

## BELL SYSTEM PRACTICES ORDERING INFORMATION

### 1. GENERAL

- 1.01** This section explains how to order Bell System Practices (BSPs) from Western Electric on a one-time order basis and on a standing order, division, and layer basis. It does not describe the preferred ordering arrangement known as Coded Distribution. For companies utilizing Coded Distribution, local instructions or the company BSP Coordinator should be consulted.
- 1.02** This section is reissued to reflect revised ordering routines for practices rated SPCS (Stored Program Control System).
- 1.03** In this ordering procedure, the terms "division" and "division layer" are used. Their definitions are:
- (a) **Division:** A division of practices consists of all practices on which the first 3 digits of the 9-digit number are identical.
  - (b) **Division Layer:** A division layer consists of all practices on which the first 4 digits of the 9-digit number are identical.
  - (c) **Division Layer (Divisions 750 through 759 only):** This division layer consists of all practices on which the first 5 digits of the 9-digit number are identical.
- 1.04** Two types of orders which apply to BSPs are:
- (a) **One-Time Orders:** This type of order is used when it is necessary to order individual practices or groups of practices for some nonrecurring purpose such as: (1) bulk shipments for redistribution from a local distribution center, (2) establishing a file for a new location being placed on standing order, or (3) replacing missing or damaged file copies. On these orders, practices may be ordered individually by their 9-digit number or in groups designated by division or division layer.
  - (b) **Standing Orders:** This type of order will authorize automatic distribution of all new and reissued sections and addenda within the divisions and division layers specified on the order. These will be shipped to the designated locations as they are released. Requirements must be specified on a division or division-layer basis since standing orders cannot be accepted for individual sections. When entering a new standing order, a one-time order should be submitted together with it, if necessary, to arrange for shipment of initial file requirements.

### 2. BSP ORDERING FORMS

- 2.01** Local instructions should be followed for the correct method of placing BSP orders within a given company. Companies utilizing Coded Distribution or other centralized ordering policies may not use the forms listed in 2.02, 2.03, and 2.04 in the manner described.
- 2.02** Form SD-1-80.80, the first page of which is entitled: INDIANA PUBLICATION CENTER MERCHANDISE SHIPPING AND CHARGE TICKET (Fig. 1): This form is for one-time orders.
- 2.03** Form SD-1-153-A, BELL SYSTEM PRACTICES—STANDING ORDER DETAIL (Fig. 2): This form is for recording the details of the standing order requirements for each new location.
- 2.04** Form SD-1-81.70, BELL SYSTEM PRACTICES—STANDING ORDER DETAIL CHANGES FOR AN EXISTING LOCATION (Fig. 3): This form is to be used to show changes in requirements for a location already established on a standing order. The change may consist of additional requirements, a change in quantity, cancellation of divisions or division layers no longer required, change in address, or the complete cancellation of the location. These forms are made up in packages of 100.
- 2.05** All of the above forms are available at no charge. They may be ordered from the

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WECo, Indiana Publication Center, P.O. Box 26205, Indianapolis, Indiana 46226.

### 3. PLACING A ONE-TIME ORDER

**3.01** Form SD-1-80.80 (Fig. 1) is used to transmit information for a one-time order. It should be completed as follows:

(a) Appropriate entries should be made in the heading. For an order to be processed, a complete order number comprised of the Western Electric Distributing House Number and Telephone Company Requisition Number must be entered (eg, 12-1 93621, as illustrated in Fig. 1). The Telephone Company Requisition Number shown should be one which is intended for use on a one-time basis. A requisition number assigned to a standing order should not be used for one-time orders. This will avoid confusion and provide a unique identifier for tracing one-time shipments.

(b) If individual practices or addenda are being ordered, they should be listed in numerical sequence, one item per line, in the body of the form by their 9-digit numbers along with the quantity of each required.

