

Telephone Company Storeroom Procedures  
For Processing New/Reusable Non-Stock Returns

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PROPRIETARY

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1.0 GENERAL

1.01 This practice provides procedures to be used by Telephone Company Storeroom (TCS) personnel for processing new/reusable non-stock returns.

1.02 This practice is issued to:

- (a) Provide procedures pertaining to TCS responsibilities when receiving new/reusable material from field users.
- (b) Provide procedures to TCS personnel for advertising new/reusable material to field users for reapplication.
- (c) Provide instructions to TCS personnel for processing requests from field users for new/reusable material.
- (d) Provide procedures to TCS personnel for disposing of new/reusable material that has not been requested by field users within the established timeframes as noted in this document.

2.0 GLOSSARY OF TERMS

2.01 New/reusable non-stock items are defined as those items that are not stocked on the Southwestern Inventory Management System (SWIMS). These items will not be in the Materials Distribution Center (MDC) SWIMS account 1220.95 or the TCS SWIMS account 1220.94.

3.0 TCS RESPONSIBILITIES - RECEIVING

3.01 TCS personnel should use the following aids to determine the most accurate material description.

- a. Vendor Catalogs
- b. CAPRI SSI Description Listing
- c. Description, comcode and vendor part number on carton
- d. Refer to previous CAPRI P.O. number on package

3.02 TCS personnel should add the non-stock items to the SWIMS Mechanized Locator System (MLS) in order to assign and track non-stock items returned from field. Refer to the SWIMS Methods, Tab 10, Mechanized Locator System, Section III for detailed instructions. SWIMS will mechanically assign a non-stock item number. After loading non-stock items into MLS, TCS personnel should contact Inventory Management by phone, to request the loading of control codes into the Corporate

Items database. TCS personnel should provide Inventory Management the non-stock item numbers and item descriptions. A written request of the items loaded should then be forwarded to Inventory Management for their records. Refer to Exhibit A for contacts and telephone numbers.

3.03 The TCS personnel should add non-stock items in the SWIMS inventory system in order to track material balances and movement. Refer to the SWIMS Methods, Tab 6, Inventory Activity Types Section II, for detailed instructions. A transaction code of 30 (Positive Adjustment) should be used to establish quantities for material balances. This procedure will allow the items to be included in the inventory system and will enable TCS's to track inventory balances.

#### 4.0 INVENTORY MANAGEMENT RESPONSIBILITIES

4.01 Inventory Management personnel will access the Corporate Items database in SWIMS and perform the following maintenance to the item multiple fields:

- a. Enter 1 in position 1, 1 in position 6, and 9 in position 20 of the item multiple field.
- b. System constraints require the maximum order quantity field to be populated to enable the generation of pick tickets, in the event field user has a request for the material. To satisfy this requirement, Inventory Management personnel should populate this field with 100.

#### 5.0 ADVERTISING NEW/REUSABLE NON-STOCK MATERIAL

5.01 TCS personnel should review the non-stock inventory list prior to placing orders on their serving LPO to fill "Want Tickets" for field users. If material is on the non-stock inventory list, the available non-stock material should be shipped to field users utilizing procedures as outlined in Sections 6.0 and 7.0 of this instruction.

5.02 TCS personnel will be responsible for sending out a format cover letter (Exhibit B), together with a non-stock inventory list (Exhibit C) to their field users, other TCS locations, and Local Purchasing Offices (LPO) as required depending on demand, type and volume of non-stock items. This procedure will ensure up-to-date information is being provided to other work groups for the most efficient reapplication of non-stock material.

#### 6.0 TIMEFRAME FOR ADVERTISING NON-STOCK MATERIAL

6.01 The TCS should advertise non-stock material for a period of sixty calendar days.

6.02 After sixty calendar days, the TCS personnel should call the Procurement's Logistics Services personnel for disposition of material. Logistics Services personnel will determine if material should be shipped to a MARC Center for junking, shipped to the SWBT retail outlet, shipped to a authorized buyer, or trash locally. The following Logistics Services personnel should be contacted for disposition of material:

TEXAS	MANAGER-SPECIALIZED SALES (214) 243-2103
	SOUTH
MOKA	MANAGER-SPECIALIZED SALES (314) 235-2307
	NORTH

6.03 When disposition of material is determined by Logistics Services personnel, TCS personnel should perform the following activities:

- a. Generate a Pick Ticket to decrement material balances for the non-stock material. Refer to SWIMS Methods, Issues, Tab 7, Sections II and III for instructions.
- b. Enter the phrase "ADV/30-COULD NOT REAPPLY" in the Requestor field. Refer to SWIMS Methods, Issues, Tab 7, Section III.
- c. A copy of the completed Pick Ticket should be retained in a separate file at the TCS for a period of one year for future reference.

