

RETURNING STOCK MATERIAL  
(MDC SOURCED ONLY)

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1. GENERAL

- 1.01 This section is reissued to:
- (a) Provide up-to-date procedures on returning material to the Southwestern Bell Materials Distribution Center (MDC).
  - (b) Eliminate Major and Minor Material Plan.
  - (c) Update titles after divestiture.
  - (d) Update and revise exhibits.
- 1.02 This section describes the procedures to be followed for returning material to the Materials Distribution Center. These return material procedures only pertain to material that is stocked at the MDC.
- 1.03 These procedures will provide the MDC a method of controlling and recording the return of material from the TCS/Field locations to the MDC for eventual repair or disposition.

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1.04 Credit will be issued to the user if the item/items are placed in stock, either as new/unused or as unrepaired (eventually repaired).

2. PREPARATION FOR RETURN

2.01 Segregate the items into five categories - OCS-TELSETS; Data/Teletype; Coin; NDS and Other.

2.02 The category of "Other" should be used when sending New/Unused material (including forms) back to the MDC. This category should only be used for items that are stocked at the MDC. A shipping label SW-9571, Exhibit 1 or shipping tag SW-9572, Exhibit 2 should be prepared for each piece, container, bundle, or carton.

2.03 Please refer to SBP 745-011-901SW, Returned Material Notice, when returning items that are not stocked at the MDC.

2.04 When returning scrap material to the MARC Center, please refer to SBP 745-010-901SW, Disposition and Return of Scrap Materials.

2.05 Return Material Ticket, FA Form SW-6913, (Exhibit 3) must be filled out for each category. Prepare the ticket in triplicate, hold one copy at the Telephone Company Storeroom (TCS)/Field Location and pack two copies with the shipment.

2.06 Fill out the upper portion of the return material ticket completely (Exhibit 3). Select the Return Material Number from the Requisition RMN number assignment lists.

2.07 In the packing slip portion of the ticket, circle the category and show the number of cartons in the category. Do not show number of total cartons in the shipment. On the cartons of Tel Sets show number of complete telephone sets in the Tel Set category.

2.08 Telephone sets should be complete, i.e., Base and Handset, although the handset need not be attached.

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### 3. PACKING

- 3.1 Provide adequate protection for telephone sets and station apparatus by using plastic bags, separators and/or cartons.
- 3.2 Certain plug-in units, such as 400 type Key Units, must be returned in the packages designed to protect them in transit. Many other items are best returned in the cartons or packaging they came in.
- 3.3 Use plastic bags and other suitable packing material to contain and protect small items such as station, PBX, and Teletype repair parts.
- 3.4 Prepare Category Label, SW-6914, for each box or carton in the shipment. Place on end of carton.  
(See Exhibit 4.)
- 3.5 Place 2 copies of each return ticket inside one of the cartons of each category. Mark this carton "Return ticket in this carton" with an X in the box provided on the label.
- 3.6 The Warehouse Operations Group (WOG) will be responsible for the unpacking process. The lower portion of FA Form SW-6913 must be completed and one copy returned to the TCS/Field Location.
- 3.7 The copy of the FA Form SW-6913 received from the Information Center (IC) should be matched with the file copy retained in the TCS/Field Location. Both copies should be stapled to the associated file copy of the Bill of Lading (B/L) Form SW-6152 and retained for one year.
- 3.8 At the TCS/Field Location, observe and note differences. Telephone set differences must be noted on line 6 of the Telephone Set Control Summary, Form SW-6293, for the month under report.
- 3.9 The employee at a TCS/Field Location who returned items to the MDC on FA Form SW-6913 must also follow-up with the IC on a 20 day basis on all shipments where the FA Form SW-6913 has not been received.

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4. SHIPPING VIA COMMON CARRIER

- 4.1 Returned material should be shipped the most economical way.
- 4.2 Material returned to the MDC should be shipped freight charges collect, marking appropriate block on Bill of Lading. The line on the Bill of Lading indicating "Mail Freight Bills To," should be completed with the following information "TDSI - Southwestern Bell, P.O. Box 5830, St. Louis, Mo. 63134."
- 4.3 Prepare Bill of Lading (B/L), Form SW-6152-A, See SBP 744-001-901SW "Preparation and Distribution of Bill of Lading." Request carrier to pick up shipment and obtain signature of carrier's agent on the B/L.
- 4.4 Locations served by contract carriers must establish security measures and receipting arrangements adequate to ensure protection against loss and theft.

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EXHIBIT 1  
SHIPPING LABEL

SWP 745-011-901 SW

Form SW 9971  
Rev. -64

**SOUTHWESTERN BELL**

FROM: \_\_\_\_\_

Title: \_\_\_\_\_ Loc. Code \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(Check (✓) only one item per form)

- |  |   |
|--|---|
| <input type="checkbox"/> Material returned on claim.   | <input type="checkbox"/> Recovered IW cable, cable connectors.    |
| <input type="checkbox"/> New/Unused Material returned for credit, subject to approval.           | <input type="checkbox"/> Used telephone set cords (visibly good). |
| <input type="checkbox"/> Material returned on engineering complaint No. _____                    | <input type="checkbox"/> Scrap frame wire.                        |
| <input type="checkbox"/> Material returned for credit and repair (Rubber gloves, blankets, etc.) | <input type="checkbox"/> Other scrap wire or cable.               |
|  | <input type="checkbox"/> Other                                    |

