for example due to new authority requirements and Kobia requirements, it is essential that the latest version is used.

New products and assortment changes shall be notified to the central contact person no later than seven weeks before the change is implemented. For recipe, allergen, producer, process, packaging or labelling changes, at least twelve weeks' notice normally applies unless otherwise agreed in writing.

The product data sheet shall be used in the following cases:

- New product: as product information for new products from the supplier.
Packaging changes are also regarded as a new product.
- Product change: all information about changes or updates to product information for existing products purchased by Kobia.
- Change of producer, production site, origin, recipe, process, raw material, allergen status, shelf life, label or certification status.

3.2 Mandatory information in the product data sheet

Area	Minimum requirements
Product identity	Product name, legal food name, item number, GTIN/EAN, brand and product category.
Supplier and producer	Legal supplier, actual producer, production site, address, country and official approval number.
Ingredients	Full list of ingredients in descending order of weight, including compound ingredients, additives, flavourings, enzymes and relevant processing aids.
QUID	quantitative indication of ingredients according to law and Kobias requirements for Recept Service.
Allergens	All allergens according to Annex II to Regulation (EU) No 1169/2011, as well as a separate allergen matrix and risk assessment for unintended presence.
Nutritional values	Energy, fat, saturated fat, carbohydrates, sugars, protein and salt per 100 g/ml, as well as other information where relevant.
Quality parameters	Physicals, chemical, microbiological and sensoria criteria with tolerance.
Foreign substances	Applicable limits for pesticides, mycotoxins, heavy metals, process contaminants, microorganisms and other hazards.
Origin and status	Country of origin, GMO, irradiation, novel food, organic, halal, kosher, vegan/vegetarian and other claims.
Shelf life	Total shelf life, minimum remaining shelf life at delivery, storage, transport and shelf life after opening/thawing.

Packaging	Packaging levels, dimensions, weight, material, FCM status, DoC, PPWR data, pallet pattern and sorting information.
Labelling	Label proof, language, date and batch format, responsible food business operator and mandatory warnings.

3.3 Product composition for Kobia Recipe Service

In Kobia Recipe Service, Kobia's customers can be inspired by and search among Kobia's recipes. They can also create their own recipes. Recipe Service is also an advanced calculator that generates product calculations, lists of ingredients and nutritional values. In principle, all products stocked by Kobia shall be entered in Kobia Recipe Service.

To enable Kobia's customers to obtain correct and easy-to-read nutritional values and lists of ingredients for their recipes, Recipe Service requires the product composition of all included items to be entered as percentages.

Kobia normally does not require a complete re-declaration totalling exactly 100 percent when the information is used solely for Recipe Service. A range of 5-10 percent per raw material in QUID order, as well as the statement <5 percent, may be accepted by agreement. However, the information must be sufficient for correct labelling, allergen assessment and nutrition calculation.

At this point, the supplier shall not include so-called carry-over products in the consumer-oriented composition where these are not required by law to be re-declared. Kobia may nevertheless request the full technical composition for hazard analysis, allergen assessment, authenticity, legal compliance checks or product development.

These documents are confidential and are handled with greatest possible confidentiality of Kobia.

The document "product composition" is available on our website under the "For Our Suppliers" section. Its purpose is to ensure that Kobia and our customers can comply with applicable food information and labelling requirements.

3.4 Product traceability

Kobia's traceability system for food products is based on batch numbers and best-before dates. Products must be traceable at least one step backwards and one step forwards in the supply chain. Effective traceability is essential to ensure that ingredients and other components can be tracked through every stage of production and linked to all finished products in which they have been used or with which they have come into contact.

As Kobia uses forklift-mounted computers to scan all products during incoming goods inspection, all applicable packaging must be labelled with a GS1-128 barcode in accordance with the relevant industry standard. For further information, please refer to GS1 Sweden.

Further details of Kobia's requirements are provided in the Supplier Assessment Document. Suppliers of non-food products, such as packaging materials, disposable plates, cutlery and chemicals, are responsible for establishing and informing Kobia of the appropriate traceability method, unless otherwise specified by Kobia AB.

Kobia requirement: The supplier shall be able to perform full traceability and mass balance within a maximum of four hours. Traceability and recall exercises shall be performed at least annually and include relevant producers and subcontractors.