7.0 PROCESSING REQUESTS FOR REAPPLICATION OF NON-STOCK MATERIAL FROM FIELD USERS

7.01 When the TCS's receive calls from field users for the reapplication of non-stock material, the following information should be obtained before material is shipped.

- a. Item description
- b. Non-stock item number
- c. Quantity to be shipped
- d. Name of field user for whom material is to be shipped
- e. Authority number and/or Responsibility Code Charged (RCC) of field user requesting the material
- f. Address where material is to be shipped
- g. Telephone number of field user requesting material
- h. Location code of field user

7.02 TCS personnel should generate a Pick Ticket in order to decrement balances for the non-stock material. Refer to SWIMS Methods, Issues, Tab 7, Sections II and III for detailed instructions.

8.0 SELECTION, PACKAGING, AND SHIPMENT OF NON-STOCK MATERIAL

- 8.01 TCS personnel should select material utilizing the Pick Ticket in accordance with local operating routines.
- 8.02 Material should be packaged in such a manner that affords maximum protection and security of material while in transit.
- 8.03 Shipping containers should be labeled to clearly reflect the field user's name, address, number of containers being shipped, and any additional pertinent information requested by user.
- 8.04 The PACKING SLIP & RECEIPT COPY (Exhibit D) and the PACKAGE COPY (EXHIBIT E) of the Pick Ticket should be placed inside the shipping container or inserted in a PACKING SLIP ENCLOSED ENVELOPE and sent with shipment.
- 8.05 The WAREHOUSE SUPPORT COPY (Exhibit F) of the Pick Ticket should be retained by TCS personnel in a separate file for a period of one (1) year.
- 8.06 TCS personnel should prepare a Bill of Lading, if required. Transportation should be charged to the Responsibility Code (RC) and the Location Code of the field user requesting the material and to Function Code 510101.



## EXHIBIT B

The attached inventory is a list of new/reusable non-stock material returns that have been accumulated at the Telephone Company Storeroom (TCS).

These items are not stocked at the TCS or the Materials Distribution Center (MDC) in Lancaster, Texas, but are available for reapplication at no cost to the user.

Every effort should be made to utilize these non-stock items. This inventory list should be reviewed prior to placing orders on your Local Purchasing Office (LPO) or your TCS.

If the material that is needed is on the attached non-stock inventory list, please call the TCS on XXX-XXX-XXXX. The requested material will be shipped without delay.

EXHIBIT C

TCS NON-STOCK INVENTORY LIST

<u>ITEM DESCRIPTION</u>	<u>ITEM NUMBER</u>	<u>MANUFACTURER</u>	<u>QUANTITY</u>
1) Adapter 153B	NS0002172	AT&T	200 ea.
2) Backboard CK16301 L8	NS0001897	Wheelock Signal	100 ea.
3) Baffle 6A332	NS0000325	Dukane Corp.	5 ea.



Southwestern Bell Telephone

PACKING SLIP & RECEIPT COPY

FOR LOCAL RETENTION IF MATERIAL IS CORRECT

RMQ825-R01

FASW 6479 (REV. 11/86)

FROM: SW BELL TEL CO MR# 027-K20-05428-2212  
11705 W 83RD TERRACE  
LENEXA, KS 66215

ISSUE

M  
E  
S  
S  
A  
G  
E  
S

SHIP VIA 01ADC

TICKET NUMBER		
SHIP FROM	DATE	SEQ.
K20-88027-0034		
0001-0001		PAGE OF PAGES
0001-0001		TKT. OF TKTS.
TRANSPORTATION INFO.		
SHIPPED VIA		
DATE		
SHIPPING RECEIPT NO.		
TRANSPORTATION CHARGES		