(c) Addenda, appendixes, and supplements may be obtained separately in the same manner as sections. However, if a section is ordered which has an associated AT&T addendum or supplement, the addendum or supplement will be supplied automatically with the section. Some appendixes are treated as part of the section, and are, therefore, not listed separately in the index, while others are treated separately and listed separately in the index. If the appendix is listed separately, it should be ordered separately. Unlike addenda and supplements, appendixes listed separately in the index will not be provided automatically with the associated section unless specifically ordered.

(d) If all available practices in a division are required, list the division number only. If all practices in a given division layer are required, list the division number and the layer number.

(e) Orders for sections rated SPCS must (1) contain the statement "Requirements verified on the basis of need to know," (2) be approved by a third-level or higher supervisor, and (3) be

placed through the company BSP Coordinator who is responsible for retaining the need-to-know statements and approvals. SPCS sections are identified in the numerical indexes by the star (★) symbol.

**3.02** Detach the "Originator's Copy" and retain for record. Forward the remainder of the form in accordance with 4.12. Shipments on average orders will normally be made within 10 working days of receipt of the order. A packing slip listing the items ordered will be shipped with the BSPs. An individual bill will be rendered for each shipment in the usual manner. If any of the ordered items are not deliverable, the reason will be indicated in the "Quantity/Shipped" column on the Customer's Receipt by one of the following codes:

BO Back Order

NR No Record

**Note:** WE is not authorized to distribute practices on a one-time order basis until they are formally released on a Bell System Practices Memorandum (BSPM) and given initial standing order distribution; therefore, orders received for practices not yet released will be returned coded NR.

### 4. STANDING ORDERS

**4.01** A standing order may be established for an entire Telephone Company or for an area of a Telephone Company. If necessary, separate standing orders may be established for specific organizations within the company or area.

**4.02** In establishing a standing order, a requisition number is assigned by the Telephone Company. This number should be one which, by agreement with the local accounting department, can be retained for this use indefinitely since the standing order and the requisition number will remain in effect until canceled.

**4.03** Only one account classification should be assigned to each standing order. Each order should provide that all billing against the order be rendered to one point in the Telephone Company or area. One bill will be rendered by Western Electric Company for each distribution against the standing order regardless of the number of "ship to" addresses involved. A distribution



will be made by WE each time the AT&TCo issues a BSPM listing new and reissued practices and addenda. The Western Electric bill will show the standing order requisition number, the Telephone Company account number, the related BSPM number, the total pages involved, the price per hundred pages, the total price, and date shipped. The bill will not contain any reference to the addresses to which the Bell System Practices were shipped or the quantities shipped to each separate address.

**4.04** Enclosed in each shipment will be a packing slip which lists the material shipped to that address.

**4.05** Each standing order may specify one or more "ship to" addresses. Each address should be assigned a "location number" (Loc. No.) by the Telephone Company. The location numbers should be made up of 8 numerical digits for non-SPCS sections.

**Note:** Location numbers on existing standing orders which are presently using letters, decimals, or symbols need not be changed.

**4.06** In the "ship to" address, it is preferable to use titles rather than names. Post Office box numbers should not be used as part of the address unless absolutely necessary. If a box number is used, a street address must also be shown; the latter is essential in the event shipment is made by other than U.S. Mail.

#### ESTABLISHING A STANDING ORDER

**4.07** Standing order details should be furnished on SD-1-153-A form for each location. In filling out the form, the following procedure should be used. (See Fig. 2.)

**Note:** When setting up requirements for a new standing order, it is recommended that, to the fullest extent possible, the quantity of practices required by a location be uniform for the various divisions and division layers.

- (a) Enter requisition number, location number, Telephone Company, date, ship to address, green receipt address, and accounting information.
- (b) When all practices in an entire division are required, enter the division and quantity in the first column marked DIV-ONLY. If all layers

in a division have not been established and it is not certain that future layers will be required, enter the division and layer with the quantity in the second column marked DIV-LAYER.

