



# Authorized Testing Centre

## Ordering Instructions

---

**Contents**

1.	Definitions and Abbreviations .....	3
2.	Introduction .....	4
2.1.	Purpose .....	4
2.2.	Scope .....	4
2.3.	Target Audience .....	4
2.4.	References .....	4
3.	Ordering Instructions .....	5
4.	Order Placement .....	6
4.1.	Overview .....	6
4.2.	ATC Service Agreement .....	6
4.3.	ATC Order Form .....	10
4.4.	HDMI Compliance Testing Application .....	12
4.5.	HDMI Capabilities Declaration Form .....	12
4.6.	HDCP Test Application and Product Capability Form .....	12
5.	Payment .....	14
5.1.	Invoice by ATC .....	14
5.2.	Payment .....	14
5.3.	Test Slot Allocation .....	14
6.	Shipping .....	15
6.1.	Proforma Invoice .....	15
7.	Product Testing .....	20
8.	Test Reports .....	21
8.1.	Product Pass .....	21
8.2.	Product Fail .....	21



## 2. Introduction

### 2.1. Purpose

The purpose of this document is to define the process for placing an order at the Philips HDMI Authorized Testing Centre (ATC). HDMI ATC is a compliance testing centre for testing consumer related products to meet the requirements of HDMI standards and specifications.

### 2.2. Scope

This white paper covers following important information and activities and hence please read this document entirely

- Order Placement
- Payment and booking testing slots
- Shipping of DUT
- Product Testing
- Test Reports

### 2.3. Target Audience

This Document is intended for all HDMI adopters willing to take compliance testing at Philips ATC.

### 2.4. References

HDMI Compliance Testing Policies and Procedures

[http://www.hdmi.org/pdf/2007\\_11HDMI\\_ComplianceTestingPolicies.pdf](http://www.hdmi.org/pdf/2007_11HDMI_ComplianceTestingPolicies.pdf)

INTENTIONALLY LEFT BLANK

### 3. Ordering Instructions

The process for product testing at ATC can be divided into five parts,

- Order Placement
- Payment and booking testing slots
- Shipping of DUT
- Product Testing
- Test Reports

Instructions for all above five parts are described in next few pages. The actual product testing process is not detailed here. The ATC Coordinator is the focal point of contact at Philips HDMI ATC. This person will receive service orders, schedule testing slots at ATC, manage shipping and receiving for sample product / equipment, and manage test report delivery.

**Important Note:**

**Ordering Instructions covers the important steps to be followed while placing the compliance testing order and other information on activities pertaining to ATC and hence please read this document entirely.**

**Please read HDMI Compliance testing policies and procedures. This document can be downloaded at URL: [http://www.hdmi.org/pdf/2007\\_11HDMI\\_ComplianceTestingPolicies.pdf](http://www.hdmi.org/pdf/2007_11HDMI_ComplianceTestingPolicies.pdf)**

**INTENTIONALLY LEFT BLANK**

## 4. Order Placement

Below sections will clearly explain in detail on how to place an order for compliance testing at the Philips ATC.

### 4.1. Overview

The order placement phase will begin by downloading the “Product Submission Package” through the Philips ATC website. Alternatively adopter can request the ATC Coordinator to provide the Product Submission Package. The Product Submission Package consists of:

- Ordering Instructions (nothing but this document)
- ATC Service Agreement (for first time applicants)
- ATC Order Form
- HDMI Compliance Testing Application
- HDMI Capabilities Declaration Form (CDF) and
- HDCP Test Application and Product Capability Form (for devices with HDCP)

ATC Coordinator will send upon request, a separate document containing,

- ATC Price List

**For ordering a copy of ATC Price List, please contact Philips ATC by,**

**email:** [hdmi-atc.india@philips.com](mailto:hdmi-atc.india@philips.com)

**Phone:** +91 80 4189 2743 (9:00AM to 6:00PM Monday to Friday)

**Fax:** +91 80 4189 3170

HDMI ATC forms are either Acrobat or Excel Forms that can be filled out electronically if that is the preference. Adobe Acrobat is required to fill out the forms electronically. A full version of Acrobat Standard or Acrobat Professional is required to save electronically filled out forms. If you use Acrobat Reader to fill out the forms, the forms can only be printed. More information about Adobe Acrobat can be obtained at <http://www.adobe.com/acrobat>. Please fill out the forms completely according to the instructions below.

