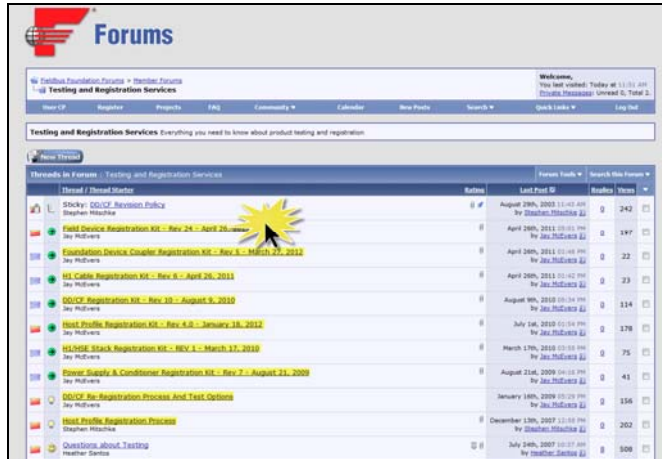# MEMBER'S PROCESS OUTLINE

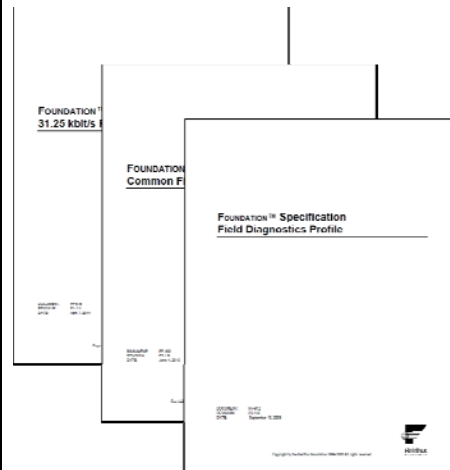## FROM NEWCOMER TO EXPERIENCED SOLUTION PROVIDER

FOUNDATION™ Product Registration

1. Before beginning the testing and registration process, you will need access to the Fieldbus Forums. Please go to http://forums.fieldbus.org and register a user name if you do not have one already. Once registered, please email member.services@fieldbus.org and request access to the member forum. After access is granted, you will be able to login to the member forum.
   Please note, you must register with a company email address in order to verify your identity

2. *FOUNDATION Technical Specifications –* The collection of individual specifications for developing different types of products implementing FOUNDATION fieldbus standards and/or protocol.

   a. Single-seat or Corporate license.

   b. Downloadable from *FOUNDATION Technical Specifications Support Forum* under *Product Forums* on http://forums.fieldbus.org with approved access from the Fieldbus Foundation.

3. ***Intellectual Property License*** – The Intellectual Property Rights (IP) license is a benefit of membership. Only members in good standing that have signed and returned the license to Fieldbus Foundation may make use of this benefit. A sample can be found in the Members Forum on Fieldbus Forums (http://forums.fieldbus.org).

    A non-member IP license with annual royalty fee is available upon request.

    A company must execute an IP License to use and practice the intellectual property under the control of the Fieldbus Foundation. A fully executed IP license is required before submitting smart devices for testing and registration by Fieldbus Foundation.

    a. Signed originals of the IP License must be returned.

    b. Renewal of a member IP license is subject to and contingent upon membership renewal and payment of an annual administrative fee, which commences on the first renewal date. The administrative fee covers the cost of processing and updating the content of the license as well as the necessary legal and administrative costs to protect this valuable asset.

    c. Renewal of a non-member IP license requires payment of annual royalties equal to 90% of annual membership dues.

4. ***Developer Training (Recommended)*** – A critical piece of any new product development work is ensuring your team has been adequately and appropriately trained to fully understand the field they are entering. The Fieldbus Foundation offers Developer Training courses at discounted rates for all of our member companies. Developer Training dates and course information can be found under *Developer Training* in the *Education* section of our website www.fieldbus.org.

