



Quick scan checklist ETIM implementation

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Checklist for the use of ETIM

The checklist for the quick scan ETIM implementation is an instrument to give a short overview of the current situation in a company and to help estimate time and costs, that will be involved with implementing ETIM. Also this checklist might help other people that can advise you to be of quick and better service to you.

- ✓ Who is/will be the project manager in your company
- ✓ Do you have enough information to understand and use the most current version of ETIM - yes/no

Determining the starting points

Why should I apply the ETIM standard in my own organisation?

- ✓ To improve the management and the quality of the own product data - yes/no
- ✓ As basis for applications like an online catalogue or product generator - yes/no
- ✓ To communicate more efficiently with customers and/or suppliers - yes/no
- ✓ Because my customers ask for it - yes/no

Your market situation and market strategy

- ✓ Who are your customers?
 - Wholesaler yes/no
 - Industry yes/no
 - Contractor yes/no
 - Buying group yes/no
 - Housing corporation yes/no
 - Consumer yes/no
 - Other, namely
- ✓ Who do you supply with product information?
 - Wholesaler yes/no
 - Industry yes/no
 - Contractor yes/no
 - Buying group yes/no
 - Housing corporation yes/no
 - Consumer yes/no
 - Other, namely
- ✓ How many (direct) customers does your company have?

- ✓ How do you supply product information to your customers?
 - In printed format yes/no
 - In digital format yes/no
 - How many different printed catalogues do you publish
 - How many different digital files do you maintain
 - How often are printed catalogues being renewed
 - Hoe often are digital files being renewed
 - How many people are involved in product data managementFTE
- ✓ Are you: an independent company/ a subsidiary company
 - Is your parent company foreign yes/no/not applicable
 - From which country
- ✓ Which is your market area:
 - Regional
 - National
 - Only international
 - National and international
- ✓ In what languages does your product information need to be available

- ✓ Which percentage (estimation) of your direct competitors
 - Has a GLN (EAN address code) %
 - Uses GTIN's (EAN product codes) %
 - Supplies ETIM classified data %
 - Supplies data through central database %
- ✓ Do you have customers that ask for classified data acc. to ETIM yes/no
- ✓ Do you have customers that ask for classified data acc. to eCI@ss yes/no
- ✓ Do you have customers that ask for classified data acc. to UNSPSC yes/no
- ✓ Do you have customers that ask for data through a central database yes/no
- ✓ How important is in your opinion e-commerce to achieve your turnover targets
 - Not important
 - It matters
 - Important
 - Determinative
- ✓ What e-business solutions are momentarily in use within your company
 - Discount messages
 - Orders
 - Order confirmations
 - Order changes
 - Dispatch message
 - Invoices
 - Other, namely

- ✓ How do you see the importance of e-business solutions in your company for the future
 - Not important
 - Diminishing
 - Equal
 - Increasing
 - Strongly increasing

Charting your current internal systems for product data management

- ✓ What departments (locations) are responsible for product data?
 -
 -
 -
 -
 -

- ✓ What sources (manufacturers, websites, etc.) supply product data (on products that you do not manufacture yourself)
 -
 -
 -
 -
 -

If we distinguish product data in a number of categories, namely

- Trade information (ERP, mandatory)
- Technical information (comparable to ETIM data)
- Images/illustrations
- Other information (marketing texts, manuals and such)

And also distinguish between

- Structured data: product information is structured by coding, grouping and such.
- Unstructured data: product information exists as 'unformatted' text in written/printed/digital format, but is not coded/grouped.

Can you then give an estimation in the schema below in what format product data are available. Please note: the total sum of structured/unstructured does not always has to be 100%, it is possible that certain data are missing for certain products.

	Digital	Structured	Unstructured
Trade information	yes/no	appr.....%	appr.....%
Technical information	yes/no	appr.....%	appr.....%
Images	yes/no	appr.....%	appr.....%
Other information	yes/no	appr.....%	appr.....%

✓ In what format(s) are product data available?

	Database(s) (Type)	Tables (Type)	Other (Type)
Trade information
Technical information
Images
Other information

✓ Where are the (digital) product data stored

- Internally
- With parent company
- With service provider
- Other, namely

✓ Are all (digital) product data in one database yes/no

- If no, how many different databases with product data exist within your company

✓ If you look at the example in the chapter “your PDM/PIM systems”, which qualification of the structure of your (digital) product data files fits best to your situation:

- Specifications are sufficiently split up in separate fields and all fields contain unambiguous information (for example length with length and mm with mm)
- Specifications are sufficiently split up in separate fields but do NOT always contain unambiguous information (for example length with length but mm with inch)
- Specifications are NOT sufficiently split up in separate fields, but all fields contain unambiguous information (for example always length x width x height in mm in one field)
- Specifications are NOT sufficiently split up in separate fields and the fields do NOT contain unambiguous information

✓ How do you estimate on average the quality of your product data

- Insufficient
- Moderate
- Reasonable
- Good
- Excellent



✓ Are your product data already (partly) classified yes/no

- If yes, what classification standards are being used and how many products (classes) that are part of that model exist within your company?

ETIM	appr.classes / cover	appr.%	of my assortment
eCI@ss	appr.classes / cover	appr.%	of my assortment
UNSPC	appr.classes / cover	appr.%	of my assortment
Other	appr.classes / cover	appr.%	of my assortment

✓ How often is product information updated

- Daily
- Weekly
- Monthly
- Quarterly
- Yearly
- Other, namely

✓ How 'description intensive' is the product information in general / roughly

- Short/simple specification suffices (0-10 important features)
- Normal specification suffices (10-30 important features)
- Elaborate specification required (>30 important features)

✓ In what formats can you export and import data from/to your current information system(s)

- Excel
- Text
- Access
- XML
- Other, namely.....

✓ How many employees are currently entering data and using what software?

	Number	Software
Trade information
Technical information
Images
Other information

✓ Are these employees also qualified to classify your products – yes/no

- ✓ What classification software can be purchased or what new modules can be added to the existing software? What are the initial and annual costs?

Software/vendor	Type/module	Costs (initial/annual)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- ✓ Within what timeframe, after implementation of ETIM, do you estimate it should be possible to make the classified information available:

Time planning	Classification step
_____	Product class
_____	Product features

How does currently the exchange of product (and trade) data with third parties take place?

- ✓ Only on paper yes/no
- ✓ Data carrier (CD, USB,..) yes/no
- ✓ By e-mail yes/no
- ✓ Download from own website yes/no
- ✓ Download from central product database yes/no
- ✓ System to System yes/no

- ✓ Do you supply customer specific product data files yes/no
- ✓ If yes, in how many different formats

- ✓ How do you see the future exchange of product data files
 - Only bilaterally between you and customers
 - Bilateral and through central database
 - Preferably only through central database