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UNITED NATIONS CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS (UN/CEFACT)

PROCEDURES FOR MAINTENANCE OF UN/EDIFACT STANDARDIZED MESSAGES AND DIRECTORIES

<u>Informal Note submitted by the</u>

<u>UN/CEFACT Methodology and Technology Programme Domain Area</u>

ECE/TRADE/C/CEFACT/2014/MISC.3

CONTENTS

INTRODUCTION

A. FOREWORD AND SCOPE

1.   UN/EDIFACT is the collective name for the United Nations standard for Electronic Data Interchange For Administration, Commerce and Transport. This comprises of a set of internationally agreed standardized messages, directories and guidelines for the electronic interchange of structured data, and in particular that relate to trade in goods and services between independent, computerized information systems.

2.   The UN/EDIFACT standards are approved and published by UNECE in the UNTDID (United Nations Trade Data Interchange Directory) and are maintained under the procedures defined in this document.

3.   The content of the UNTDID and supporting databases remain the property of the UNECE.

4.   These procedures apply to the maintenance of both UN/EDIFACT standardized messages (EDMD) and the supporting directories for segments (EDSD), composite data elements (EDCD), data elements (EDED) and code lists (UNCL).

5.   These procedures may also be used to submit change requests to other entities, such as to certain agencies responsible for code lists referred to in UNECE Recommendations. However, these procedures do not apply to the maintenance of the UN/LOCODE or the EDIFACT Syntax (ISO 9735), which have their own procedures.

6.   These procedures identify roles and responsibilities outside those of UN/CEFACT but do not define processes for entities undertaking those roles or responsibilities.

7.   These procedures involve the following roles:

ROLE	RESPONSIBILITIES
Requester	Submit change requests (DMRs) and may be required to support with justification during disposition meetings.
UN/EDIFACT Entry Point	Manages the collection of any change requests (DMRs)
UN/EDIFACT Entry Point Service Provider	Provides data capture services for change requests (DMRs)
UN/EDIFACT Maintenance team	Reviews and disposes of change requests (DMRs)
UNECE Production team	Produces any new Directories
UN/CEFACT Expert	Provides advice for disposition of change requests (DMRs)
UN/CEFACT Bureau	Approves publication of new Directories
UN/EDIFACT Validation team	Validates that any new Directories satisfy approved change requests (DMRs) and ensure the quality and integrity of those Directories.
EDIFACT Syntax Maintenance agency	Maintain the ISO 9735 standard.

UNECE Publication team   Publish the official UN/EDIFACT Directories, for example on the UNECE website.

8.   It is understood that details of specific parties undertaking theses roles, such as their titles and contact details may change over time and these have been annexed to an addendum of this document that may be updated as required (see Annex II).

9.   This document replaces and supersedes CEFACT/1999/ED001 and any other procedural descriptions related to the maintenance of UN/EDIFACT standards.

B.   MAINTENANCE OF UN/EDIFACT DIRECTORIES

The five main stages of UN/EDIFACT maintenance are; <u>collecting</u> and <u>disposing</u> of Data Maintenance Requests (DMRs) followed by the <u>production</u>, <u>validation</u> and <u>publication</u> of new directories.

A basic flowchart of this cycle is given in Annex I. This also indicates the areas of responsibility for the various processes.

This cycle repeats based on requests and resources available. Currently the UNECE publish new directories twice a year.

Each publication will require prior approval of a UN/CEFACT Project following the Open Development Process. A template for a proposal to define this project is provided as Annex III.

The directories are named for the year of production (for example 12, 13, etc.) and the sequence within the year (starting with A, then B, etc.). So that the first directory published for 2013 will be known as UN/EDIFACT D13.A and the second as UN/EDIFACT D13.B.

The following sections describe each stage in more detail and indicate the areas of responsibility for each task.

I.   COLLECTING CHANGE REQUESTS

Overall Responsible Role: UNECE as UN/EDIFACT Entry Point

Change requests for UN/EDIFACT are known as Data Maintenance Requests (DMRs). Annex IV contains the current DMR submission templates. These templates should be maintained by the UN/EDIFACT Maintenance team and published on the UNECE website by the UNECE Publication team. Ultimately a web form application should be maintained by the UN/EDIFACT Entry Point and published on the UNECE website by the UNECE Publication team.