5. ***Development Tools*** – The Fieldbus Foundation offers many different tools that speed the development of FOUNDATION products and simplify the work and intervention necessary during this phase. Our tools fall into three categories; Conformance Test Tools, Interoperability Test Tools, Device Description Development Tools. Descriptions of each category, as well as full details can be found under the *Development Resources* section in the *FOUNDATION™ Technology* tab of our website www.fieldbus.org.

6. ***Manufacturer Name and ID –*** Only products which have a network address (node address or IP address) on a Fieldbus network need to include the manufacturer name and ID number. Manufacturers that only wish to register couplers, cables, or power supplies may skip this step and move straight to testing and registration services.

    a. Information on how to apply for a Manufacturer Name and ID can be found in the *Members Forum* on Fieldbus Forums (http://forums.fieldbus.org).

    b. Manufacturer Name & ID is selected by your company from a range of available ID numbers. A full list of current Name & ID's is available in the same forum in order to ensure you do not pick an ID that has already been taken.

c. The Manufacturer Name & ID of your choosing must be entered on the provided request form, and the form must be returned to the Foundation via email to the support mailbox support@fieldbus.org .

d. Requested ID will be reviewed and validated by the support staff. Valid requests will typically be fulfilled within two business days. Original requestor will receive an email once the ID has been assigned.

7. ***Testing & Product Registration Services***

a. Please download the necessary registration kit for the product type you wish to register from Fieldbus Forums. Kits include all necessary instruction to complete registration on that particular device/solution. These are available as zip archive attachments to posts in the *Testing and Registration Services* forum under the *Member Forums* of http://forums.fieldbus.org.

   i. Important information can be found in the text of the individual posts for the registration kits. All other required information for each registration process can be found in the various documents inside of the above mentioned zip archive downloaded from the posts. Each kit includes several documents, and may have any or all of the following:

   1. Readme file with important information or descriptions of all included documents in the kit.

   2. Registration process document describing all pre-requisites and requirements for that product test and registration in full detail.

   3. Testing agreement, which is a legal agreement that must be exercised between the manufacturer and the Fieldbus Foundation before testing, can begin.

   4. License agreement that allows the Fieldbus Foundation to distribute the software for a piece of hardware (DD/CF files). This is also a legal agreement that must be exercised before testing can begin.

   5. Self-test report document, if the process allows or requires the manufacturer to perform their own tests on the product they wish to register.

   6. Request for testing form that must be filled out and returned to the Foundation to reserve test time in our lab.

   7. Statements of Compliance that must be provided with a valid signature stating that certain tests or processes were followed when performing self-tests.

8. Opt-In statements requesting optional services and providing documentation that the requestor is aware of any special circumstances surrounding that optional service.

9. Device shipping information forms that describe import/export harmonization codes for the products to be shipped, instructions where to return them, and what shipping accounts to use for their return shipments.

10. Website information forms that provide additional contact and marketing information that can be included on a catalog page on our website for the product to be registered.

b. Ensure all required paperwork from the registration kit has been completed and returned to the Foundation in the manner described in the registration kit "readme" document and process documents. Testing of a product or auditing any self-test results of a product will not begin unless all paperwork is complete.

c. There may be pre-requisites for a requested product registration that must first be met by the manufacturer before testing or registration can begin at the Foundation. These are detailed in the specific registration process. Any pre-requisites that have not been met by the time a requested test has been scheduled will delay such test until the pre-requisites have been met. Please contact support@fieldbus.org to re-schedule your test if you will be unable to meet all pre-requisites by the requested test date.

   i. Example: H1 Devices must have a physical layer and communication stack that have been tested and proven to conform to Fieldbus standards. Proof of these conformance tests must be provided to the Foundation by the time scheduled testing is to begin in our lab.

d. Submit a valid purchase order and completed Order Form for the required fees related to the services you are requesting. All testing and registration services include *two different* types of fees, one for the testing services and another for the actual registration services. Fees and order forms for all services can be found on the Services under the *Development Resources* section of the *FOUNDATION™ Technology* tab of our website www.fieldbus.org.

e. For any other questions regarding testing or registration services, please email support@fieldbus.org and one of the members of our technical staff will assist you.

Fieldbus Foundation™
Freedom to Choose. Power to Integrate.