

## Guidance for completing DMR Forms

The primary mechanism desired for the submission of all data maintenance, as well as any exchanges related to information regarding data maintenance, is via the DMRDEF and DMSTAT messages, as appropriate. The following formats identify the necessary data required from the submitter, depending upon the nature of the data maintenance in order for the Entry Point to have all the information required to accurately complete a DMRDEF.

Mandatory fields within each type of form are indicated by (\*)

Example:

New Code Request / Code Change

UN Log: (Assigned by UN)	'UN' log number assigned to the DMR. <b>(e.g., UN-99-0011)</b>
UN Date: (Assigned by UN)	Date the DMR was logged by the 'UN'. <b>(e.g., 1999-01-03)</b>
Requester: <b>(Assigned by Requester)</b>	EWG Development Group to which the Requester is a member. <b>(e.g., D14)</b>
EP Log: (Assigned by 'Entry Point')	'Entry Point' log number assigned to the DMR. <b>(e.g., A-1999-0230)</b>
EP Date: (Assigned by 'Entry Point')	Date the DMR was logged by the 'Entry Point'. <b>(e.g., 1999-10-19)</b>
User ref: <b>(Assigned by Requester)</b>	Reference allocated by the Requester at the time of DMR completion. <b>(e.g., EEG1. Code Request)</b>
User date: <b>(Assigned by Requester)</b>	Date allocated by the Requester at the time of DMR completion. <b>(e.g., 1999-09-22)</b>
Originator: <b>(Assigned by Requester)</b>	Name of requesting party
Company: <b>(Assigned by Requester)</b>	Company of requesting party
Address: <b>(Assigned by Requester)</b>	Address of requesting party
Email: <b>(Assigned by Requester)</b>	Email address of requesting party
Fax + Country code <b>(Assigned by Requester)</b>	Fax number (including country code) of requesting party
Phone + Country code <b>(Assigned by Requester)</b>	Phone number (including country code) of requesting party
Code Name: <b>(Assigned by Requester)</b>	In a Request for Change, this should contain the name as required. <b>(e.g., Recommended maintenance quantity)</b>
Code TAG: <b>(Assigned by Requester)</b>	The 3 digit tag assigned to the code. <b>(e.g., ABC)</b>
Action	Whether this is an Addition of a new code, Marking an existing code for

	deletion, or Changing an existing code. <b>(e.g., Add)</b>
Code definition: <b>(Assigned by Requester)</b>	Detailed description of the code name <b>(e.g., Recommended quantity of an article which is required to meet an agreed level of maintenance.)</b>
Based on data element: <b>(Assigned by Requester)</b>	The data element in which the code is to be used. <b>(e.g., 3035 Party qualifier)</b>
Based on composite: <b>(Assigned by Requester)</b>	The composite in which the code is to be used. <b>(e.g., C819 Address usage)</b>
Based on segment: <b>(Assigned by Requester)</b>	The segment in which the code is to be used. <b>(e.g., NAD Name and Address)</b>
Based on message: <b>(Assigned by Requester)</b>	The message in which the code is to be used. <b>(e.g., INFENT Enterprise accounting information message)</b>
Based on Directory: <b>(Assigned by Requester)</b>	The release of the UN/EDIFACT directory used as the reference for producing the DMR. <b>(e.g., D99A)</b>
Target Directory: <b>(Assigned by Requester)</b>	The UN/EDIFACT directory for which the DMR is to applied. <b>(e.g., Batch or Interactive)</b>
Code Category: <b>(Assigned by Requester)</b>	Indicate the category into which these code(s) fit. 1 – Codes related to service data elements 2 – Codes in the public domain, maintained by UN/EDIFACT 3 – International code lists endorsed by UN/ECE 4 – Other code lists maintained by officially recognised organisations
Business Need/justification <b>(Assigned by Requester)</b>	The reason why the requester has asked for the code.