Requesters submitting DMRs as part of this process have accepted the UN/CEFACT IPR policy (ECE/TRADE/C/CEFACT/2010/20/Rev.2). All DMRs submissions will remain the property of UNECE.

It is the responsibility of the UN/EDIFACT Entry Point to collect all new DMRs. The UN/EDIFACT Entry Point may agree to outsource its data capture function to other organizations (and/or individuals). Such external resources are known as UN/EDIFACT Entry Point Service Providers and operate under the management of the UN/EDIFACT Entry Point. It remains the responsibility of the UN/EDIFACT Entry Point to organize the collection of all new DMRs.

The steps involved are:

1. UNECE Publication team publish the Data Maintenance Requests (DMRs) templates, prepared and maintained by the UN/EDIFACT Maintenance team, on the UNECE-UN/CEFACT website.

2. Requesters use the appropriate DMR form (designed by the UN/EDIFACT Maintenance team and published on the UNECE-UN/CEFACT website) to identify their requested changes.

3. All completed forms are submitted by Requester to the UN/EDIFACT Entry Point following the instructions indicated on the form.

4. The UN/EDIFACT Entry Point receives all new DMRs submitted by Requesters.

5. The UN/EDIFACT Entry Point records the DMRs (issue log number and date) and acknowledges receipt to the Requester.

6. The UN/EDIFACT Entry Point (or, if assigned, the UN/EDIFACT Entry Point Service Provider) undertakes initial assessment to ensure technical validity (form not filled in with enough detail to allow processing).

7. If the DMR is not technically valid, the UN/EDIFACT Entry Point and asks the Requester to correct and resubmit the DMR.

8. The UN/EDIFACT Entry Point (or, if assigned, the UN/EDIFACT Entry Point Service Provider) may not make any assessment other than the technical validity. The disposition of technically valid DMRs can only be decided by the UN/EDIFACT Maintenance team.

9. If a UN/EDIFACT Entry Point Service Provider has been assigned then only the UN/EDIFACT Entry Point is the intermediary for all communications between the Requester and the UN/EDIFACT Entry Point Service Provider.

10. All valid DMRs will be published by the UNECE Publication team in a special section on UNECE-UN/CEFACT website.

11. The UN/EDIFACT Entry Point ensures that all DMRs received 6 weeks before a UN/CEFACT Forum[1] will be transposed into a suitable format and transmitted to the UN/EDIFACT Maintenance team (together with log numbers and date) before each Forum.

12. Any DMRs received less than 6 weeks before the UN/CEFACT Forum will be postponed for assessment until the following Forum.

II.   DISPOSITION OF REQUESTS

Overall Responsible Role: UN/CEFACT as UN/EDIFACT Maintenance team

Processing (review and actions) for DMRs is known as disposition. The UN/CEFACT Maintenance team will dispose of all undisposed DMRs at specific meetings (for example, at a Forum meeting).

The steps involved are:

1) All undisposed DMRs are transferred from the UN/EDIFACT Entry Point to the UN/EDIFACT Maintenance team prior to a designated DMR disposition meeting.

2) The UNECE Production team notifies the UN/EDIFACT Maintenance team of the last issued DMR log number and dates, to synchronize records. The UN/EDIFACT Maintenance team then allocates new log numbers and dates to each new DMR.

3) DMRs are processed at the meeting by the UN/EDIFACT Maintenance team together with a representative speaking for the DMR using the Technical Assessment Checklist (TAC) provided by UN/EDIFACT Maintenance team.

4) This representative may be the Requester or their delegate. If there is no Requester (or delegate) present, then a UN/CEFACT Expert or the relevant UN/CEFACT Domain Coordinator may be appointed as the representative by the UN/EDIFACT Maintenance team.

5) If no representative is available, the UN/EDIFACT Maintenance team may postpone disposition of the DMR.

6) Any decisions on disposition of DMRs should take into account the design principles defined in the UN/EDIFACT Message Design Guidelines (TRADE/WP.4/R.840/Rev.2), the UN/EDIFACT Syntax Implementation Guidelines and the ISO 9735 EDIFACT Syntax Rules as well as the impact of subsequent modification of these guidelines and any delays in production and publication involved.

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[1] UN/CEFACT bi-annual meeting of its project teams working in Programme Development Areas and supporting the Bureau.

