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|  | **Please see Section E. Instructions and General Comments before starting to fill out the form.** |

1. **Requestor**

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| **Request Date** |  |
| **Submitting Company** |  |
| **Company Type** |  |
| **Submitter Name** |  |
| **Phone** |  |
| **E-mail** |  |
| **Additional Contacts** |  |

1. **Class**

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| **Class Code (EC######)** |  |
| **Class Description** |  |
| **Group (EG######)** |  |
| **Synonyms** |  |
| **Reference Product** |  |
| **Competitor Equivalent** |  |

**C. Business Reason for Request**

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**D. Class Details**

| **Ref.** | **Request** | **ETIM Code (EF###### or EV######)** | **ETIM Code Description** | **Type (A/N/L/R) and UOM (s)** | **Support Material - Definition, Product Image, Document Screen Shot, URLs, etc.** | **ETIM Review** |
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**E. Instructions:**

| **Section** | **Field** | **Description** |
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| A | All | Provide details for organization requesting. Please include additional contact details when the requestor is not the product expert. ETIM will coordinate questions through submitter unless directed to product expert. |
| B | Class Code (EC######) | If you are requesting updates to an existing class, please provide the class number. If new class, enter n/a. |
| B | Class Description | Populate with existing class description that corresponds to EC code provided. If requesting a new class or change to existing class, provide requested text. Be sure to indicate in the Business Reason for Request when class name is different than current. |
| B | Group (EG######) | If new class, please enter suggested Group. Refer to similar product classes and their associated group. For example, EC000042 Minatare circuit breaker (MCB) is in EG000020 – Circuit breakers and fuses. Groups are required to enter formal RFC. |
| B | Synonyms | Provide alternate terms used for class to help with searching. Goal is to avoid overlap with existing classes. Need search terms to support proper identification. |
| B | Reference Product | Required for any new class requests. Reference product should include representative image, the manufacturer, reference material number (catalog/model number) & UPC/EAN/GTIN. |
| B | Competitor Equivalent | Not required, but highly recommended for new classes. Same information as reference product should be provided. This type of detail can be shared at Feature/Value level as well if appropriate. URL directly to competitor product may help. This helps to justify that the RFC is not a single manufacturer proprietary request. |
| C | Business Reason for Request | Please provide summary of request including business justification / benefits. |
| D | Ref. | Insert Additional Rows if needed. For any new features or values, you must include a description/definition. Reference image (s) should be included, to validate the legitimacy of the feature/value being requested.  Features and Values should be listed in order of importance on request. Sort related features together. If you are adding a feature or value to an existing class, please specify where in priority this should fall within complete class, or which related feature set it should be included with.  Remember values should be specific to the class. For example, do not provide all available Ingress Protection (IP) Classes, only those that apply to the specific Class being worked on. Do not add general value lists for features like material etc. You can use them as a basis to select from, but do not add values to the list that do not demonstrably exist for the product. Value lists should be unambiguous and of the ‘same level’. For example, values “Plastic” and “Polyethylene (PE)” should not be in the same value list, since PE is also Plastic. |
| D | Request | Indicate what you are requesting for each Ref. Row. Options are:   1. Add Existing Feature 2. Add New Features 3. Change Feature Translation 4. Add Existing Value 5. Add New Value 6. Change Value Translation 7. Add Alternate UOM 8. Delete Existing Feature 9. Delete Existing Value |
| D | ETIM Code (EF###### or EV######) | If request is to add or delete an existing feature or value to a class, indicate the respective EF###### or EV###### code.  If request is to create a new feature or value, leave blank.  Best practice is to use existing features or values when possible. Be sure to search for different word combinations to help verify if a relevant option is available. Include and exclude special characters like commas, dashes, slashes in your search. When requesting an N type, check to see if the feature already exists for R, or vice versa. Double check to see if you should actually be requesting an R, rather than an N. Consider if attribute belongs as Alphanumeric selection or Logical. If more than one value can apply to a product, individual logical attributes are required. Alphanumeric attributes are limited to single value selections.  Examples:   * For Feature – “material housing”, ‘housing material”, ‘housing” * For Value – “steel, galvanized”, “galvanized steel”, “steel”, “galvanized” * For Number and Range types – Voltage [N] EF000213 or Voltage [R] EF002355 |
| D | ETIM Code Description | Populate with existing feature or values description that corresponds to EF or EV code provided.  If requesting a change to existing Feature or Value Translation, provide requested text.  All changes to existing and new features or values must include supporting materials. Good definitions are critical to support timely processing. Best practice is to include images & other reference material in addition to definition. |
| D | Type (A/N/L/R) and UOM (s) | For new features, please indicate type. Types:   * A=Alphanumeric * N=Numeric * L=Logical * R=Range   If Type is N or R, please provide associated UOM’s when applicable.  For Example: Number of <insert value> may not have a UOM, but a temperature would and likely needs C (Celsius) and F (Fahrenheit). |
| D | Support Material - Definition, Product Image, Document Screen Shot, URLs, etc. | For all new features and values, you must include a detailed description/definition.  Provide as much detail as possible. For example, if attribute is related to a specific standard, include details from that standard.  When providing images, best practice is to not emphasize company specific identifiers (i.e. logo’s or model numbers) in the actual image, however, the manufacturer, reference material number (catalog/model number) & UPC/EAN/GTIN should be included as reference with image.  You may include reference URL’s, but you must include a screen print of the specific area you are referencing here. URL’s often go bad or are for large catalogs. You need to take the time to identify the specific reference point that supports your request. |
| D | ETIM Review | For new submission, Leave blank. ETIM will use this column to indicate questions after reviewing request.  ETIM NA will list questions that need requestor clarification in Red Text  Please respond to ETIM Questions in the same text box, but make your text Green to clarify it is a response to the respective question |
| F | Log | To be completed by ETIM NA when request is processed. |

**General Comments**

* Support material should be in English.
* You might need multiple reference products to support different parts of your request, but do not add multiple similar reference products to support the same change.
  + Include manufacturer, reference material number (catalog/model number) & UPC/EAN/GTIN
* For deleting classes, features or values clear and convincing arguments are required due to the impact to thousands of users.
* If you need to do similar changes to multiple classes, first clear the changes for one class before implementing them to other classes.
* Group requests for each Class together in one RFC, rather than multiple RFC’s for the same Class.

**F. Log**

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| **RFC Number** |  |
| **RFC Date** |  |
| **Notes** |  |