3.5 Labelling

Kobia requires all products to be labelled in accordance with applicable legislation. We continuously check that goods are correctly labelled. Labelling shall be visible, easy to understand, durable and not misleading. Mandatory information shall normally be in Swedish.

The information that shall be present where applicable is:

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- The name/designation of the goods or product.
- Ingredient list in descending order of weight.
- Highlighted allergens according to Annex II to Regulation (EU) No 1169/2011.
- QUID, meaning the quantity declaration for certain ingredients or categories of ingredients.
- Net weight or volume.
- Storage instructions and special conditions of use.
- Best-before date or use-by date.
- Batch number or other identification code for traceability.
- Name and address of the responsible food business operator.
- Country of origin or place of provenance when required or necessary to avoid misleading.
- Instructions for use and handling.
- Nutrition declaration.
- Other mandatory warnings or information for the relevant product category.

When it has been agreed that a product shall be Kobia-branded (EMV), Kobia's labelling guide shall also be followed.

Organic products

For a product to be marketed as organic in the EU, it must be produced in accordance with EU rules and controlled by an approved control body. Documentation verifying this is required.

3.6 Allergens

Allergens shall be emphasised in the list of ingredients. The supplier shall have a documented allergen management system covering raw materials, recipes, storage, production, cleaning, changeovers, rework, labelling and change control.

Kobia requirement: Precautionary labelling such as 'may contain' may only be used after a documented, product-specific risk assessment. Precautionary labelling must not replace good manufacturing practice or effective allergen controls.

3.7 Complaints/non-conformities

Kobia communicates complaints, customer complaints and inbound delivery deviations electronically to the relevant supplier unless otherwise agreed.

Kobia requirement: The supplier shall acknowledge receipt of a complaint within one working day, provide an initial factual response within three working days and normally provide a final response within ten working days.

The final response shall include root cause analysis, immediate correction, corrective and preventive actions, responsible person, timeline and verification that the actions have achieved the intended effect.

In the event of serious or recurring non-conformities, a structured method, such as 5 Why or fishbone analysis, shall be used. "Operator error" alone is not accepted as the root cause without analysis of the underlying system cause.

3.8 Prices and discounts

Together with its suppliers, Kobia wants to promote long-term, stable and restrained price development. Invoice processing must be able to match the prices maintained in our data system, and it is therefore essential that correct prices and discounts are stated on incoming invoices.

Deviations involving a higher invoiced product price will not be approved by Kobia unless price notification has been provided as agreed. In such cases, Kobia will apply the previous price.

3.9 Tender support

Tender support is a discount offered specifically for a particular customer or customer chain. It may apply to customers with central or regional agreements. All arrangements must be confirmed in writing to Kobia's Purchasing Department and must include the following information:

- Customer name
- Validity period
- Product name
- Item number
- Discount amount

3.10 Producer responsibility for packaging

The supplier shall meet applicable requirements for producer responsibility for packaging and, when the supplier is a producer under the legislation, be registered with the Swedish Environmental Protection Agency and affiliated with an approved producer responsibility organisation, such as Näringslivets Producentansvar, NPA. The supplier shall report correct packaging volumes, pay applicable fees and, upon request, provide Kobia with information on registration, affiliation, packaging materials, material weights and packaging levels.

Kobia requirement: Upon request, the supplier shall provide evidence of producer responsibility registration, affiliated producer responsibility organization, and weight per packaging material and packaging level.

3.11 Price changes

For practical reasons, Kobia can only implement price changes on the first Monday of the calendar month. Price adjustments shall be scheduled for one of the periods February, May, September and November. Harvest-related agreements and annual contracts are negotiated separately.

Reasons for price increases shall always be stated in as much detail as possible per product or product area together with the price notification. A template provided by Kobia shall be completed and sent to price.notification@kobia.se. The documentation shall be marked with the supplier's logo and the handler's name and be in a condition that allows it to be distributed directly to Kobia's customers.

In order to administer and notify its customers, Kobia must receive the price notification at least twelve weeks before the date on which the price change enters into force. Kobia reserves the right to reject a late price increase notification and refer it to the next period.

Kobia does not accept any price changes automatically. A notified price change is accepted only after approval by Kobia's Purchasing Manager.

3.12 Goods flow

Kobia's delivery locations are the warehouses in Västra Frölunda and Hässleholm and any other delivery address stated in the purchase order.