7) The disposition condition options are "Approve", "Approve with amendment (JT)", "Reject", "Postpone", or "Withdraw".

8) All DMR dispositions are formally noted at the meeting by the UN/EDIFACT Maintenance team.

9) The UN/EDIFACT Maintenance team applies one or more transaction codes to each DMR to indicate the area of governance involved, these are:
    1. Status 1 codes – change requests for ISO 9735 (EDIFACT syntax)
    2. Status 2 codes - changes for UN/EDIFACT directories
    3. Status 3 codes - changes to UNECE Recommendations

10) Any DMRs with dispositions of "Approve" or "Approve with amendment (JT)" require formal approval from a representative of the UN/CEFACT Bureau. This normally occurs at the end of the meeting.

11) The Requester is formally notified of their DMR's disposition by the UN/EDIFACT Maintenance team.

12) Approved dispositions and their approvals (known as approved changes) are submitted to both the UN/EDIFACT Validation team and the UNECE Production team by the UN/EDIFACT Maintenance team together with original and JT DMRs.

13) The UNECE Production team notifies the EDIFACT Syntax Maintenance agency that new UN/EDIFACT directories are ready for production.

14) The UN/CEFACT Bureau is notified that new UN/EDIFACT directories are ready for production.

III.   PRODUCTION OF NEW DIRECTORIES

Overall Responsible Role: UNECE as EDIFACT Production team

The steps involved are:

1) The UNECE Production team creates new draft directories and removes change markers from the previous directories.

2) The UNECE Production team applies approved changes to the new draft directories and notes the transaction codes indicating the areas of governance involved, these are:
    1. Status 1 codes – change requests for ISO 9735 (ISO 9735 syntax)
    2. Status 2 codes - changes for UN/EDIFACT directories
    3. Status 3 codes - changes to UNECE Recommendations

3) The UNECE Production team creates change logs between the new draft directories and the previous directories.

4) The UNECE Production team ensures that all new draft directories incorporate all approved changes.   This is an editorial verification to ensure all approved changes have been applied.

5) If the new draft directories cannot be editorially verified the UNECE Production team repeat this stage.

6) Once the UNECE Production team has editorially verified the new draft directories they are sent to the UN/EDIFACT Validation team, together with the list of approved changes and the original DMRs.

7) The UN/CEFACT Bureau is notified of this status.

IV.   VALIDATION OF NEW DIRECTORIES

Overall Responsible Role: UN/EDIFACT Validation team

The steps involved are:

1) The UN/EDIFACT Validation team performs technical integrity checks (such as detecting segment collisions) on the new draft directories. This is normally done by loading the new draft directories into a specialized software application and using its error reporting features. Ideally several different software applications should be used for this verification.

2) Once the new draft directories are deemed technically valid the UN/EDIFACT Validation team ensures the approved changes have been applied correctly to the new draft directories. This is known as a content verification.

3) The UN/EDIFACT Validation team sends a Validation Report (describing errors, if any) to the UNECE Production team, and copies the UN/EDIFACT Maintenance team and UNECE Publication team.

4) If the Validation Report identifies any errors then the UNECE Production team will determine (in consultation with the UN/EDIFACT Maintenance team and the UNECE Publication team) which steps need to be repeated.

5) If the Validation Report identifies no errors then the UNECE Production team submits the new draft directories for publication.

8) The UN/CEFACT Bureau is notified that new draft directories are ready for publication.

V.   PUBLICATION OF NEW DIRECTORIES

Overall Responsible Role: UNECE Publication team

The steps involved are:

1) The UNECE Publication team generates required publishing formats for the new directory.

2) The canonical format for publishing UN/EDIFACT directories is specified by the UN/CEFACT Plenary Informal Note on "Rules For Presentation Of Standardized Message And Directories Documentation (R.1023/Rev.12)" (ECE/TRADE/C/CEFACT/2012/MISC.4).

3) The UNECE Publication team updates the UNECE website with new directories (including a copy of the Validation Report).

VI.   ANNOUNCEMENT OF NEW DIRECTORIES

Overall Responsible Role: UNECE Publication team

The steps involved are:

1) For any changes to code lists referenced in any UNECE Recommendations (that is, Status 3 codes) details need to be forwarded by the UNECE Publication team to the respective maintenance agency.

