

THE RETURN OF STATION MATERIALS NOT INCLUDED
IN THE RETURN MATERIAL CARD PLAN

1. GENERAL

1.01 This practice describes the procedure to be followed in returning to Western, station materials and apparatus which are not covered by the Return Material Card Plan (RMC). (See BSP 745-011-902SW for RMC Plan.)

1.02 The section lists general categories of other items that may be returned to Western and identifies the RMN form to be used.

1.03 It prescribes the procedure for returning new and/or unused "C" stock items of station apparatus, including telephone sets.

1.04 This section is reissued to include instructions for follow-up by the Supplies Supervisor in coordination with the Invoice Supervisor on RMN's open over 60 days.

1.05 This practice is also issued in the 745 Division as 745-011-901SW.

2. RETURN MATERIAL FORMS

2.01 Form S-6850A-D - Sheet 1

Returned Material Notice - Station
Materials

Station Apparatus--(Not covered by
RMC Plan)

Station Connection Material (Recovered
Items Only)

Form S-6850A-C - Sheet 2

Returned Material Notice - Station
Materials

For Western Electric Use Only

Form S-6381A-D

Returned Material Notice
(Outside Plant And Miscellaneous
Supplies)

3. SELECTION OF RETURN MATERIAL NOTICE FORMS

3.01 Form S-6850, Sheet 1 (Exhibit 1) is to be used in returning specially engineered assemblies and "Packaged" Key Service Units (meaning assemblies of several units, i.e., base, cabinet, KTU's and KSU's).

3.02 Form S-6850, Sheet 2, is to be used by the Western Electric Company for relisting items that are dismantled for salvage where the recovered items are not included in the RMC Plan.

3.03 Form S-6381 (See Exhibit 2) is to be used for returning the following station apparatus items:

- (a) New telephone sets.
- (b) Unused "C" stock telephone sets.
- (c) New items of station connection materials.
- (d) Unused "C" stock items of station connection material.
- (e) Also, new units and unused "C" stock station disposition units (Major items of 118C, 128C, 138C - See V27.401 and V27.401.1)

NOTE: "New" means that the item was purchased from Western and is in it's original factory container. The supplies supervisor at Western should be notified prior to returning this type item to ensure proper handling by Western. Unused "C" stock, designated as "Good" on Form S-6381 means that the item had been shipped from "C" Stock and was in a container marked with a green label showing "Property of Tel. Co." or other

definite green markings which denote "C" Stock. Although these new and unused "C" stock items may be included in the RMC Plan, it is necessary that they be returned on Form S-6381 because the condition, i.e., "new" or "good" (unused "C" stock) must be specified by the originator of the return. It further identifies this material when it is received at Western so that it will not be processed along with other items which require repair treatment. DO NOT use Form S-6913, RMC-MMP Return Ticket, for transmitting this category of returns. Telephone sets should be in their original box and be packed in separate cartons apart from other type equipment or materials. These cartons should have the label Form SW-6914, Telephone Sets Only, on them. Items other than telephone sets should also be in their original box or package and packed so as to prevent damage in shipment. It is not necessary to label these cartons as to their contents.

3.04 Form S-6381 is to be used in returning the following other materials and tool items:

- (a) Major and minor items of outside construction supplies (See BSP 745-012-901SW).
- (b) Scrap wire and cable, empty reels, etc.
- (c) Major and minor items of tools and test sets (except where "Red Ball" repair and return is involved).
- (d) Central Office or Large PBX items (i.e., 554, 557, 701, 740, 757 PBX's and 101 type E.S.S. - See Accounting Handbook V27.404. Form S-5033 is required when Western performs removal and return of equipment.

3.05 Form S-6381 is to be used also in the Return goods section at Western when returned items are purchased by Western and placed in their AM Stock.

4. PREPARATION OF RMN FORMS

4.01 Select the form(s) to match the category of material (ready for return) as prescribed above. Fill out the heading of the form showing location, Area number, (return group code number, if applicable), and RMN number assigned to the shipment. Assign a different RMN number for each type RMN form and/or return group code number used.