### 4.2. ATC Service Agreement

The Authorized Testing Center Service Agreement sets forth the terms and conditions governing ATC services provided by Philips ATC. Philips ATC must receive a signed copy of the Authorized Testing Center Agreement prior to commencing first ATC testing on behalf of Adopter. Please read this entire document carefully and fill out all the relevant information in Page1, Page-2 and Page-4 of Service Agreement.

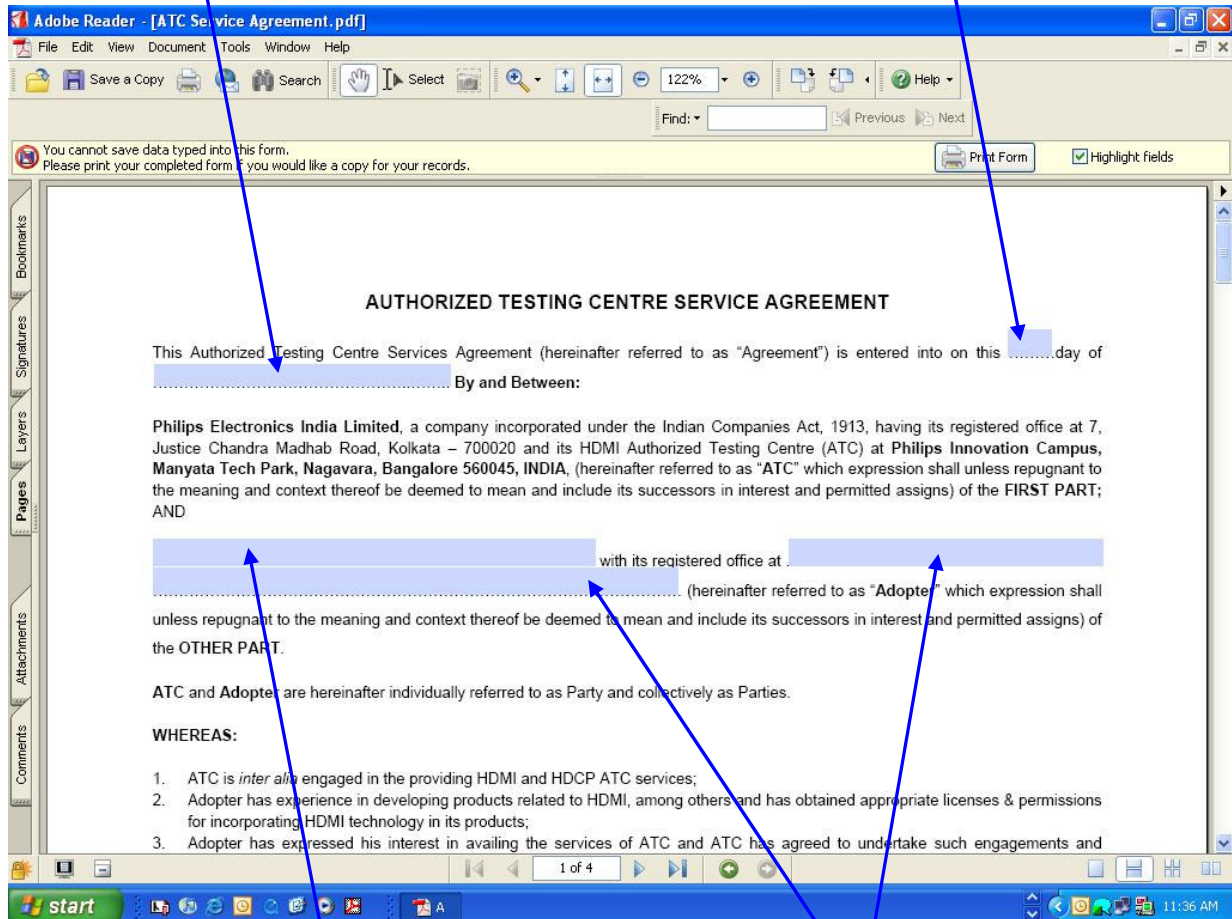
#### **How to fill the Agreement:**

There are 3 sections in ATC Service Agreement which needs Adopter’s information and other data to be filled in. This documents needs to be filled in electronically, all 3 sections are explained below, all information are required and not be left blank.