2) For any changes to ISO 9735 (EDIFACT) syntax (that is, Status 1 codes) details need to be forwarded by the UNECE Publication team to the EDIFACT Syntax Maintenance agency.

3) The UNECE Publication team announces the availability of the new directories to:
   - General public via a news item on the UNECE web page.
   - The UN/CEFACT Plenary Heads of Delegation.
   - The UN/CEFACT Bureau.
   - The EDIFACT Syntax Maintenance agency.

Annex I - Flow Chart of Maintenance Procedures

UNECE

Collect DMRs

UN/CEFACT

Dispose of DMRs

UNECE

Produce new directories

UN/CEFACT

Validate directories

Publish directories

UNECE

Announce directories
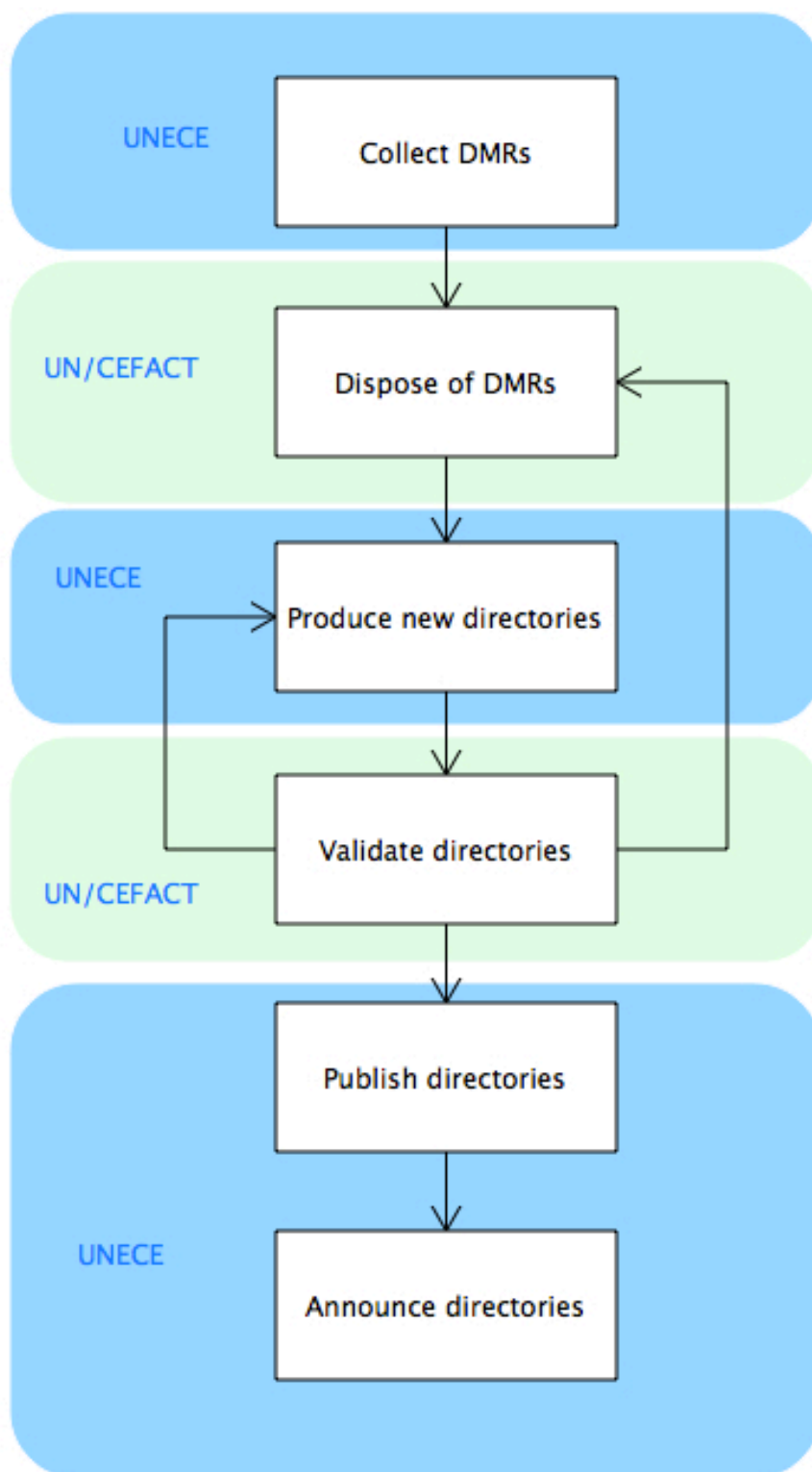
Annex II - Roles and the Current Actors

