

TRANSPORTATION FREIGHT CLASSIFICATION

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1. GENERAL

- 1.01 This instruction outlines the responsibility associated with the classifying of freight which is required when goods are transported into, out of, or within Southwestern Bell Telephone Company territory.
- 1.02 When this practice is reissued, the reason(s) for revision will be listed in this paragraph.
- 1.03 Shippers are obligated by law to show the proper description of articles shipped on their bills of lading, and to conform to rules and regulations as set forth in carriers' classifications. Aside from penalties which are levied for willful mis-description, the use of the correct freight classification description is the best possible assurance that the correct transportation charges will be assessed, thus avoiding the expense of filing claims against carriers for inaccurate rates.

2. DEFINITION

- 2.01 Freight classification is the process of dividing articles of freight into a limited number of groups or classes for the purpose of simplifying the task of making class rates.
- 2.02 A freight classification is a type of tariff containing an extensive list of commodity descriptions and the rating or classes assigned to these descriptions.
- 2.03 The National Motor Freight Classification (NMFC) applies throughout the United States, except for the New England area. The Coordinated Freight Classification (CFC) is applicable for the New England area.

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- 2.04 Two forms are used in conjunction with classifying freight: Form SWL-1083 (Request for Freight Classification Description, Exhibit 1) and Form SW-6538 (CAPRI & SWIMS SSI Update, Exhibit 2). Form SW-6538 is used to load information about stock and non-stock material into the Computer Assisted Payment Receiving and Invoicing System (CAPRI) and the Southwestern Inventory Management System (SWIMS).

3. RESPONSIBILITIES

A. Company Contracting and Local Purchasing

- 3.01 It is the responsibility of the Company buying personnel to insure that the correct freight classification is furnished to vendors as well as transportation instructions for shipments of material directly to SWBT end users, or to the Materials Distribution Center (MDC).
- 3.02 To obtain the proper freight classification, a buyer must submit a Request for Freight Classification Description, Form SWL-1083 (Exhibit 1), to the Manager-Tariff Control within the Logistics Services District. This position will provide the following: freight classification description, National Motor Freight Classification number, and class rating. If an indication is given that the item will be stocked, (indicated by a "Y" in column two of Form SWL-1083), the Manager-Tariff Control will also provide the SWIMS freight classification.
- 3.03 In the event that Logistics Services is unable to determine the classification based on the information provided on Form SWL-1083 or Form SW-6538, the originator of the form will be contacted by the Manager-Tariff Control to request additional information. The originator of the request will be responsible for contacting the vendor for additional information regarding shipping characteristics (i.e., weight, risk in handling, bulk, value of article, and cost in handling).

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- 3.04 After receipt of the applicable freight classification, Company buying personnel will include information about the freight classification on the contract for the vendor's use in shipping the material to the SWBT. Company buying personnel will also complete Form SW-6538 which will be used to update CAPRI and SWIMS, and will include the SWIMS freight classification on the reverse side of Form SW-6538.
- 3.05 Per the CAPRI and SWIMS SSI Workbook, Company buying personnel will forward the completed Form SW-6538 to the Central Maintenance Organization (CMO) for CAPRI input. On stock items, the CMO will then forward Form SW-6538 to Inventory Management for loading of appropriate information into SWIMS.

B. Inventory Management

- 3.06 It is the responsibility of the Inventory Management organization to update the SWIMS database with freight classification information and other information to complement interfacing systems. Freight classification information is provided by Company buying personnel in the Freight Classification field on the reverse side of Form SW-6538.
- 3.07 Inventory Management will return SW-6538s to the originator of the form when SW-6538s are received without the SWIMS freight classification.

C. Logistics Services

- 3.08 It is the responsibility of the Logistics Services District to support other departments in obtaining, reviewing and interpreting freight classifications as they pertain to the movement of inbound, outbound, and intra-company freight shipments for Southwestern Bell Telephone Company.
- 3.09 The Manager-Tariff Control within Logistics Services will provide, as requested, freight classification descriptions, NMFC item numbers, and class ratings for all material descriptions.

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- 3.10 Freight classifications, or status of progress toward classification, will normally be provided within two (2) working days of the request.

D. Materials Distribution Center (MDC)

- 3.11 MDC personnel are responsible for providing an accurate description of freight on bills of lading when shipments are made from the MDC.
- 3.12 The proper bill of lading description can be obtained by referencing the pick ticket (Exhibit 3) designated for warehouse support. This pick ticket contains the description of the material and the National Motor Freight Classification Number (NMFC).