Delivery notes, commercial documents and health certificates

Kobia requires delivery notes, commercial documents, health certificates and certificates of analysis to accompany the physical delivery or be electronically available as agreed before arrival. The delivery note shall correspond with the order confirmation and invoice. If mandatory documents are missing, the delivery may be blocked or rejected, and Kobia may be obliged to contact the competent authority.

Pallet standard

For delivery on EUR pallets, Kobia accepts pallet exchange or pallet settlement through an agreed pallet pool. Only approved EUR pallets according to the applicable standard are accepted. Kobia reserves the right to remove non-approved EUR pallets from the consignment note. One-way pallets

shall comply with EUR pallet dimensions. Sea pallets, SRS pallets or crates are accepted only by special agreement. Kobia's pallet pool number is 813014.

Protective paper/splinter protection on pallets

To prevent and eliminate the risk of physical contamination when handling goods distributed on pallets, Kobia requires protective paper to be placed between the pallet and the goods or carton. The reason is that dirt, stones and wood splinters may accompany the goods to the customer and, in the worst case, enter the customer's production.

Best-before/batch handling

Kobia requires products to be arranged by batch and best-before date, with the shortest date on top. Mixed pallets shall be labelled so that the pallet is mixed.

The supplier is responsible for ensuring that the carrier delivers the goods in the same condition as when they left the supplier.

Loading and unloading

To enable loading and unloading to take place as smoothly as possible, it is important that the supplier or carrier notifies the relevant warehouse. The supplier shall agree regionally on timekeeping with a precision of plus/minus one hour during the agreed delivery day.

Delivery reliability and service level

The supplier is responsible for quality-assuring the delivery even if it is performed by an external or hired carrier. In the event of recurring deviations, Kobia may charge the supplier for additional costs incurred.

Delivery reliability is very important for Kobia's customers to receive the best possible service. Kobia expects a service level of at least 98 percent. This is measured by the number of delivered order lines and time deviations, both early and late delivery days.

3.13 Shelf life

In order for Kobia's customers to receive as high and consistent quality as possible, it is important that goods have correct shelf lives.

Kobia applies the main rule that shelf life is divided according to the one-third principle between supplier, wholesaler and customer. This means that the portion of shelf life that has expired at inbound delivery to Kobia must not exceed one third of the total shelf life.

For fresh products, such as dairy products, where the shelf life is less than seven days, normally only one day of the total shelf life may have expired. Exceptions may occur, for example around weekends, by special agreement.

Type of product	Shelf life stated by the producer	Accepted time from packing date at inbound delivery
Frozen products in general	Generally, max. 2 years	One-third rule, however maximum 4 months
Frozen harvest products	Generally, max. 2 years	Maximum 14 months
Grocery/dry products	Generally, max. 3 years	One-third rule, however maximum 2 years

3.14 Temperature requirements and the cold chain

To ensure quality and product safety, it is very important that all food is stored at the correct temperature. Kobia places great importance on maintaining the cold chain. Kobia bases its requirements on applicable legal requirements and industry practice.

Chilled products shall be transported and stored so that the temperature of the food does not exceed the temperature stated on the packaging or in the product specification.

Deep-frozen food shall normally be stored at -18 °C or colder. During short transport and defrosting, statutory tolerance may apply, but product safety and quality must not be affected. Kobia may reject products in the event of a temperature deviation.

For every incoming delivery of chilled and frozen goods to Kobia, the product temperature is measured. In the event of deviations, this is addressed with the supplier to investigate the cause and prevent future deviations.

3.15 CoA - Certificate of Analysis

Kobia may require a Certificate of Analysis (CoA) for each batch or according to an agreed sampling plan. The requirement applies to raw materials for Kobia's production, high-risk products and products with statutory or agreed limits.

The CoA shall contain at least:

- Product name, item number and reference to the applicable specification.
- Batch number, production date and best-before/use-by date.
- Analysed parameter, actual result, unit and specification limit.
- Analytical method and, where necessary, detection or quantification limit.
- Sampling date and sampling plan where relevant.
- Laboratory name and accreditation status according to ISO/IEC 17025 where required.
- Pass/fail assessment and the name and signature of the authorised person.

Kobia requirement: Results shall be stated numerically where relevant and available. A deviating or suspected analytical result shall be notified to Kobia immediately and always before delivery.