ROLE	CURRENT RESPONSIBLE PARTY	CURRENT CONTACT
Requester	Any person or organization requesting a change	Email address must be given on DMR
UN/EDIFACT Entry Point	UNECE secretariat	uncefact@unece.org
UN/EDIFACT Entry Point Service Provider	NEN under the secretariat of CEN eBES	uncefact@unece.org
UN/EDIFACT Maintenance team	UN/CEFACT Bureau Programme Support EDIFACT domain	Consult Bureau[2]
UNECE Production team	UNECE secretariat	uncefact@unece.org
UN/CEFACT Expert	Domain coordinators (various)	Consult Programme Development Areas[3]
UN/CEFACT Bureau	Bureau Vice Chairs (various)	Consult Bureau[2]
UN/EDIFACT Validation team	UN/CEFACT Bureau Programme Support Validation domain	Consult Bureau[2]
EDIFACT Syntax Maintenance agency	ISO/TC 154/JWG 1 Joint syntax working group (with UN/ECE)[4]	tc154chair@mail-etc.net
UNECE Publication team	UNECE secretariat	uncefact@unece.org

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[2] http://www.unece.org/cefact.html
[3] http://www.unece.org/cefact.html
[4] http://www.isotc154.org/about_us/jwg1

Annex III – Project Proposal Template

UN/CEFACT Project Proposal

UN/EDIFACT Maintenance *{template}*
Submitted Date: *End of last Forum*
Last Update Date: *YYYY-DD-MM*

1. **Project purpose**
UN/EDIFACT is the collective name for the United Nations
standard for Electronic Data Interchange For Administration,
Commerce and Transport. This comprises of a set of
internationally agreed standardized messages, directories and
guidelines for the electronic interchange of structured data,
and in particular that relate to trade in goods and services
between independent, computerized information systems.
Collectively these are known as the UN/EDIFACT UNTDID (United
Nations Trade Data Interchange Directory).
This project's purpose is to maintain the UN/EDIFACT UNTDID
following agreed procedures(defined in
ECE/TRADE/C/CEFACT/2013/MISC.2)

2. **Project scope**
The project applies to the maintenance of UN/EDIFACT
standardized messages (EDMD) and the supporting directories for
segments (EDSD), composite data elements (EDCD), data elements
(EDED) and code lists (UNCL).
This project may also receive change requests to other entities,
such as to certain agencies responsible for code lists referred
to in UNECE Recommendations. However, these procedures do not
apply to the maintenance of the UN/LOCODE or the EDIFACT Syntax
(ISO 9735), which have their own procedures.

3. **Project deliverables**
An updated UNTDID (United Nations Trade Data Interchange
Directory) of UN/EDIFACT standardized messages (EDMD) and the
supporting directories for segments (EDSD), composite data
elements (EDCD), data elements (EDED) and code lists (UNCL).
The canonical format for publishing UN/EDIFACT directories is
specified by the UN/CEFACT Plenary Informal Note on "Rules For
Presentation Of Standardized Message And Directories
Documentation (R.1023/Rev.12)" (ECE/TRADE/C/CEFACT/2012/MISC.4).

4. **Exit criteria**

An updated UNTDID (United Nations Trade Data Interchange Directory) that has been approved and published by the UNECE.

5. **Project Team membership and required functional expertise**

Membership is open to experts with broad knowledge in the area of trade data requirements, UN/EDIFACT, the functions of UN/CEFACT, and its groups.

Specifically the following functions are required:

- UN/EDIFACT Entry Point
- UN/EDIFACT Maintenance team
- UNECE Production team
- UN/EDIFACT Validation team
- UNECE Publication team

6. **HoD support**

The project proposal does not require three Country heads of delegation support unless requested by the Bureau.

7. **Geographical Focus**

The geographical focus is global.

8. **Initial contributions**

The base contribution is the current UNTDID directory.

Any DMRs are contributed by their Requesters as part of this proposal following the UN/CEFACT IPR policy (ECE/TRADE/C/CEFACT/2010/20/Rev.2).