NOTE: When shipping more than one item in the same container, only the highest class description should be listed on the bill of lading.

- 3.13 The classification (used by the carrier to assess transportation charges) is determined by the carrier from the description of the article(s) shown on the bill of lading. It is important that articles are listed properly on the bill of lading to ensure proper classification and the correct transportation charges.
- 3.14 If the product for which classification is required cannot be found on the pick ticket, contact the Manager-Tariff Control (Exhibit 4) for assistance.

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EXHIBIT 1

REQUEST FOR FREIGHT CLASSIFICATION DESCRIPTION
(SWL-1083)



SWL-1083
(Rev. 8-89)

Retain 5 years, until _____

REQUEST FOR FREIGHT CLASSIFICATION DESCRIPTION

Ref: Contracting Purchasing Manual

OFFICIAL FILE LOCATION - PDF
LPO ONLY - CONTRACT FILE

CONTRACT # _____

TO: TRANSPORTATION ORGANIZATION

PDF # XXXXXXXXXXXXXX (Tab 7)

Return To: ROBIN STARR Ex. 235-8331

NOVEMBER 7, 19 90

Address 1010 MARKET
ST LOUIS MO

Date Required 11-9-90

Name of Supplier _____

MATERIAL DESCRIPTION (INCL. SPECIFICATION INFORMATION)	MDC STK Y/N	PRODUCT ID CODE	FREIGHT CLASSIFICATION DESCRIPTION
1. <u>5/8 by 4 WOODEN PLUG</u>	<u>Y</u>	<u>401 436 621</u>	<u>BUNGS OR PLUGS, WOODEN, NOT NMEC ITEM NO. 198610, CLASS 50 SWIMS FRT CLASS A198610</u>
2.			
3.			
4.			

PER [Signature] 11-9-90
DATE

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EXHIBIT 1 (CONT'D)

1. Contract - The Contract number associated with this request.
2. PDF# - The Procurement Decision Folder Number of the product line associated with this request. (This file contains all the documentation to support decisions made associated with this purchase).
3. Date - Date of this request.
4. Return To - Name of person requesting freight classification.
5. Ext - Purchasing contact telephone number.
6. Address - Return address (include city, state and zip code, if outside the St. Louis area.)
7. Date Required - Date response is needed.
8. Name of Supplier - The name of the supplier involved in this request.
9. Material Description - Description of product(s) and specifications, if applicable.
10. MDC STK Y/N - Enter Yes or No to indicate if material is to be stocked at the MDC.
11. Product ID Code - The 9-digit ID code assigned to this item, if known.
12. Freight Classification Description - Area for Logistics Services to insert the classification description, NMFC Item number and class rate.
13. Per - Area for signature of the Logistics Services representative responsible for this classification.

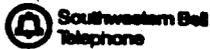
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EXHIBIT 2

CAPRI & SWIMS SSI UPDATE
(SW-6538)

(Page 1 of 2)



CAPRI & SWIMS SSI UPDATE

SW-6538
(Rev. 11-89)

Retain 1 year, until _____

- NEW ITEM ADDITIONAL VENDOR CHANGE DELETE ITEM FROM
- REINSTATE DELETE CONTRACT NSTK TO STK SWIMS REASON: _____
- STK TO NSTK CAPRI

Reference:
BCP010-522-900

Date _____

CMO	ITEM ID _____	DESCRIPTION _____	STK/NON STK <input type="checkbox"/>	
	KEYED BY _____	DISP UNIT _____		
	DATE _____			
BUYER	BUYER NAME _____		PHONE # _____	DELETE CONTRACT # _____
	INVOICING UNIT _____	APPROV <input type="checkbox"/> OCC _____	ECC _____	CAT PRT _____ BUYER CD _____ INSP <input type="checkbox"/> HAZ _____
	CONTRACT # _____	TYPE <input type="checkbox"/> START _____	EXPIRE _____	VENDOR CD _____ LOC CD <input type="checkbox"/> ML _____
	COMMITMENT QTY _____	AMOUNT _____	LOW LIMIT _____	
	MIN STOCK _____	MAX STOCK _____	ALLOC _____	MECH RCD _____
	AUTH LEAD TIME <input type="checkbox"/>	PO ATTACHMENT <input type="checkbox"/>	PRIORITY IND <input type="checkbox"/>	VENDOR TERMS _____
	POB: QUAL <input type="checkbox"/>	MTHD PAY <input type="checkbox"/>	CITY _____	STATE <input type="checkbox"/> ZIP _____ CTRY <input type="checkbox"/>
	VPN _____	PO REMARKS _____		
	MIN ORD QTY _____	MAX ORD QTY _____	STD PKG _____	SHIP INT(DAYS) _____
	FUTURE PRICE EFF DATE _____	MISC CHARGES: CODE 1 _____ RATE _____	CODE 2 _____ RATE _____	TRADE DISC% _____
	PRICE BREAK QTY _____	PRICE MULT <input type="checkbox"/>	PRICE BREAK AMOUNT _____	PRICE BREAK QTY _____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
LPO(S) _____	CATALOG NARRATIVE _____			
_____	_____			
_____	_____			
_____	_____			

