

**PICS/DCPR  
PROCUREMENT LOGISTICS  
PLUG-IN INVENTORY MANAGEMENT PROCEDURES**

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## 1. GENERAL

- 1.01 This practice covers and describes procedures associated with the management and administration of the PICS plug-in process.
- 1.02 This practice is being issued to provide procedures for Plug-In Logistics. It replaces SW 790-300-930, SW 790-300-931, SW 790-300-960 and SW 790-300-961.
- 1.03 Unfamiliar terms and acronyms used throughout this practice are defined below to assist the reader in understanding the content:
- a. ACR = Actual Cost Record
  - b. ALC = Accounting Location Code
  - c. BUYER = Manager-Purchase Operations
  - d. CLLC = Common Language Location Code
  - e. CO = Central Office
  - f. COE = Central Office Equipment
  - g. COIM = Central Office Inventory Management
  - h. CPC = Circuit Provisioning Center
  - i. CSIM = Central Stock Inventory Management
  - j. DBM = Data Base Manager
  - k. DCPR = Detailed Continuing Property Record
  - l. DR = Division of Revenue
  - m. ECI = Equipment Category Identifier
  - n. HECI = Human Equipment Category Identifier
  - o. IDC = Intermediate Distribution Center
  - p. I/O = Intracompany
  - q. IM = Inventory Management
  - r. L-A-M = Look-At-Me
  - s. L-L = Like-For-Like
  - t. MDC = Material Distribution Center
  - u. MOKA = Missouri, Oklahoma, Kansas, Arkansas
  - v. PELLC = PICS Long-Lead Connect File
  - w. PEMSGC = PICS Internal Connect Rejects
  - x. PIA = Plug-In Administration - Movement/Acquisition
  - Y. PICC = Plug-In Configuration Code
  - z. PICS = Plug-In Central Stock
  - aa. PICS/DCPR = Plug-In Inventory Control System/Detailed Continuing Property Record
  - bb. PIE = Plug-In Engineer
  - cc. PIDEF = Plug-In Definition Table
  - dd. PIFC = Plug-In Function Code
  - ee. PLOC = PICS Location File
  - ff. RMN = Returned Material Notice
  - gg. RT = Remote Terminal

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- hh. SN = Shipping Notice
- ii. TPI = TIRKS/PICS Interface
- jj. TTS = Capital Tools & Test Sets

1.04 The following definitions are also included for clarification:

- a. 1220.1411 - Newly purchased COE held for future use.
- b. 1220.1412 - Used COE held for reuse.
- c. 2001 - In service account which contains equipment that is installed and working or available as spare/standby.
- d. ADJUSTED MATERIAL PRICE - The material price plus transportation and sales/use taxes.
- e. CPR - Continuing Property Record - A six-digit number that identifies a specific type of equipment.
- f. ECN - Equipment Category Number - Details investment by usage and type.
- g. FRC - Field Reporting Code - Accounting classifications that define investment by equipment type.
- h. MATERIAL PRICE - The original purchase price excluding taxes.

## **2. SHELF STOCK RETIREMENTS**

- 2.01 The PIA is responsible for determining the plug-in equipment to be retired and for extracting/using the appropriate data from the plug-in ECI and CPR data bases.
- 2.02 The timely retirement of unneeded plug-in equipment is necessary to comply with requirements of the FCC Rules and Regulations (Part 32). When plug-ins are junked/retired into the materials and supplies account (Account 1220), an equivalent amount is credited to the depreciation reserve account (Account 171) as salvage.
- 2.03 The plug-in retirement policy should be based on all items reaching the maturity/decline phase of the life cycle.
- 2.04 The following conditions necessitate retirement of plug-in equipment:
  - a. The equipment is technically and economically obsolete.
  - b. Replacement costs are less than the cost of annual carrying charges realized over a long holding period.
  - c. Equipment is declared surplus.
  - d. Equipment is defective and cannot be economically

