



Admin Terms

**for authorised staff of cardboard manufactures entering data
in the International Online Cartonboard Database
operated by the FFI Fachverband Faltschachtel-Industrie e. V.**

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(Version 2May24)

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§ 1 Scope of Application

These Admin Terms refer to the Admin Area of the International Online Cartonboard Database operated by FFI Fachverband Faltschachtel-Industrie e.V., Kleine Hochstr. 8, 60313 Frankfurt am Main, Germany, (hereinafter "FFI"), which is available on the internet at www.kartondatenbank.de and www.cartonboarddatabase.com (hereinafter the "Database"). They provide for the entering of technical product information, entering of certificates and of technical data sheets pertaining to the cartonboard portfolio of the respective cartonboard manufacturer by its staff as authorised through the Cooperation Agreement with FFI.

Under the same terms, these Admin Terms govern entry of data from paper wholesalers stocking folding cartonboard products. In the case of paper wholesalers, however, the portfolio of cartonboard that can be entered into the Database by them is limited to those cartonboard products that are sold by the paper wholesalers under their own trade names ('private label'). Entering cartonboard products under the original product designation used by the cartonboard manufacturer is therefore not allowed.

Cartonboard manufacturers and paper wholesalers are hereinafter collectively referred to as cartonboard manufacturers.

§ 2 Content and purpose of the Database

The Database stores information about products and mills, technical data sheets, descriptions of composition and certificates (e.g. forest management certificates, hygiene management certificates, ISO 9001, 14001, 22000, HACCP) together with technical data on cartonboard products from various manufacturers, and makes them available for retrieval. The information is based on the principle of "one data record per cartonboard manufacturer product per specific grammage".

The Database only provides for general technical data, individual technical data/certificates agreed upon in a specific supply relationship are not included in the Database. Also commercial information such as prices, price components, other delivery conditions, delivery times, product availability and stock levels are not part of this Database for legal reasons. Product information protected by copyright will only be published in the Database if and as agreed by the author/owner.

The Database may be adapted dynamically during the course of its operation after the initial setup by adding further input and information fields with publicly available parameters related to products, mills or manufacturers.



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The Database is available in a German and an English version.

§ 3 Access to the Admin Area for cartonboard manufacturers entering data

In principle, access to the Database is only open to staff of cartonboard manufacturers that enter data of their cartonboard products into the Database and with whom FFI has an existing individual Cooperation Agreement. Access is free of charge for staff of these cartonboard manufacturers. Staff of cartonboard manufacturers who do not enter data into the Database do not have access to the Database.

Once the Cooperation Agreement is concluded, FFI creates the cartonboard manufacturer in the Database as a 'cooperation partner entering data'. Then the authorised staff will receive an email from the FFI with a link to the registration form for the admin area. In the registration form, authorised staff are asked once to enter their complete company address, company email address, telephone number, a username (consisting of company name and last name) and password. After registration, FFI activates authorised staff accounts, staff will receive a confirmation email with the link to the admin tool of the cartonboard Database to enable them to enter data.

Each authorised staff is required to confirm their access authorisation to the admin area via an activation link generated annually by the system. Authorised staff who do not confirm the activation link within 30 days will receive a reminder. If authorised staff do not confirm the activation link within 60 days of the reminder, the access authorisation of such staff to the admin area will be automatically deactivated.

§ 4 Obligations of the cartonboard manufacturers entering the data

Authorised staff of a cartonboard manufacturer can enter information about the company's current cartonboard products into the Database exclusively via the admin area of the Database. In this respect, the principle of "one data record per cartonboard manufacturer item per grammage" applies. (Additional information: Pulp board as sub type of Virgin fibre cartonboard is listed separately as a product category in the FFI Cartonboard Database.)

The Database provides for the entry of technical (numerical) values in defined fields.