**Section-1 (Page: 1)**

Month and Year of agreement  
(like September 2007)

Day of Agreement (like 1<sup>st</sup> or 25<sup>th</sup> etc)



Applicant Company Name

Applicant Company Full Address

**INTENTIONALLY LEFT BLANK**

## Section-2 (Page: 2)

Date of Agreement (like 25<sup>th</sup> April 2008)  
Should be same as in Page-1

Period in years

5. **Term of Agreement**  
This Agreement is executed on the date first above mentioned, and shall be effective from ..... ("Effective Date") and shall continue in effect for a period of ..... years or until terminated in accordance with clause 15 (Termination) hereunder. However the rates mentioned in ATC order form are valid only for a period mentioned therein. However, the Services, as envisaged in this Agreement that are already being rendered from the ..... shall be deemed to be governed under the terms of this Agreement.

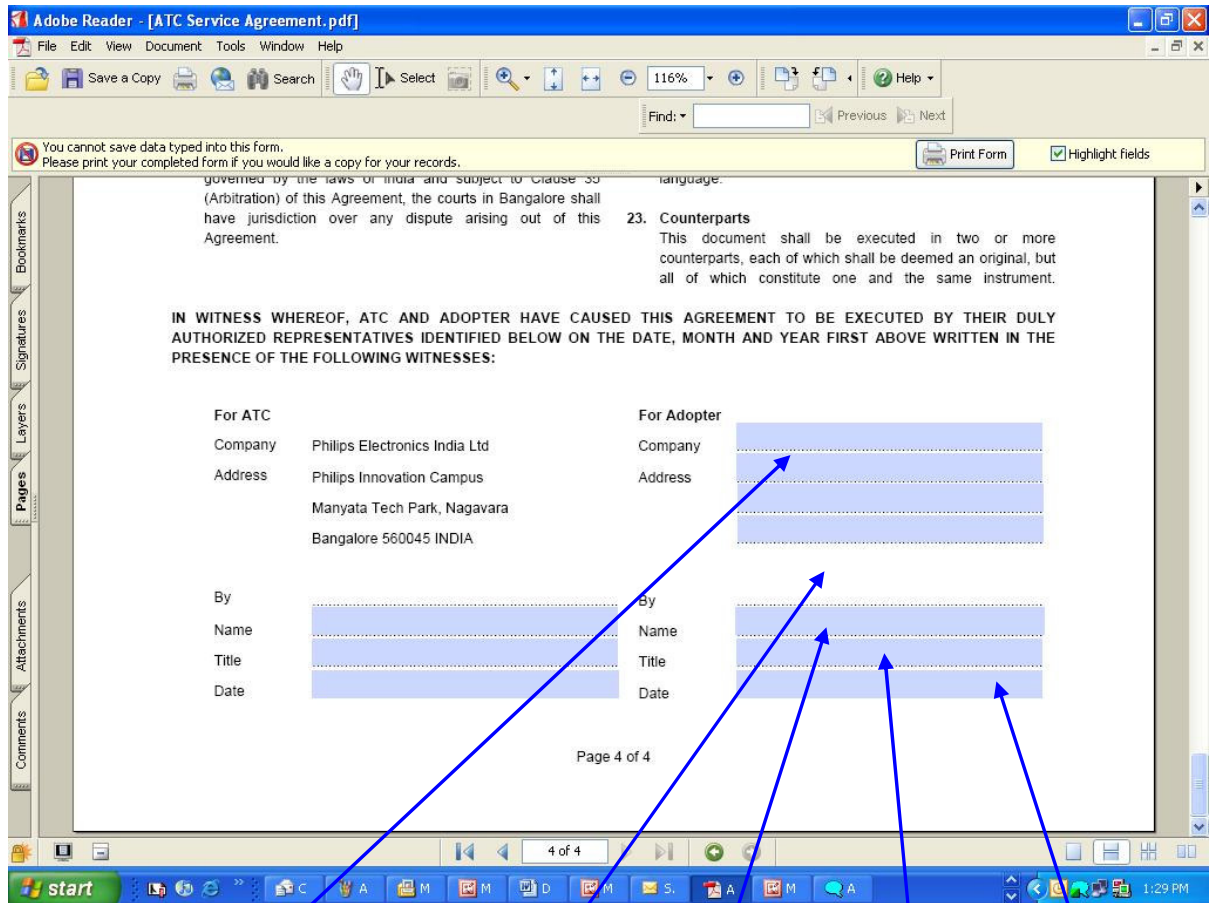
6. **Notices**  
a. All notices, requests, demands and other communications given hereunder (collectively, "Notices") shall be in writing:  
**If to ATC:**  
Philips Electronics India Limited,  
HDMI ATC Lab, Philips Innovation Campus, Manyata Tech Park, Nagavara,  
Bangalore 560045 INDIA  
Attn: - HDMI ATC Coordinator  
**If to Adopter:**  
.....  
.....  
.....  
.....  
Attn:- .....