(c) When all practices in a specific layer or layers of a division are required, enter the layer and quantity needed in the "DIV-LAYER" column.

**Note:** Do not place orders with the same division number entered in both the division-only and the division-layer columns. If additional copies for certain layers are required, this distribution can be arranged by establishing another location (two or more location numbers at the same address).

(d) When a location requires the numerical index(es) for a division but does not require any other practices in layer 0, only the index(es) may be obtained by entering division number layer 0 and quantity required prefixed by the symbol "X-" in the "DIV-LAYER" column.

**Note:** This procedure will provide for obtaining division index(es) even if there are no other requirements in the division for the location.

(e) When a location requires every release in every division, enter the quantity needed opposite the "All Divisions" listing. No quantity notations should be made anywhere else on the page.

(f) When a location requires every release of every index, enter the quantity opposite the "All Index Only" listing.

(g) The name and telephone number of the person preparing the order shall be shown in the spaces provided.

(h) Detach the original (top) sheet from the SD-1-153-A form and forward in accordance with 4.12. The two copies can be retained for local use.

(i) Standing orders for sections rated SPCS cannot be placed on a division or division-layer basis. Coded Distribution is the only method of standing order service for SPCS rated practices. For companies that utilize Coded Distribution for standard rated practices, local instructions



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should be consulted. Companies that do not utilize Coded Distribution for standard rated practices can arrange for standing order service via Coded Distribution for SPCS practices only. The company BSP Coordinator should be consulted in this regard. Orders from any company for sections rated SPCS must:

- (1) Contain the statement "Requirements Verified on the basis of need to know."
- (2) Be approved by a third-level or higher supervisor.
- (3) Be placed through the company BSP Coordinator who is responsible for retaining the need-to-know statements and approvals.

### CHANGING STANDING ORDER DETAILS FOR AN EXISTING LOCATION—FORM SD-1-81.70

**4.08** Changes in standing order details for an existing location can be made by forwarding the information on Form SD-1-81.70. (See Fig. 3.) This form provides for change in address, changes in quantities of practices required, addition or cancellation of certain requirements, or cancellation of the entire location.

(a) **Change in Address:** Enter the new address and all other information pertinent to the location in the heading. Check the "Change in Address" block.

(b) **Change in Requirements:** Enter the address information in the heading. List the divisions and/or layers involved. For changes in quantity, show only the new quantity and indicate "change" in the "Explanation" column; for added requirements, show the quantity and indicate "addition" in the "Explanation" column; for cancellations, show the old quantity and indicate "canceled" in the "Explanation" column.

(c) **Location Canceled:** Enter the address information in the heading and check the "Location Canceled" block.

**4.09** The "Remarks" space on these forms may be used for entering any special instructions or information that would aid in processing the change.

**4.10** The SD-1-81.70 forms shall be forwarded in accordance with 4.12.

### ESTABLISHING A NEW LOCATION ON AN EXISTING STANDING ORDER

**4.11** SD-1-153-A forms should be prepared for the new location as outlined in 4.07. These forms should bear the same requisition number as the existing standing order. The original sheet should be forwarded in accordance with 4.12; the remaining two copies should be retained for use according to local instructions.

### INSTRUCTIONS FOR FORWARDING FORMS

**4.12** In order that ordering procedure can be properly administered with each company or area, it is important that local instruction be followed for forwarding completed ordering forms through the proper lines of organization.

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### PROCESSING AND ACKNOWLEDGMENT BY WE

**4.13** The WE will transcribe the ordering information submitted on SD-1-153-A form within 3 weeks of receipt of the forms. New or changed requirements will be effective with the next possible printed matter release.

**4.14** Acknowledgment of a new standing order or of new or changed requirements on an existing standing order will be made by means of a printout. It will be sent to the person designated to receive these acknowledgments. Usually this will be the company BSP Coordinator.