It is understood that these DMRs are for consideration by the Project Team and that other participants may submit additional contributions in order to ensure that as much information as possible is obtained from those with expertise and a material interest in the project. It is also understood that the Project Team may choose to adopt one or more of these DMRs "as is".

9. **Resource requirements**

Participants in the project shall provide resources for their own participation. The project shall require resources from the UNECE secretariat in the areas of DMR Entry Point, Production and Publication.

10. **Project Leadership**
Proposed Project Leader: *Bureau Programme Support EDIFACT Domain Coordinator*
Proposed Editors: *TBA*

11. **Milestones**

ODP Stage	Expected Completion Date
Project Inception	*Previous DMR review closing date*
Requirements gathering	*1 month before next Forum starting date*
Draft development	*Next Forum starting date*
Public Review / DMR review	*Ending date of next Forum*
Project Exit	*2 months End of next Forum*
Publication	*Week following project Exit*
Maintenance	*n/a, a new project will be started*

Annex IV - Data Maintenance Request 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 are provided to
identify the necessary data required from the Requester,
depending upon the nature of the data maintenance.

NEW CODE REQUEST / CODE CHANGE REQUEST

UN LOG:	
UN DATE :	
Requester (*):	
EP LOG :	
EP DATE :	
User ref (*):	
User date:	

Originator (*):	
Company (*):	
Address:	
Email (*):	
Phone +country code:	

Code Name (*):	
Code TAG (*):	
Action (*):	
Code definition (*):	
Code Note:	
Based on data element (*):	
Based on composite:	
Based on segment:	
Based on message (*):	
Based on Directory:	
Target Directory:	
Code category (*):	

Business Need/justification (*) :	

(*) Mandatory fields

Guidance on filling in DMR forms

Example:

New Code Request / Code Change

UN Log: (Assigned by UN)	'UN' log number assigned to the DMR. **(e.g. UN-99-0011)**
UN Date: (Assigned by UN)	Date the DMR was logged by the 'UN'. **(e.g. 1999-01-03)**
Requester: **(Assigned by Requester)**	EWG Development Group to which the Requester is a member. **(E.G. D14)**
EP Log: (Assigned by 'Entry Point')	'Entry Point' log number assigned to the DMR. **(E.G. WE-01000)**
EP Date: (Assigned by 'Entry Point')	Date the DMR was logged by the 'Entry Point'. **(E.G. 1999-01-19)**
User ref: **(Assigned by Requester)**	Reference allocated by the Requester at the time of DMR completion. **(e.g. EEG1. Code Request)**
User date: **(Assigned by Requester)**	Date allocated by the Requester at the time of DMR completion. **(E.G. 1999-03-22)**
Originator: **(Assigned by Requester)**	Name of requesting party
Company: **(Assigned by Requester)**	Company of requesting party
Address: **(Assigned by Requester)**	Address of requesting party
Email: **(Assigned by Requester)**	Email address of requesting party
Phone + Country code **(Assigned by Requester)**	Phone number (including country code) of requesting party
Code Name: **(Assigned by Requester)**	**IN A REQUEST FOR CHANGE, THIS SHOULD CONTAIN THE NAME AS REQUIRED.** **(E.G. RECOMMENDED MAINTENANCE QUANTITY)**
Code TAG: **(Assigned by Requester)**	**THE 3 DIGIT TAG ASSIGNED TO THE CODE.** **(E.G. ABC)**
Action	**WHETHER THIS IS AN ADDITION OF A NEW CODE, MARKING AN EXISTING CODE FOR DELETION, OR CHANGING AN EXISTING CODE.**

	(e.g. Add)
Code definition: **(Assigned by Requester)**	**DETAILED DESCRIPTION OF THE CODE NAME** **(E.G. RECOMMENDED QUANTITY OF AN ARTICLE WHICH IS REQUIRED TO MEET AN AGREED LEVEL OF MAINTENANCE.)**
Based on data element: **(Assigned by Requester)**	The data element in which the code is to be used. **(e.g. 3035 Party qualifier)**
Based on composite: **(Assigned by Requester)**	The composite in which the code is to be used. **(E.G. C819 ADDRESS USAGE)**
Based on segment: **(Assigned by Requester)**	The segment in which the code is to be used. **(E.G. NAD NAME AND ADDRESS)**
Based on message: **(Assigned by Requester)**	The message in which the code is to be used. **(E.G. INFENT ENTERPRISE ACCOUNTING INFORMATION MESSAGE)**
Based on Directory: **(Assigned by Requester)**	The release of the UN/EDIFACT directory used as the reference for producing the DMR. **(E.G. D99A)**
Target Directory: **(Assigned by Requester)**	The UN/EDIFACT directory for which the DMR is to applied. **(e.g. Batch or Interactive)**
Code Category: **(Assigned by Requester)**	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 **(Assigned by Requester)**	The reason why the requester has asked for the code.