8. **Disclaimer of Warranties**  
THE WARRANTIES SET FORTH IN THESE TERMS AND CONDITIONS ARE IN LIEU OF ALL OTHERS, AND ATC SPECIFICALLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR

Provide Adopter information:

- Company Name
- Address for correspondence and
- Primary contact Name (for correspondences and communications)

**Section-3 (Page: 4)**



Company Name and Address

Signature by Authorized Signatory with seal

Fill in Authorized Signatory Name

Fill in Authorized Signatory Designation

Date of Agreement (same as page-1)

**Notes:**

Please be noted that this document is not data save type. Hence after filling the relevant fields please take a print.

Two original ATC service agreement copies, dully signed by Adopter Company's authorized signatory and seal should be sent to Philips ATC by courier or registered post mail. Upon receipt of original ATC service agreement, one original agreement will be signed by ATC's authorized signatory and will be returned back to Adopter by courier or registered post mail. 2<sup>nd</sup> original will be retained by Philips ATC.

**4.3. ATC Order Form**

ATC Order Form is used for placing the order for compliance testing. This is an acrobat sheet to be filled in electronically. Open the sheet in acrobat reader or acrobat professional and fill out all the relevant fields (please enable Highlight Fields). The fields are either entry type or selecting from drop down menu. This Order Form can be saved electronically and to be mailed back to ATC.

**Note:**

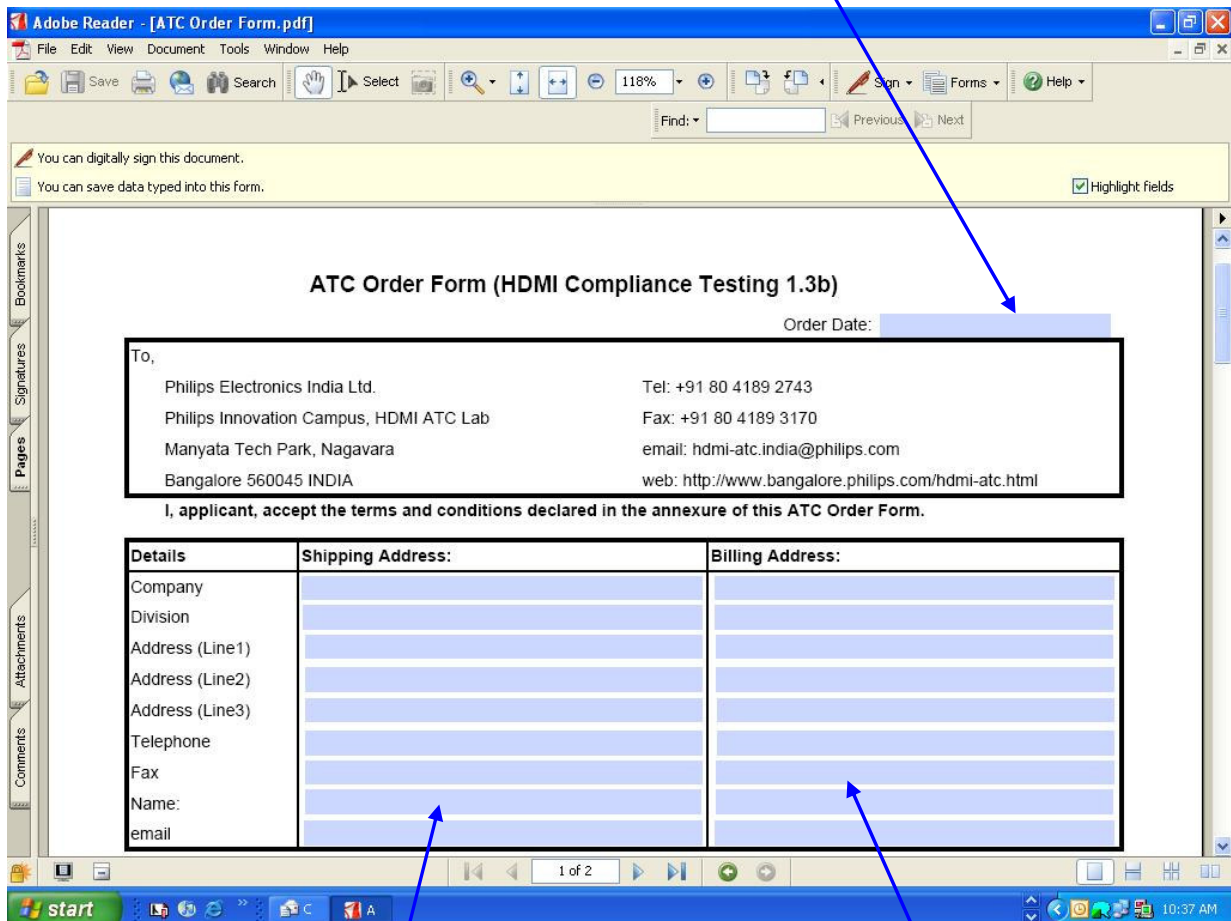
**For ordering a copy of ATC Price List, please contact Philips ATC.**