3.16 DoC - Declaration of Compliance

Suppliers of packaging, utensils, equipment and other food contact materials shall provide a current Declaration of Compliance (DoC) or equivalent compliance statement with supporting documentation.

All food contact materials shall comply with Regulation (EC) No 1935/2004 and be manufactured in accordance with good manufacturing practice under Regulation (EC) No 2023/2006. Plastic materials shall also comply with Regulation (EU) No 10/2011. The DoC shall contain at least:

- Name and address of the issuer and manufacturer.
- Clear identification of the material, article and material structure.
- Confirmation of compliance with relevant regulations.
- Information on substances with specific migration limits and other restrictions.
- Food types, contact time, temperature and other conditions of use.
- Reference to overall and specific migration and test conditions.
- Information on recycled plastic, functional barriers, NIAS and dual-use additives where relevant.
- Date of issue, version number and authorised signature.

Kobia requirement: Supporting documents, migration reports, calculations and risk assessments shall be provided to Kobia without undue delay. A Normpack assessment may be used as support but does not replace the supplier's legal responsibility.

3.17 PPWR - Packaging and packaging waste

Regulation (EU) 2025/40 on packaging and packaging waste, PPWR. The requirements are introduced gradually and cover packaging of all materials.

The supplier shall determine and document its role for each packaging item, such as manufacturer, importer, distributor or producer, and provide the documentation Kobia needs to fulfil its role.

The supplier shall provide:

- Packaging ID, packaging level and all components.
- Weight and material type per component, including label, adhesive, printing ink, barrier and closure.
- Documentation on minimization of weight and volume.
- Assessment of recyclability and design for recycling.
- information on recycled content and traceability.
- Information on restricted substances, heavy metals and PFAS for food contact packaging.
- Technical documentation according to Annex VII and EU Declaration of Conformity according to Annex VIII where required for the supplier's role.
- Documentation for labelling, sorting information, digital data carrier and reusability where applicable.
- Producer responsibility registration and reporting data.

Kobia requirement: The supplier shall monitor and comply with additional producer responsibility rules. Changed packaging must not be delivered before Kobia has received and approved updated documentation.

3.18 EUDR - deforestation-free supply chains

Regulation (EU) 2023/1115, EUDR, covers relevant products linked to cattle, cocoa, coffee, oil palm, rubber, soy and wood according to the regulation's annex and applicable CN/HS codes.

For affected products, the supplier shall be able to provide:

- Product description, CN/HS code and assessment of whether the product is in scope.
- Quantity and country of production, region if needed.
- Geolocation in the form of coordinates or polygons for all production plots.
- Production date or production period.
- Due diligence statement reference and verification number or other permitted declaration.
- Traceable link between Kobia's batch, the supplier's batch and production plots.
- Documentation showing that the product is deforestation-free and legally produced.
- Documented risk assessment and, where risk is not negligible, risk mitigation measures.

Kobia requirement: Affected raw material must not be mixed with raw material of unknown origin or raw material that does not comply with EUDR. All documentation shall be retained for at least five years, and Kobia shall be informed immediately of new information that may affect compliance.

3.19 Organic, IP Sigill and other certified standards

Organic products shall comply with Regulation (EU) 2018/848. Where certification is required, both the Supplier and the producer shall hold valid certificates covering the relevant products and activities. The control body code, organic status, traceability information and, where applicable, import documentation shall be verifiable before delivery.

Where a product or agreement refers to IP Sigill, Svenskt Sigill or administration through Mitt Sigill, the Supplier shall ensure that the certificate, certification scope and any applicable additional modules remain valid and up to date.

Claims such as halal, kosher, gluten-free, lactose-free, vegan, vegetarian and GMO-free, as well as compliance with other specified standards, shall be supported by valid and relevant documentation. Product labelling and marketing claims shall not exceed the scope of the applicable certification or supporting documentation.

3.20 Product and process changes

Kobia requirement: No change to recipe, raw material, supplier, producer, production site, process, equipment, allergen status, specification, shelf life, certification,

packaging or label may be implemented for products delivered to Kobia without written notification and approval.

The supplier shall provide risk assessment, updated specifications, labels, analyses, DoC, PPWR and EUDR documentation and samples where relevant. Urgent changes required for safety reasons shall be notified immediately.

4. Marketing and sales communication

Kobia offers various marketing and communication opportunities. The potential of these communication opportunities is significant, and together we can achieve larger volumes and higher profitability.