NEW COMPOSITE DATA ELEMENT REQUEST / COMPOSITE CHANGE REQUEST

UN LOG:	
UN DATE :	
Requester (*):	
EP LOG :	
EP DATE	
User ref (*):	
User date:	

Originator (*):	
Company (*):	
Address:	
E-mail (*):	
Phone +country code	

Composite TAG (*):	
Composite Name (*):	
Action (*):	
Composite Definition (*):	
Composite Note:	
Based on Segment (*):	
Based on Message (*):	
Based on Directory (*):	
Target Directory (*):	

Business Need/Justification (*):	

Structure:

Position	Data Element Tag	Data Element Name	M/C

NEW DATA ELEMENT REQUEST / DATA ELEMENT CHANGE REQUEST

UN LOG:	
UN DATE :	
Requester (*):	
EP LOG :	
EP DATE	
User ref (*):	
User date:	

Originator (*):	
Company (*):	
Address:	
Email (*):	
Phone +country code:	

Data element Name :	
Data Element TAG:	
Action (*):	
Data element definition:	
Data Element Note:	
Based on composite:	
Based on segment:	
Based on message (*):	
Based on Directory (*):	
Target Directory (*):	

Business Need/justification (*):	

Structure (*):	

NEW SEGMENT REQUEST / SEGMENT CHANGE

UN LOG:	
UN DATE :	
Requester (*):	
EP LOG :	
EP DATE	
User ref (*):	
User date:	

Originator (*):	
Company (*):	
Address:	
E-mail (*):	
Phone +country code	

Segment TAG (*):	
Segment Name (*):	
Action (*):	
Segment Definition (*):	
Segment Note (*):	
Based on Message (*):	
Based on Directory (*):	
Target Directory (*):	

Business Need/Justification (*):	

Structure:

Position	Data Element Tag	Data Element Name	M/C	Occurrences

MESSAGE STRUCTURE CHANGE REQUEST

UN LOG:	
UN DATE :	
Requester (*):	
EP LOG :	
EP DATE	
User ref (*):	
User date:	

Originator (*):	
Company (*):	
Address:	
Email (*):	
Phone +country code	

Message Name (*):	
Message TAG (e.g. INVOIC) (*):	
Based on Directory (*):	
Target Directory (*):	

Business Need/justification (*):	

Proposed change (*):	

REQUEST FOR A MID

(Message in development)

UN LOG:	
UN DATE :	
Requester (*):	
EP LOG :	
EP DATE	
User ref (*):	
User date:	

Originator (*):	
Company (*):	
Address:	
Email (*):	
Phone +country code	

Name of Message (*):	
Message TAG (eg INVOIC) (*):	
Based on Directory (*):	
Target Directory (*):	
Business Need / Justification (*):	

ATTACHED DOCUMENTATION

REQUEST FOR A UNSM

(United Nations Standard Message)

UN LOG:	
UN DATE :	
Requester (*):	
EP LOG :	
EP DATE	
User ref (*):	
User date:	

Originator (*):	
Company (*):	
Address:	
Email (*):	
Phone +country code	

Name of Message (*):	
Message TAG (eg INVOIC) (*):	
Message function (*):	
Based on Directory (*):	
Target Directory (*):	
UN log of the MID (*):	
Business Need / Justification (*):	

ATTACHED DOCUMENTATION

MESSAGE DELETION REQUEST

UN LOG:	
UN DATE :	
REQUESTER (*):	
EP LOG :	
EP DATE	
User ref (*):	
User date:	

Originator (*):	
Company (*):	
Address:	
Email (*):	
Phone +country code:	

Message Name (*):	
Message TAG (e.g. INVOIC) (*):	
Based on Directory (*):	
Target Directory (*):	

Reason for deletion (*):	