4.02 When an item being returned is not preprinted on the RMN, enter the complete description, code number, and list number if applicable, on the blank line of the appropriate form. Carefully count the items of each type, code, or kind and show the quantities in the respective column.

4.03 Do not change preprinted listings - use blank spaces if not exactly applicable.

5. PACKING

5.01 Provide adequate protection for the material or equipment to be shipped. Proper packaging will facilitate handling, lessen physical loss and reduce damages which result in higher repair costs.

5.02 If possible, use packing material salvaged from incoming switchboards and booths for use in returning like items to Western. Obtain teletypewriter shipping crates from Western for returning complete teletypewriter stations.

5.03 Use standard shipping labels and tags for identifying various cartons and pieces which go to make up a shipment as follows:

<u>Service Center</u>	<u>Shipping Labels</u>	<u>Shipping Tags</u>
St. Louis	S-9237-M	S-9037 a-m
Merriam	S-9237-K	S-9037-K
Dallas	S-9237-T	S-9037-T
Houston	S-9237-a-T	S-9037A-t

5.04 Prepare label or tag for each piece, container or bundle. Show on the label or tag the R.M.N. number(s) and number of pieces in shipment. Serially number all containers beginning with No. 1.

5.05 Enter on R.M.N. forms the number of containers, bundles, etc. Show the shipping date and name of carrier. Be sure the R.M.N. is signed and dated.

5.06 Place the original and duplicate copies of R.M.N. in container No. 1. Label this container "Packing Slip Enclosed."

6. SHIPPING VIA COMMON CARRIER

6.01 Normally, return shipments should weigh 100 lbs. or more to benefit from freight rates.

6.02 Prepare Form SW-6152, Bill of Lading (B/L), listing, under the correct freight classification, the containers in the shipment. Preparation of this form provides a field receipt from the carrier for the shipment. Be sure empty crates, hampers, reels, etc. are properly listed to take advantage of special rates granted for return of empty containers. Sign the B/L as provided in two places. (See BSP 744-001-901SW)

6.03 Request carrier to pick up shipment and obtain signature of carrier's agent on the B/L. Give him the duplicate copy for his use in preparing the freight bill. Attach the original copy of the B/L to the triplicate copy of the R.M.N. and forward both direct to Accounting. Attach the triplicate copy of the B/L to quadruplicate

(your copy) of the R.M.N. and retain in your file for reference and proof of delivery.

6.04 Locations served by contract haulers must establish security measures and receipting arrangements adequate to ensure protection against loss and theft.

7. SUPPLIES SUPERVISOR AT WESTERN ELECTRIC COMPANY

7.01 Western will forward R.M.N.'s covering Plant returns to the Supplies Supervisor for review and approval.

7.02 The Supplies Supervisor will check R.M.N.'s for:

- Completeness and accuracy of preparation; use of proper R.M.N. form, legibility, etc.
- Appropriateness of accounting classification, area number, return group code, etc.
- Proper relisting of items relisted by Western.
- Appropriateness of Western designation of credit classifications.
- Initials of Telephone Company employee indicating approval of changes in quantities or description by Western.
- Ensure that sheet 2 of Return Material Notice, Form S-6850 having items classified "D/S" (Dismantled for Salvage) are credited to the proper return group code, i.e., disposition unit items and related component parts salvaged should be listed on a separate sheet from items of return group code 8. Also the imprinted return group code "8", in this case, should be changed to a "9". This is required in order that the component parts salvaged from disposition units may be accounted for correctly under the Predetermined Accounting Plan.

7.03 The Supplies Supervisor will review the shipment, packing and general conditions to see that adequate protection is provided.

7.04 Items returned unused, either "New" or "C" will be referred to the Divisions by the Supplies Supervisor if there appears to be a question as to the appropriateness of the action.

7.05 The Supplies Supervisor will notify the Division regarding errors, shortages, overages, faulty packing, etc. found upon receipt of shipments.

7.06 The Supplies Supervisor will also coordinate and work with the Invoice Supervisor to follow-up with Western on open RMN's not closed out over 60 days.