FINAL  
SOUTHWESTERN BELL TEL  
MGR-MM  
11705 W 83RD TERR  
LENEXA KS 66215

STEVE BARRETT HMS	205428	01		KK1467	S48068210	01/27/88
REQUESTOR	AUTH.	MU	AAC	GEO. LOC.	R.C.O.	DATE CREATED

F.I.C. CODE

D ZONE	ALT. GEO.	R.C.C.	EST. C.W.O. K.C.	C.P.R. CODE
B				

PRIME BIN D	PID 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	AMOUNT
							\$\$\$ CC	\$\$\$ CC
BNLINE	NS0001560 01  0001/0001 FREIGHT CLS	IN-LINE SETS  ALT. BIN	1 0	0 00000000 01/27/88	1	EA	0.00	0.00
							TOTAL AMOUNT	0.00
SELECTED BY:		CHECKED BY:	DATE:	RECEIVED BY:	DATE:			

EXHIBIT D

SW 748-101-900



**PACKAGE COPY**  
DUPLICATE COPY - ADMINISTRATIVE RETENTION ONLY

RMQ825-R01

FASW 6479 (REV. 11/86)

FROM: SW BELL TEL CO MR#  
11705 W 83RD TERRACE  
LENEXA, KS 66215

ISSUE

M  
E  
S  
S  
A  
G  
E  
S

SHIP VIA 01ADC

F.I.C. CODE

TICKET NUMBER		
SHIP FROM	DATE	SEQ.
K20-88027		0034
0001-0001		PAGE OF PAGES
0001-0001		TKT. OF TKTS.
TRANSPORTATION INFO.		
SHIPPED VIA		
DATE		
SHIPPING RECEIPT NO.		
TRANSPORTATION CHARGES		

FINAL  
SOUTHWESTERN BELL TEL  
MGR-MM  
11705 W 83RD TERR  
LENEXA KS 66215

STEVE BARRETT HMS	205428	01		KK1467	S48068210	01/27/88
REQUESTOR	AUTH.	MU	AAC	GEO. LOC.	R.C.O.	DATE CREATED

D ZONE	ALT. GEO.	R.C.C.	EST. C.W.O. K.C.	C.P.R. CODE
B				

PRIME BIN	PID 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 \$ \$ C C	AMOUNT \$ \$ C C
2	NS0001560 01	IN-LINE SETS	1	0	1	EA	0.00	0.00
BNLINE	0001/0001 FREIGHT CLS	ALT. BIN	0	00000000 01/27/88				
SELECTED BY:							TOTAL AMOUNT	0.00
CHECKED BY:			DATE:		RECEIVED BY:		DATE:	

EXHIBIT E



Southwestern Bell Telephone

WAREHOUSE SUPPORT

OFFICIAL FILE COPY IF RED. RETENTION

RMQ825-R01

FASW 6479 (REV. 11/86)

FROM: SW BELL TEL CO MR# 027-K20-05428-2212  
11705 W 83RD TERRACE  
LENEXA, KS 66215

ISSUE  
M  
E  
S  
S  
A  
G  
E  
S  
SHIP  
VIA 01ADC

TICKET NUMBER		
SHIP FROM	DATE	SEQ.
K20-88027		0034
0001-0001		PAGE OF PAGES
0001-0001		TKT. OF TKTS.
TRANSPORTATION INFO.		
SHIPPED VIA		
DATE		
SHIPPING RECEIPT NO.		
TRANSPORTATION CHARGES		

FINAL  
SOUTHWESTERN BELL TEL  
MGR-MM  
11705 W 83RD TERR  
LENEXA KS 66215

STEVE BARRETT HMS REQUESTOR	205428 AUTH.	01 MU	AAC	KK1467 GEO. LOC.	S48068210 R.C.O.	01/27/88 DATE CREATED
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D ZONE	ALT. GEO.	R.C.C.	EST. C.W.O. K.C.	C.P.R. CODE
B				

PRIME BIN ID	PID 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	AMOUNT
							\$\$\$ CC	\$\$\$ CC
BNLINE	NS0001560 01  0001/0001 FREIGHT CLS	IN-LINE SETS   ALT. BIN	1 0	0 00000000 01/27/88	1	EA	0.00	0.00
							TOTAL AMOUNT	0.00

SELECTED BY:

CHECKED BY:

DATE:

RECEIVED BY:

DATE:

EXHIBIT F