Shipment Consists of: \_\_\_\_\_ Bundles \_\_\_\_\_ Coils \_\_\_\_\_ Containers \_\_\_\_\_  
\_\_\_\_\_ Reels

This is Pkg. No. \_\_\_\_\_ of \_\_\_\_\_ Pkgs. R.M.N. No. \_\_\_\_\_

— TO —

MATERIAL DISTRIBUTION CENTER  MARC CENTER

\_\_\_\_\_  
CITY STATE ZIP

Attn: \_\_\_\_\_

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EXHIBIT 2  
SHIPPING TAG



BSP SW 745-011-901

Form SW-9572  
(Rev 7-85)

**SOUTHWESTERN BELL  
TELEPHONE COMPANY**

**FROM:** \_\_\_\_\_

Title: \_\_\_\_\_ Loc. Code \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(Check (✓) only one item per form)

- |  |   |
|--|---|
| <input type="checkbox"/> Material returned on claim.   | <input type="checkbox"/> Recovered IW cable, cable connectors.    |
| <input type="checkbox"/> New/Unused Material returned for credit, subject to approval.           | <input type="checkbox"/> Used telephone set cords (visibly good). |
| <input type="checkbox"/> Material returned on engineering complaint No. _____                    | <input type="checkbox"/> Scrap frame wire.                        |
| <input type="checkbox"/> Material returned for credit and repair (Rubber gloves, blankets, etc.) | <input type="checkbox"/> Other scrap wire or cable.               |
|  | <input type="checkbox"/> Other                                    |

Shipm't Consists of: \_\_\_\_\_ Bundles \_\_\_\_\_ Coils \_\_\_\_\_ Containers  
\_\_\_\_\_ Reels

This is Pkg. No. \_\_\_\_\_ of \_\_\_\_\_ Pkgs. R.M.N. No. \_\_\_\_\_  
S.R.N. No. \_\_\_\_\_

— TO —

MATERIALS DISTRIBUTION CENTER OR  MARC CENTER

\_\_\_\_\_  
CITY STATE ZIP

Attr: \_\_\_\_\_

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EXHIBIT 3  
 RETURN MATERIAL TICKET  
 FA FORM SW-6913A



**Southwestern Bell**  
745 011 902 SW

FA Form SW-6913a  
2-83

**RETURN MATERIAL TICKET**

**ENCLOSE A RETURN TICKET WITH EACH CATEGORY IN THE SHIPMENT**

Returned From —

Title \_\_\_\_\_

Street \_\_\_\_\_

City State \_\_\_\_\_ Zip \_\_\_\_\_

Date Shipped \_\_\_\_\_ Return Material No. \_\_\_\_\_

Exchange or Work Center \_\_\_\_\_

Location Code \_\_\_\_\_

Signed \_\_\_\_\_  
Name Title

<b>PACKING SLIP</b>	<b>CATEGORY</b> (Circle One)	
	<b>TEL. SETS</b>	No. of Cartons _____ No. of Tel Sets _____
	<b>MAJOR</b>	No. of Cartons _____
	<b>MINOR</b>	No. of Cartons _____
	<b>DATA SETS</b>	No. of Cartons _____
	<b>OTHER</b>	No. of Cartons _____

Resp. Code-Charged \_\_\_\_\_

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Sender to retain one copy and forward two copies with shipment.

This portion for use by Warehouse Supervisor.

Date Processed \_\_\_\_\_ No. Sets Processed \_\_\_\_\_ Major Cartons Received \_\_\_\_\_

Tel. Set Difference: None \_\_\_\_\_ Over \_\_\_\_\_ Short \_\_\_\_\_ Minor Cartons Received \_\_\_\_\_

Signed \_\_\_\_\_  
For Warehouse Supervisor Title

After investigation is completed, return one copy to sender. Retain one copy of all Return Material Tickets in Tel. Co. File.

**DUPLICATE-ADMINISTRATIVE RETENTION ONLY**

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EXHIBIT 4  
CATEGORY LABEL  
SW-6914

<b>STOCK RETURNS</b>	
<b>SHIP TO: SOUTHWESTERN BELL TELEPHONE</b>	
1325 Cornell Road (Dock #2)	Lancaster, Texas 75134

DATE SHIPPED \_\_\_\_\_ NUMBER OF CARTONS THIS CATEGORY \_\_\_\_\_  
 RMN NO. \_\_\_\_\_

SECTION 1 - CHECK APPROPRIATE BOX

SECTION 2 - CHECK APPROPRIATE BOX

- OCS - TELSETS
- DATA/TELETYPE
- COIN
- NDS
- OTHER SPECIFY: \_\_\_\_\_

- NEW AND UNUSED
- UNREPAIRED

- FROM -

CREDIT AUTHORITY NO. \_\_\_\_\_ CREDIT RCC \_\_\_\_\_  
 NAME/TITLE \_\_\_\_\_  
 STREET \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 LOCATION CODE \_\_\_\_\_ TEL. NO. \_\_\_\_\_

OTHER RELATED RETURN DOCUMENTS ENCLOSED  
IN PACKING ENVELOPE ATTACHED TO OUTSIDE PACKAGE.

SW-6914  
(Rev. 12-88)

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