4.1 Customer magazine

Our customer magazine *Frestelser* communicates product news and promotional products to our potential market. Suppliers are welcome to participate in *Frestelser* and may book their products for a fee. The magazine is published twice a year, and the content is also shared on social media, via newsletters and through the sales force.

4.2 E-commerce

In Kobia's e-commerce platform, customers can shop, take inventory, print order documentation and search for product information.

4.3 Kobia Recipe Service

In Kobia Recipe Service, Kobia's customers can be inspired by and search among hundreds of recipes. They can also create their own recipes. Recipe Service is also an advanced calculator that generates calculations, lists of ingredients and nutritional values.

4.4 Customer events

Customer events are arranged locally in Tyresö, Gothenburg and Hässleholm. For current customer events, please contact the relevant contact person.

Other campaigns are booked centrally with the purchasing organization and marketing. Discounts, periods and fixed costs are agreed with them. An agreed campaign price cannot be changed before the end of the campaign period. Kobia expects the service level to be particularly high during the campaign period.

5. Quality and environment

Quality and environment permeate all Kobia's operations and we have implemented management systems for quality, food safety and environment. The management systems include applicable requirements in BRCGS Food Safety, BRCGS Storage & Distribution and ISO 14001.

To ensure that food handling is as safe as possible, HACCP is used throughout our goods flow. HACCP is a tool for hazard analysis and risk management. The objective is to ensure food safety, legality and quality throughout the manufacturing and distribution flow.

Goods with deficiencies must not be forwarded to Kobia's customers. All defects and non-conformities shall be identified and reported. Non-conformity reporting is essential for achieving set objectives and continual improvement. Non-conformities are investigated and documented so that suppliers can improve their procedures and Kobia can continuously improve its environmental and quality work.

5.1 Kobia's quality policy, environmental policy and Code of Conduct

Kobia is certified according to ISO 14001, an operations-adapted environmental management system that drives us to make continuous improvements to reduce our impact on climate and environment.

Kobia shall provide goods and services that meet our customers' expectations regarding legality, product safety and quality. Kobia shall also promote measures that reduce negative environmental impacts, particularly the environmental impact of transport.

This work shall be carried out with a business-oriented holistic approach, known technology and at least at the level required by legislation. Together with customers, owners, employees and suppliers, we shall promote active environmental and quality work. Through continuous improvement, we shall be at the forefront in our role as a food wholesaler for the bakery and pastry sector.

5.2 Private label products

Specific requirements apply depending on the type and nature of the food. In addition to the ordinary supplier assessment, a review shall normally be carried out in which Kobia and the supplier go through Kobia's checklist and ensure the requirements for product, food safety, legality, quality, authenticity, environment and packaging.

- A private label producer shall normally be GFSI certified with a relevant scope.
- Product and packaging specification shall be signed by both parties.
- Recipe, label, artwork, shelf life and packaging shall be approved by Kobia before first production.
- Production may not be moved or outsourced to another producer without written approval.
- Kobia shall have the right to conduct audits and access relevant documents and samples.

For questions, contact the Purchasing Manager or Quality Manager.

5.3 Food safety, HACCP, VACCP and TACCP

The Supplier shall have a current HACCP plan based on Codex principles. The hazard analysis shall cover biological, chemical, physical and allergenic hazards, and relevant control measures shall be validated and verified.

The supplier shall also have:

- VACCP/vulnerability assessment for food fraud, authenticity, substitution and incorrect origin.
- TACCP/food defence plan for intentional contamination, sabotage, unauthorised access and other threats.
- Allergen management plan and validated cleaning.
- Environmental monitoring where product and process risk require it.
- Programme for foreign bodies, glass and hard plastic, metal detection and maintenance.

5.4 Suppliers' producers and subcontractors

Kobia requirement: The supplier is fully responsible for ensuring that the actual producer and all relevant subcontractors comply with this manual. Use of an agent, broker, importer or intermediary does not limit this responsibility.

Kobia shall have the right to know the actual producer and production site. Change of producer or subcontractor requires prior written approval. The supplier shall have a documented method for approval, risk classification, follow-up and phase-out of its own suppliers.

5.5 RASFF, incidents and recalls

The Supplier shall actively monitor authority warnings and RASFF for its own products, raw materials, origins and suppliers.