**How to Fill ATC Order Form:**

There are two sections to be filled out, please follow below steps to fill out the order form.

**Section 1:**

Select Ordering Date from the drop down menu



The shipping section (Shipping Address) should be filled out with the contact information of the Applicant contact person receiving the product and equipment after testing is complete.

The billing section (Billing Address) should be filled out with the contact information of the person responsible for payment towards the testing.

**Section-2:**

- (a) **Category:** Select (from drop-down) the device type: Source, Sink, Repeater or Cable
- (b) **No. of Output Port:** Select (from drop-down) number of HDMI output ports DUT support.
- (c) **No. of Input Port:** Select (from drop-down) number of HDMI input ports DUT support.
- (d) **HDMI Test:** Select (from drop-down) whether HDMI test is required.
- (e) **With CEC:** Select (from drop-down) whether DUT supports CEC or not. Refer Note (b) below.
- (f) **HDCP Test:** Select (from drop-down) whether HDCP test is required.
- (g) **Test Cycle:** Select (from drop-down) whether First Cycle or Repeat Test
- (h) **First Test ATC Report No.:** If Repeat Test, mention (hand type) the first cycle ATC report No. If first test then keep this blank.
- (i) **Product Name:** Mention DUT model name like DVD Player, 32" LCD Television.....etc
- (j) **Product Number:** Mention DUT model number like 32PFxxxxxxx.....etc
- (k) **Testing Preferred Date:** Select (from drop-down) preferred start date to begin the testing by ATC.
- (l) **Remarks:** Mention any other relevant information ATC should note.

Refer to ATC Price List and fill  
Part Number / Description / Unit Rate

Fill, Total  
Qty X Unit Rate

Fill,  
Total Amount in Words

Select (from drop-down) whether First Cycle or Repeat Test

Fill, Qty

Fill,  
Total Number of Qty

Fill, Total Amount  
Sum of all rows

**Notes:**

- a) If DUT supports HDCP, then HDCP compliance testing is required. However adopter has the option of applying for HDCP test independent of HDMI test.
- b) If DUT supports CEC, then CEC testing is required. However in such case CEC test only or HDMI test only options are not available as they are considered as partial test.
- c) Retest shall be performed only once for the same model. In case the retest fails, next time it will be first test gain for the given model.
- d) For Retest the Order Form shall remain same as the first test except for HDMI Test / HDCP Test: when both HDMI and HDCP tests are performed during first test and either one of them has passed, the passed test need not be applied for retest.
- e) Schedule for retest will be fixed upon receipt of Order Form after completion of First Test.
- f) For retest the Order Form should quote the First Test ATC Report number in the indicated field.
- g) If model number is not decided yet, tentative model number shall be indicated.
- h) Only one model can be applied per Order Form. Please submit separate Order Form for each Model.
- i) Please select appropriate Part Number, Description and Unit Rate referring to ATC Price List.

**4.4. HDMI Compliance Testing Application**

HDMI Compliance Testing Application provides the ATC and HDMI Licensing LLC with information regarding the product and all related models that will be covered by the application and the applicant's primary contact. Adopter may have several product models covered under a single HDMI Compliance Testing Application. For more information regarding the exact conditions for including a model within one HDMI Compliance Testing Application, please refer to the HDMI Compliance Testing Policies and Procedures document. This document is available to all HDMI Adopters in conjunction with the HDMI Compliance Test Specification v.1.3. The Applicant Information section of the HDMI Application must be filled out completely for the ATC order to be processed. **The person specified in Applicant Information is the primary contact during compliance testing at the ATC, so this information must be accurate.** This person will be referred to as the Primary Contact from this point forward in these instructions.