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(SEE REVERSE)

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EXHIBIT 2

CAPRI & SWIMS SSI UPDATE
(SW-6538)

(Page 2 of 2)

BUYER, TECH STAFF OR ORIGINATOR	NAME (Print) _____ TITLE _____ TEL. NO. _____																																																																																																																
	TECH STAFF SIGNATURE(S) _____ DATE(S) _____																																																																																																																
	DESCRIPTION OF ITEM _____																																																																																																																
	HOW IS ITEM USED _____																																																																																																																
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	STOCKING LOCATIONS	LANCASTER FENTON TCS # <input type="checkbox"/> PARTIAL																																																																																																															
	INITIAL DEMAND	<input type="checkbox"/> HARDCOPY																																																																																																															
	MONTHLY DEMAND	<input type="checkbox"/> OES																																																																																																															
	INITIAL STOCKING INTERVAL (DAYS)																																																																																																																
	REPLACEMENT FOR EXISTING ITEM? <input type="checkbox"/> Y <input type="checkbox"/> N IF YES, WHAT IS DESC OF REPLACED ITEM? _____																																																																																																																
ITEM ID OF REPLACED ITEM _____																																																																																																																	
DISPOSITION _____																																																																																																																	
FIELD STD PKG _____	TYPE OF ITEM <input type="checkbox"/> SAFETY <input type="checkbox"/> SEASONAL <input type="checkbox"/> CONST <input type="checkbox"/> HAZARDS <input type="checkbox"/> PERSHLB																																																																																																																
MANUFACTURING LOCATION _____	REPAIR LOCATION _____																																																																																																																
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EXHIBIT 3

WAREHOUSE SUPPORT PICK TICKET

 WAREHOUSE SUPPORT Official File Copy, Retention		RM0045-R						
FROM: SW BELL TEL CO 303-CLA-01030-6736 1325 CORNELL RD LANCASTER TX 75146		ISSUE M E S S A G E S SHIP VIA HOUSTON.						
FROM: SW BELL TEL CO 18105 LANMARK 35 DR SAN ANTONIO TX 78233 FINAL SOUTHWESTERN BELL GENL SECURITY MGR 910 ROSALIE RN 507 HOUSTON TX 77002		TICKET NUMBER SHIP FROM DATE SEQ CLA-89303-1242 PAGE OF PAGES 0001-0001 TICKET OF TICKETS 0001-0001 TRANSPORTATION INFO SHIPPED VIA DATE SHIPPING RECEIPT NO TRANSPORTATION CHARGES						
JES #1249 2010306 33 WM0000 SE0052000 10/30/89		F.I.C. CODE						
D ZONE ALT GEO. RCC EST. C.W.O.K.C. C.P.R. CODE		869322 OCT 31 1989						
LINE	PIB COMMODITY CODE LINE ITEM	DESCRIPTION AND MESSAGES FREIGHT CLASS ALT. BINS	QTY. REQ. PREV ON TICKETS	QTY. B/O PROMISE DATE NEED DATE	QUANTITY TO PICK	UOM	PRICE R.C.C.	AMOUNT S.A.
00A	402496400 01 0049 0001/0001.	FORM BS 20 (PK 500) 10-84 REV FREIGHT CLASS 0153250 ALT. BINS: RFF130, RFF150, RFF21A, RFF26C	12 0	0 00000000 10/31/89	12	PK	1.16	13.92

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EXHIBIT 4

**FREIGHT CLASSIFICATION CONTACT LIST
(Logistics Services)**

1. **Manager-Tariff Control**
500 N. Broadway, Room 1000
St. Louis, MO 63102
(314) 235-2236

2. **Manager-Inbound Transportation**
500 N. Broadway, Room 1000
St. Louis, MO 63102
(314) 235-2216

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