Kobia requirement: Kobia shall be contacted immediately in the event of serious risk or suspicion that a delivered product may be unsafe, illegal, incorrectly labelled, inauthentic or subject to authority action.

Time	Minimum information
Immediately	Stop delivery, secure batches and contact Kobia's crisis contact.
Within 2 hours	Hazard, product, batch, volume, distribution, authority status and recommended action.
Within 24 hours	Preliminary root cause and immediate corrective actions.
Within 10 working days	Complete root cause, CAPA and verification of effectiveness.

5.6 Environmental management and ISO 14001

The Supplier shall comply with applicable environmental legislation, permits and notification requirements and shall control significant environmental aspects.

- Work with targets and follow-up for energy, climate, water, waste, food waste, chemicals and transport.
- Prevent spills, emissions and pollution of soil and water.
- Follow the waste hierarchy and use approved carriers and recipients.
- Keep safety data sheets and chemical inventories up to date.
- Upon request, provide verifiable climate, energy, waste, transport and packaging data.

ISO 14001 certification is advantageous and may be a requirement for strategic or environmentally risk-classified suppliers.

6. Supplementary supplier requirements

The following requirements supplement the other sections of the manual and apply where relevant to the supplier's products, services, supply chain or access to Kobia's information and operations.

6.1 Validity of the manual and supplier approval

- This Supplier manual, Kobia's Code of Conduct and applicable policies form part of Kobia's contractual requirements.
- The supplier shall ensure that information provided to Kobia is accurate, complete and current.
- Requirements that are more far-reaching in agreements, purchase orders, signed specifications or customer requirements take precedence over this manual.

Kobia requirement: The supplier shall confirm in writing that the manual and other referenced governing documents have been received, understood and accepted.

6.2 Audit rights, transparency and sampling

- Kobia, Kobia's customer or an independent party appointed by Kobia shall, following reasonable notice, be allowed to conduct an audit at the Supplier and the actual producer.
- In the event of serious risk, suspicion of fraud or authority matter, an audit may be required at short notice.
- The audit may cover premises, processes, documents, records, personnel, warehouses, traceability, subcontractors and sampling.
- The Supplier shall ensure that corresponding audit rights can be exercised at relevant producers and subcontractors.

Kobia requirement: The supplier shall correct audit non-conformities without undue delay and provide a documented action plan with responsible person, timeline and effectiveness check.

6.3 Insurance and financial liability

- The supplier shall maintain sufficient business and product liability insurance throughout the agreement period, adapted to the risk of the product or service.
- Insurance certificates and insured amounts shall be provided upon request.
- The supplier is responsible, according to agreement and applicable law, for costs caused by verified supplier non-conformities, such as analysis, sorting, blocking, return, destruction, replacement delivery, customer information, withdrawal and recall.

Kobia requirement: The supplier shall immediately notify Kobia if the insurance ceases, is limited or no longer covers the agreed operations.

6.4 Business continuity planning and delivery preparedness

- The supplier shall have a documented and regularly tested continuity and crisis plan.
- The plan shall cover relevant scenarios such as fire, flooding, power outage, IT and cyber incident, raw material shortage, transport disruption, staff shortage and loss of production line or subcontractor.
- Alternative production sites, raw materials or packaging may only be used after Kobia's written approval.
- The supplier shall inform Kobia at an early stage of any risk of delivery disruption, affected items, expected duration and planned countermeasures.

Kobia requirement: The continuity plan shall be reviewed at least annually and after an incident or significant change.

6.5 Product verification and control plan

- The Supplier shall have a documented, risk-based control plan verifying that the product continuously complies with legislation, specification and agreement.
- Where relevant, the control plan shall include microbiological, chemical, physical, sensory and functional controls.
- Shelf life shall be validated under intended storage and transport conditions and verified when recipe, process or packaging changes.
- Nutrition values, net quantity, labelling and packaging function shall be verified at an appropriate frequency.
- Analytical results and non-conformities shall be trend analysed.

Kobia requirement: Kobia may require independent analysis, reference samples, extended sampling or special release before delivery.

6.6 Animal products, animal welfare and fish and seafood

- Suppliers of animal products shall comply with applicable requirements for animal health, animal welfare, transport, slaughter, hygiene and antibiotic use.
- Eggs and egg products shall come from permitted and traceable production systems according to agreement and labelling.
- For fish and seafood, species, scientific name, production method, catch area or country of farming and fishing gear shall be verifiable where applicable.
- MSC, ASC or other certification shall be valid where stated in the specification, agreement or product claim.