**4.5. HDMI Capabilities Declaration Form**

The HDMI Capabilities Declaration Form (CDF) is a document that describes all relevant functionality of the product to be subjected to compliance testing at ATC. The CDF must be submitted in order to assure that the proper HDMI compliance test parameters are measured. Instructions for filling out the CDF are included in the HDMI Compliance Test Specification (CTS 1.3b) document; refer Appendix-3, Page 242.

**4.6. HDCP Test Application and Product Capability Form**

The HDCP Test Application and Product Capability Form is a document required if the DUT supports HDCP and if to be subjected to HDCP test. It describes all relevant functionality of the product to be subjected to HDCP compliance testing at ATC. The CDF must be

submitted in order to assure that the proper HDCP compliance test parameters are measured.

Dully filled below mentioned documents (1 set each) should reach the ATC by email as requested by ATC.

- ATC Order Form
- HDMI Compliance Testing Application
- HDMI Capabilities Declaration Form (CDF) and
- HDCP Test Application and Product Capability Form (for devices with HDCP)

2 sets of original ATC Service Agreement, dully signed by applicant authorized signatory (for first time applicants) should be sent to ATC by post / courier (refer to address mentioned in Page-19).

Once ATC receives the documents, process gets into next level.

INTENTIONALLY LEFT BLANK

## 5. Payment

### 5.1. Invoice by ATC

Upon receipt of required set of documents (as per chapter 4) from Primary Contact, Philips ATC shall issue the invoice for making payment towards compliance testing.

**Notes:**

- a. Issue of invoice by ATC is subjected to receipt of required set of documents (as per chapter 4) completed in all aspects.
- b. Please be noted that start of the compliance test at Philips ATC is subjected to advance receipt of payment.
- c. Payment shall be made immediately after receipt of Invoice from ATC.
- d. Payment shall be done before start of test via wire transfer as per details provided in the Invoice.
- e. All Freight, transportation, insurance and other incidental fee shall be borne by the applicant.
- f. All payment terms and conditions shall be as per invoice.

### 5.2. Payment

The terms and conditions for all ATC Order Forms are payment in advance only. Philips ATC should receive payment towards compliance testing prior to starting of the test. If payment is not received before the schedule test start date, the test will be rescheduled through the ATC Coordinator. Please make payment as per instructions provided in the invoice.

### 5.3. Test Slot Allocation

Before the Primary Contact requests the ATC Coordinator for reserving a test slot for compliance testing, all necessary documents along with payment should be submitted to ATC. The preferred start date mentioned in the Order Form is an indicative date but the actual date depends on the free slot availability at the ATC. ATC Coordinator will confirm the scheduled test start date to the Primary Contact in case there is no conflict with other tests being performed at the ATC. If there is a conflict, the ATC Coordinator will propose an alternate start date to the Primary Contact. Once there is mutually agreed upon start date, the ATC Coordinator reserves the scheduled time slot for product compliance testing.

**INTENTIONALLY LEFT BLANK**

## 6. Shipping

### 6.1. Proforma Invoice

Once the proof of payment has been furnished by the Primary Contact to the ATC, Proforma Invoice format will be provided by the ATC to Primary Contact. Before shipping the DUT, Primary Contact shall ensure to send the dully signed Proforma Invoice by fax or email for shipping the DUTs and auxiliary equipments to the ATC. If there is any auxiliary equipment required to operate the product being tested, it must be included in the Proforma Invoice along with the DUT.

This Proforma Invoice will be used only for speedy customs clearance of the samples meant for compliance testing by the ATC and does not have any commercial value. The items mentioned in this Proforma Invoice are sent on Free of Cost, hence not for sale and no remittance of payment will be involved. After testing, these items shall be returned back at the cost of Primary Contact.

**Note:**

Proforma Invoice is an acrobat document which is not data save type. Hence after filling the relevant fields document to be printed and dully signed by authorized signatory of Primary Contact.

**How to Fill the Proforma Invoice:**

There are three sections to be filled out, please follow below steps to fill out the Proforma Invoice Form.