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Technical values		Testing methods*
Grammage [g/m ²]		
Thickness [µm]		
Stiffness DIN (L&W 5°)	MD [mNm]	DIN 53121 (beam principle)
	CD [mNm]	
Stiffness Taber 15°	MD [mNm]	ISO 2493-2
	CD [mNm]	
Bulk [cm ³ /g]**		
Brightness top [%] according to ISO 2470-1		
Brightness top [%] according to ISO 2470-2		
Brightness reverse [%] according to ISO 2470-1		
Brightness reverse [%] according to ISO 2470-2		
Smoothness [µm] maximum		PPS 10 ISO 8791-4
Barrier (W = without barrier, M = migration, G = Grease, FR = Freeze)		
Cobb 60s top [g/m ²] maximum		DIN EN ISO 535
Cobb 60s reserve [g/m ²] maximum		DIN EN ISO 535
Sensoric Test		DIN EN 1230-2

* If it is possible to determine the technical values according to several measurement methods/standards, it is only permissible to enter the values in the database that were determined according to the measurement method/standard specified in the table.

** The bulk is not a technical value that has to be entered. This value is automatically determined within the Database.

The Database also allows the upload of technical data sheets, quality descriptions and certificates, etc. Uploading the technical data sheets is mandatory.

For legal reasons it is strictly prohibited to enter any information other than technical information into the Database. Unauthorised/Non-permissible data includes commercial information such as prices, price components, other delivery conditions, delivery times, product availability and stock levels etc. or individual information, e.g. technical data/certificates agreed in a specific supply relationship or other non-public information (see also § 2 Content and purpose of the Database). Database design prevents that inadmissible information can be entered. By signing the Cooperation Agreement with FFI, each cartonboard manufacturer entering data is committed to entering its



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entire regular range of folding carton products into the Database. The authorized staff of the carton manufacturer fulfill this obligation.

Product information protected by copyright may only be entered into the Database if the author/owner has consented to their being published in the Database.

Authorised staff are responsible for the secrecy of their personal access data and must prevent their misuse. Sharing the access data with a third party is regarded as misuse. If authorised staff become aware of any misuse of access data, they must inform FFI as soon as reasonably practicable. The FFI may immediately deactivate access data in the case of misuse.

By registering in the admin area of the Database, the authorised staff accept these Admin Terms and the privacy policy (cf. § 8 Privacy policy) as binding and adhere to them.

If there are reasonable grounds for FFI to believe that authorised staff is in breach of applicable Admin Terms or breaches legal provisions or the rights of a third party, or if any behaviour is likely to affect the good standing of the Database and its reputation in the relevant public, FFI is entitled to restrict the authorised staff in question in the use of the Database and, in the event of serious or repeated breaches, to permanently deny them access to the admin area and exclude them from using the Database. Then, the authorised staff affected may choose to provide suitable evidence and prove at their own expense that the allegations are unfounded. In this context, FFI also reserves the right to remove content from the Database that may be legally problematic at any time without prior notice.

The admin area of the Database is available in German and English. The internet address of the admin area is different from the internet address of the Database for the users. There is no link to the admin area in the Database for users.

§ 5 Entry of data into the Database; changing data

Each authorised staff of a cartonboard manufacturer receives a manual with instructions and information on how to enter data and upload documents into the Database.

Each authorised staff of a cartonboard manufacturer can enter data on cartonboard products into the Database and edit and change existing data at any time via their access to the admin area of the Database.

If a data record is saved, it is saved with the date. The date and name of the last single entry in a record field is saved.



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FFI is automatically informed of any changes to data in the Database. However, FFI does not check the data as to their content. Responsibility for the accuracy and topicality of the data lies solely with the respective cartonboard manufacturer.

Eight weeks before a certificate expires, all authorised staff of a cartonboard manufacturer who have entered data will receive a message from the system requesting them to update the document. If the authorised staff do not update the certificate within four weeks, they will receive a reminder. If the authorised staff do not respond to the reminder, a colour-coded notice ("Certificate expired on xx.xx.xxxx") will appear on the product detail page upon expiry of the certificate.