Kobia requirement: Kobia may establish more stringent species, origin, animal welfare or antibiotic requirements for individual products and customer assignments.

6.7 Responsible raw material sourcing and biodiversity

- The supplier shall risk-assess raw materials and origins regarding environment, deforestation, biodiversity, water stress, land rights and social risks.

- Kobia may set product-specific requirements for, among others, palm oil, cocoa, coffee, soy, fish, seafood, eggs, fruit and vegetables.
- Certifications and sustainability claims shall be traceable and may only be used within their valid scope.
- EUDR compliance does not replace other environmental or social requirements.

Kobia requirement: Upon request, the supplier shall provide information on the raw material chain, certification, mass balance or segregation and risk mitigation measures.

6.8 Social risk assessment and working conditions

- The supplier shall risk-assess its operations and supply chain based on country, raw material, form of labour and nature of the operation.
- In high-risk chains, Kobia may require an independent social audit, such as SMETA, amfori BSCI or equivalent method.
- Audits and follow-up shall cover child labour, forced labour, recruitment fees, working hours, wages, working environment, discrimination and freedom of association.
- The supplier shall have an effective channel for reporting misconduct and protection against retaliation.

Kobia requirement: Serious violations shall be notified to Kobia immediately and handled through a time-bound action and remediation plan.

6.9 information security, confidentiality and personal data

- Kobia's and Kobia's customers' information, recipes, specifications, prices, product data and trade secrets shall be protected against unauthorised access, alteration, loss and disclosure.
- Access shall be limited to persons who need the information for their work.
- Personal data shall be processed in accordance with GDPR, and a data processing agreement shall be established where required.
- The supplier shall have appropriate backup, access control, incident management and protection against malware and intrusion.
- After the end of cooperation, information shall be returned or deleted according to agreement.

Kobia requirement: An information or cyber incident that may affect Kobia shall be reported immediately with scope, affected information, protective measures and continued action plan.

6.10 Non-food, chemicals and technical equipment

- Chemical products shall comply with REACH and CLP and have an up-to-date safety data sheet in Swedish.
- Biocides, cleaning agents and other regulated products shall be approved or registered where required.
- The supplier shall provide information on classification, labelling, use, protective measures, waste and environmental impact.
- Machinery and technical equipment shall comply with applicable safety requirements, be CE-marked where required and be delivered with an EU declaration, instructions for use and safety information in Swedish.
- Spare parts, service, maintenance, service life and technical support shall be described where relevant.

Kobia requirement: The supplier is responsible for traceability, change notification and recall also for non-food, chemicals, equipment and spare parts.

6.11 Orders, substitute products and delivery deviations

- Orders shall be confirmed within the agreed time with item, quantity, price and delivery date.
- Risk of back order, split delivery, quantity deviation or delayed delivery shall be notified immediately.

- Substitute product, other packaging size, other origin or other producer may not be used without written approval.
- Transloading, change of carrier and temporary storage must not jeopardize temperature, hygiene, safety or traceability.
- Incoterms, transfer of risk and special delivery terms are regulated in the agreement, order or other written agreement.

Kobia requirement: Delivery without correct order confirmation or with an unapproved deviation may be rejected or blocked.

6.12 Supplier follow-up, re-approval and phase-out

- Kobia conducts risk-based and recurring performance assessment of suppliers and producers.
- The assessment may include delivery accuracy, service level, complaints, CAPA, certificates, analyses, document quality, recalls, authority matters, environmental performance and commercial cooperation.
- Supplier status may be approved, conditionally approved, blocked or discontinued.
- Conditional approval shall have clear actions, responsible person and end date.
- The Supplier shall cooperate during discontinuation so that customer, product and delivery risks are minimised.

Kobia requirement: Serious or repeated deficiencies, intentional withholding of information or failure to correct may result in immediate delivery stop and termination of approval.

6.13 Documentation and retention periods

- Documents shall be legible, version-controlled, traceable, backed up and protected against unauthorised alteration.
- Product, manufacturing, analysis, traceability and delivery documents shall be retained for at least the product's shelf life plus twelve months and never for a shorter period than required by law or agreement.
- EUDR documentation shall be retained for at least five years. Documents for FCM, PPWR, organic products, certified claims and equipment shall be retained for the period required by the respective regulations.
- Documents shall be provided to Kobia or the competent authority without undue delay.