INTENTIONALLY LEFT BLANK

**Section-1:**

Fill the origin address from where the samples are being shipped to ATC

Invoice number and date of shipping

Any other reference number (if any)

The screenshot shows a PDF form titled "Pro Forma Invoice for Free of Charge Items" within an Adobe Reader window. The form is divided into several sections:

- Shipper Name and Address:** A section with four horizontal lines for text entry, highlighted in light blue. A blue arrow points to it from the text "Fill the origin address from where the samples are being shipped to ATC".
- Invoice Number and Date:** A field for entering the invoice details, highlighted in light blue. A blue arrow points to it from the text "Invoice number and date of shipping".
- Exporter's Reference:** A field for entering a reference number, highlighted in light blue. A blue arrow points to it from the text "Any other reference number (if any)".
- Declaration:** A section containing a declaration text and three bullet points:
  - This is not a commercial invoice and the goods are not meant for sale.
  - These items are sent on free of charge and there is no remittance involved.
  - The value declared in this invoice is purely for customs purpose only.
  - The listed item/s to be returned back to Shipper after compliance testing process is complete.
- Country of Origin:** A field containing the text "INDIA", highlighted in light blue. A blue arrow points to it from the text "Country from where the DUT being shipped".
- Port of Final Destination:** A field containing the text "Bangalore".
- Table:** A table with columns: Serial, Part, Description of Goods, Quantity, Unit Rate\*, and Amount\*.

**INTENTIONALLY LEFT BLANK**

**Section-2:**

If an auxiliary instrument is required along with DUT, use a separate row.  
If there are more than 1 DUT with different part number, use a separate row.

Fill in the details of samples,  
Part Number,

Description,

Qty

Unit Rate

Amount  
(Qty X Unit Rate)

The screenshot shows a PDF form titled "Proforma Invoice" in Adobe Reader. The form contains a table with 10 rows for item details and a summary section below. The table has columns for Serial Number, Part Number, Description of Goods, Quantity, Unit Rate (CIF/CIP/FOB), and Amount (CIF/CIP/FOB). Below the table are fields for Total Amount in Words, \* Currency, No. Packages, Dimensions (cm), and Gross Weight (Kg). A certification statement is also present.

Serial Number	Part Number	Description of Goods	Quantity	Unit Rate* CIF/CIP/FOB	Amount* CIF/CIP/FOB
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					

Total Amount in Words: \_\_\_\_\_

\* Currency: \_\_\_\_\_ No. Packages: \_\_\_\_\_ Dimensions (cm): \_\_\_\_\_ Gross Weight (Kg): \_\_\_\_\_

I hereby certify that the items listed above are true and correct and above value is for customs purpose only.

Currency (like US Dollar or Euro)

Package details

Total Amount in words AND Total Amount in Figures should be exactly the same

## Section-3:

Primary Contact  
Authorized Signature

Primary Contact details  
(Name, Dept, email id, phone etc)

Ensure to put company seal

I hereby certify that the items listed above are true and correct and above value is for customs purpose only.			
Signature			
Name			
Department			
Email ID			
Phone			
Fax			
Freight Forwarder Details	Company Name	Account No.	
	Contact Person	Phone No.	

Adopters preferred Freight details like: Name, Account Number, Contact Person Name and Phone Number

The Freight Carrier section must be filled out completely with required information about the freight company handling the shipment of DUT and equipments. **Philips ATC is not responsible for freight and without freight carrier information the product will not be returned back to Primary Contact.**

**Before shipping the DUT, please ensure that,**

- Shipment reaches the ATC at-least 1 week prior to the scheduled test start date.
- The DUT should be fully functional resembling the end product and must be in an enclosed mechanical case (ATC will test only fully functional production ready HDMI systems).
- DUT must be working and ready for testing upon receipt. If it is determined it is not working, the ATC test will be re-scheduled and the DUT shall be returned.

- d) For Source device, if any auxiliary instruments or material is necessary for the DUT to output specific HDMI signal (e.g. RF signal generator for STB, test disc for DVD player, etc.) it must be included along with the DUT shipment.
- e) All operating instructions for DUT and auxiliary instruments should be included along with the shipment.
- f) There should be no exposed: wires, components, or protruding cables or hanging boards.
- g) Source DUT should be able to output HDMI once plugged into power.
- h) Sink DUT should be able to receive the HDMI signal once plugged into power.
- i) For the compliance testing of Source or Repeater with HDCP function, please note that device should have the option to disable the HDCP function like
  - Special button or sequence on remote control, OSD menu option, or custom firmware, switch on the DUT which always disables HDCP.OR
  - Alternative to above please send two samples: one with HDCP disabled and one with HDCP enabled.
- j) For the compliance testing of Sink devices send only HDCP enabled.
- k) For the compliance testing of Source or Repeater devices must have the capability to provide the option (via remote control or front panel buttons) to,
  - Change HDMI video resolutions (480p, 720p, 1080i...)
  - Change the aspect ratio (4:3, 16:9)
  - Change color format (RGB, YCbCr)
  - Display current video resolution playing mode if possible