The authorised staff will receive a message from the system once a year requesting them to check that all technical data, technical data sheets and quality descriptions are correct. Please note that technical data, technical data sheets and quality descriptions will usually not expire and the above escalation model for certificates will not apply in this context.

§ 6 Complaint function/reporting incorrect content or malfunctions

All authorised staff may send notifications to the FFI, e.g. about potential malfunctions of the admin area or the Database, inaccurate content of the Database, illegal access to the admin area by a third party, dubious behaviour of a third party, etc. FFI will, in its own discretion, prioritise and follow up on such complaints as soon as possible, respond to them and take the necessary steps.

§ 7 Warranty and liability

FFI shall exercise all reasonable care for the administration of the Database in general.

FFI has unlimited liability, just as towards registered users, towards authorized staff of the cartonboard manufacturers with a Cooperation Agreement in the event of culpable injury to life, body or health, claims based on the Product Liability Act and in the event of intent or gross negligence. FFI is only liable for slight or normal negligence in the event of a breach of essential contractual obligations, the fulfilment of which is essential for the proper execution of the Cooperation Agreement with the cartonboard manufacturer and on the observance of which the authorised staff could rely, but limited to the typical contractual damage foreseeable at the time of conclusion of the Cooperation Agreement.

This limitation of liability also applies to the conduct of FFI's legal representatives, staff and other agents or assistants of FFI.



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FFI is not liable for damage caused by faults in lines, servers and other equipment and that are not attributable to the FFI's sphere of responsibility.

In the event that a third party asserts a claim against FFI due to an (alleged) infringement of rights that is based on a direct repercussion of a cartonboard manufacturer entering, under its own responsibility, information into the Database under this Cooperation Agreement, the cartonboard producer concerned is obliged to support the FFI to the best of its ability in defending FFI against such claims and to pay all costs and expenses of a reasonable legal defence, if so informed and requested by FFI. If, in the opinion of FFI, defending the case seems to be pointless and is therefore omitted or (if applicable, partially) unsuccessful, the cartonboard manufacturer is obliged to hold FFI harmless from all claims of third parties, as far as legally possible, or to reimburse FFI for any damage and costs incurred in this respect.

§ 8 Data protection

FFI processes personal data of the authorized staff of the cartonboard manufacturers only to the extent necessary for the provision of the Database including the admin area and the implementation of this Cooperation Agreement, in line with the applicable data protection/privacy law. This includes, in particular, the processing of personal data of authorized staff for the purposes of the authentication and authorization process as well as the provision of further information relating the Database (e.g. update reminders pursuant to § 3 and § 5).

FFI has the right to record and process log data (e.g. logins, activities of authorized staff such as data entries and modifications including time stamps) to the extent that this is necessary for purposes of system safety as well as security and proper operation of the Database (e.g. to identify and eliminate system errors, manipulations, unauthorized access and activities).

FFI provides information about the processing of personal data of authorized staff in its Privacy Policy, available at the following [Link](#).

§ 9 Term of the access authorisation to the admin area

The access authorisation of authorised staff of cartonboard manufacturers to the admin area of the Database is valid, subject to the provision in § 3 above, for an indefinite period. Authorised staff may have their registration deleted and their access revoked at any time by notifying the FFI.



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§ 10 Right to make changes

FFI reserves the right to change the Database, its design and the Admin Terms of the Database at any time and at its sole discretion. FFI will inform all then authorised staff and the cartonboard manufacturers with a Cooperation Agreement of any change in the Admin Terms of the Database. Should the change in the Database or the Admin Terms be relevant to existing Cooperation Agreements with cartonboard manufacturers, agreement has to be reached with them regarding a possible amendment to the Cooperation Agreement.

§ 11 Miscellaneous

These Admin Terms are subject to the law of the Federal Republic of Germany to the exclusion of any other law. Are final and binding and replace any previous written or oral agreements and understandings. Collateral agreements must be made in writing.

Place of jurisdiction is 60313 Frankfurt am Main.