Kobia requirement: The supplier is responsible for ensuring corresponding document retention at relevant producers, laboratories and subcontractors.

7. Invoicing and payment terms

Kobia continuously strives to make business processes more efficient. Invoices are converted by optical reading into electronic format and, to ensure maximum efficiency, correct information must be stated on the invoice.

For efficient handling, Kobia prefers one order to generate one invoice. Errors cause extra work and additional costs for both parties. Invoices shall be sent to faktura@kobia.se.

The following information must be stated on the invoice:

- Invoice date
- Invoice number
- VAT number
- Total VAT amount
- Total invoice amount
- Purchase order number, i.e. Kobia's internal purchase order number

The following information identifies the supplier, and at least one field shall appear on the invoice:
A printed version does not guarantee the latest update

- Bankgiro number
- Plusgiro number
- Company registration number

Kobia's order number shall be stated on all commercial documents. When invoicing in euro from a Swedish supplier, VAT shall be stated in SEK or the exchange rate at which the invoice was posted shall be stated.

Invoices that do not contain the specified information or are incomplete may be returned. Kobia does not accept invoicing fees unless they have been expressly agreed.

For accounting questions, contact the Finance Department; for commercial questions, contact the Purchasing Manager.

Payment terms are stated in the applicable agreement. The Supplier shall give timely notice of changes to bankgiro or plusgiro. The Supplier shall also notify Kobia if a factoring company is used.

8. Documentation

8.1 Document package before first delivery

Category	Minimum documentation
All food products	Product specification sheet, label, allergen matrix, certificates, producer information, shelf-life and traceability data.
Raw material for production	The above as well as CoA set-up, microbiological and chemical criteria, origin, hazard analysis data and samples.
Private label	Signed specification, artwork approval, audit, shelf-life validation, FCM/DoC, PPWR and crisis plan.
Packaging/FCM	DoC, GMP, migration documentation, material composition, PPWR data and EU declaration where relevant.
EUDR product	CN/HS assessment, geolocation, DDS reference, proof of legality, risk assessment and batch link.
Organic/IP Sigill	Valid certificate, scope, control body and traceability documentation.
Chemicals	Safety data sheet in Swedish, classification, instructions for use and environmental data.

8.2 Checklist - product data sheet

Checkpoint	OK	Comment
Product name and legal designation	☐	
Item number and GTIN	☐	
Supplier and actual producer	☐	
List of ingredients	☐	
QUID	☐	
Allergen matrix	☐	
Nutritional values	☐	
Microbiological criteria	☐	
Physical/chemical criteria	☐	
Pesticides/mycotoxins/heavy metals	☐	
Origin and authenticity	☐	
GMO/irradiation/novel food	☐	
Organic and other claims	☐	
Shelf life and storage	☐	
Packaging data	☐	
FCM/DoC	☐	

PPWR	☐	
EUDR	☐	
Label/artwork	☐	
GS1, batch and date	☐	
Transport temperature	☐	
Version number and signature	☐	

8.3 Document control

This manual shall be reviewed at least annually and in the event of significant legislative change, new standard version, serious incident or changed operations. The latest approved version applies.

9. Confirmation of supplier requirements

The supplier hereby confirms that Kobia AB's Supplier manual, quality policy, environmental policy and Code of Conduct have been received, read and understood.

The supplier undertakes to comply with the applicable requirements in the documents as well as applicable legislation, agreements, product specifications and other written instructions from Kobia AB.

The supplier is responsible for ensuring that the requirements are also communicated to and complied with by relevant producers, manufacturing sites, raw material suppliers and subcontractors.

The supplier undertakes to inform Kobia without delay of changes, non-conformities or incidents that may affect product safety, legality, quality, traceability, environment, delivery capability or compliance with agreed requirements.

The signature does not release the supplier from its responsibilities under law, agreement or other binding requirements.

The supplier is responsible for always keeping contact details current. Changes shall be notified to Kobia without delay. The emergency contact shall be reachable outside normal working hours in the event of incidents that may affect product safety, legality, traceability, recall or delivery capability.

Date:	
Signature:	
Name:	
Position:	