Once the Proforma Invoice is made available to ATC, Primary Contact can ship the DUT through a preferred choice of Freight Forwarder keeping ATC informed about the shipment details like tracking number etc. The DUT and any auxiliary instruments must be shipped to:

**ATC Coordinator,  
HDMI ATC Lab,  
Philips Electronics India Ltd.,  
Philips Innovation Campus,  
Manyata Tech Park,  
Nagavara,  
Bangalore 560045 INDIA  
Ph: +91 80 4189 2743**

**Note:**

- **Ensure that DUT reaches the ATC Lab 1 week prior to scheduled test start date.**
- **Once DUT reaches the ATC location, ATC coordinator will keep Adopter informed about the receipt of the shipment.**
- **Adopter Company is responsible for all freight and risk of loss during shipment (both inbound and outbound). Adopter must provide the outbound shipping company information for the product and auxiliary instruments to be returned. ATC is not responsible for any freight charges / insurance and other taxes associated with the equipments shipped to or from Philips ATC.**

## 7. Product Testing

When ATC receives the DUT and auxiliary equipment, ATC Coordinator will inspect the received equipments to determine that all the equipments and operating instructions have been received. If ATC determines that any equipment or any instructions are missing, the ATC Coordinator will contact the Primary Contact to request the missing equipment or instructions. If there are any delays in obtaining the missing equipment or instructions, the testing may need to be rescheduled based on the free slots availability at the ATC. If the missing equipment does not arrive prior to the test start date, the ATC Coordinator will contact the Primary Contact to schedule a new start date.

Once all equipments are inspected and verified, it will be tagged and stored in a secure location for its safety. On the test start date, ATC Coordinator will unpack the equipment, and begin testing. All HDMI compliance tests will be performed so that all results can be reported. Once the testing is complete, the process moves into the Test Reporting phase.

Please be noted that **No Preliminary results for the DUT shall be provided.** The tentative duration of test will be as shown after the scheduled start date:

- Source: 7 – 8 Working Days
- Sink: 10 – 12 Working Days
- Repeater: 14 – 15 Working Days
- Cables: 7 Working Days

INTENTIONALLY LEFT BLANK

## 8. Test Reports

### 8.1. Product Pass

The HDMI Test Report form is included as an appendix to the HDMI Compliance Test Specification. Philips ATC will generate report in this specified format. If the product passes the HDMI compliance tests, the Test Report will be sent to the Primary Contact and also to the HDMI Licensing LLC. The copy is sent to the HDMI Licensing LLC for auditing purposes only and Philips ATC will send the Confirmation Letter. The Confirmation Letter indicates that Adopter Company can use the HDMI logo in association with the product models listed in the HDMI Compliance Testing Application. It is Primary Contact's responsibility to submit a copy of the Test Report, the HDMI Compliance Testing Application, and the CDF to the HDMI Licensing LLC in order to receive an ATC testing receipt.

Philips ATC is also required to report the HDCP test results to DCP, LLC on the outcome of the HDCP test. Refer <http://www.digital-cp.com/compliance> for more details.

Both DUT and the auxiliary equipment will be shipped back to Primary Contact using the freight company designated in the ATC Proforma Invoice. The ATC Coordinator will send confirmation of the shipment and the tracking number to the Shipping Contact specified in the ATC Order Form.

### 8.2. Product Fail

If the product fails the HDMI compliance test, the ATC Coordinator will inform the Primary Contact about the failure of DUT. The Test Report detailing all the product failures found shall be sent to the Primary Contact. By testing the product completely, Primary Contact will be informed of all failures found at once without repeated submissions to the ATC, but note that some failures may make complete testing impracticable and/or may mask other failures. Both DUT and the auxiliary equipment will be shipped back to Primary Contact using the freight company designated in the ATC Proforma Invoice. The ATC Coordinator will send confirmation of the shipment and the tracking number to the Shipping Contact.

Once the product failures are corrected, the Primary Contact should contact the ATC Coordinator to schedule test slot for resubmission to the ATC. The ATC Coordinator will schedule product for testing at the earliest available test slots. Any retest submission shall be subject to ATC Order Form, ATC Service Agreement, HDMI Compliance Testing Application, HDMI Capabilities Declaration Form and HDCP Test Application and Product Capability Form.

**<END OF DOCUMENT>**