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- repaired.
    - e. A transfer outside of the 22XX CO Account.
    - f. A sale to another company.
- 2.05 After determining that the plug-in(s) should be retired, one of the following methods of disposition should be used:
  - a. Transfer equipment to another state within the company for reuse.
  - b. Sell to another company.
  - c. Salvage to Account 1220.1412 for future use.
  - d. Dispose for best salvage in accordance with company policy.
- 2.06 In order to minimize administrative problems associated with using proper retirement activities at CO locations and in providing proper authorization and amounts, plug-ins should be retired **only** at CS. Exceptions to this rule should be rare and allowed only under controlled conditions.
- 2.07 It is the responsibility of the PIA to track and maintain proper retirement records in order to recognize when approval authority limits are reached and to provide audit trails. Retirements should be tracked by:
  - a. MONTHLY TRANSACTION DETAILS REPORT (Exhibit 71).
  - b. FD07 ESTIMATE LEDGER AND SUMMARY OF MATERIAL UNITS REPORT (Exhibit 66).
- 2.08 There are two Formats used in the retirement of plug-ins:
  - a. PIRET - Used to retire equipment from the 2001 account at CS.
  - b. PIREP - Used to retire equipment that has been determined to be junked in the repair cycle. Details are provided in the Repair Practice SW 749-000-909.
- 2.09 Format PIRET (Exhibit 30) is used to process all shelf stock retirements. The inventory and investment records will be updated. The required fields for this Format are:
  - a. FROM LOCATION = CS CLLC
  - b. HECI
  - c. QUANTITY
  - d. STATUS = S/M/C (Spare/Maintenance/Committed)
  - e. DISPOSITION/ACCOUNT = Junk/1220.1412
  - f. SOURCE DOC/REQ = locally assigned number

NOTE: Annually, a block of retirement requisition num-

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bers should be entered into the plug-in definition table via Format PRRDT (Exhibit 42) as described in Section 6. These numbers are used as an edit check when orders are processed.

- g. YEAR OF PLACEMENT = 00
- h. AUTHORITY = Plug-In Estimate
- i. LAST ITEM = Y/N
- j. DISCONNECT DATE = Current Month/Year
- k. TOTAL SALVAGE/SALE VALUE = 0.00

- 2.10 A retirement report will be printed automatically on a designated printer at the PIA location. Format PREPT R (Exhibit 39) can be used to identify the printer. A copy of the report should be attached to the retirement form. After verifying proper retirement, the amount of this transaction should be added to the previous accumulated amount and verified to ensure that the authorized amount has not been exceeded. These forms should be held in the retirement file for future comparison to the monthly journalization output and estimate ledgers.

NOTE: Minor/Expense Item retirements only update the inventory records. No retirement report will be printed since there is no investment associated with these units in PICS/DCPR.

### 3. NON-CIRCUIT, TOOLS AND TEST SET RETIREMENTS (2001)

- 3.01 Non-circuit plug-ins are defined as having an FRC of 17C, 37C, 47C, 67C, 77C, 117C, 167C and 377C.
- 3.02 Capital tools and portable test sets in PICS/DCPR are items of equipment that are unmounted and restricted to use only in CO maintenance function. They are further defined as an equipment item with a CPR number of N74XXX - N79XXX and are treated like deferrable plug-ins.

NOTE: Deferrable plug-ins are those which may be installed after the installation of the mountings. Non-deferrable plug-ins are those which must be installed at the same time as the mountings and are considered hardwired equipment.

- 3.03 The Equipment Engineer controls the retirement of non-circuit plug-ins, tools and test sets. The PIE/DBM is respon-

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sible for retiring the units out of the PICS/DCPR system.

#### 4. JUNKING ADMINISTRATION

- 4.01 Identifying surplus equipment before it is checked into the warehouse is the most efficient way to manage the inventory. This identification should be done through the use of max/keep levels. Max/Keep levels can also be used by the PIA to junk equipment during periodic stock reviews without obtaining the one time concurrence from the PIE(s). Max/Keep levels have an advantage over an automatic junk list in that they can be applied to types of obsolete plug-ins for which there is still some demand.
- 4.02 Updates to the max/keep levels will be initiated by the PIA and concurred in by the PIE. The levels will be provided to the PIA via the PICS/DCPR STOCK LEVELS EXCEEDING MAX KEEP REPORT (Exhibit 73). It will be executed weekly.
- 4.03 Although the method of identifying plug-ins for junking at the dock is PIC-SCAN, the max/keep levels will need to be loaded into PICS/DCPR. Having the levels in PICS will allow an edit to be invoked in the repair process to prevent repairing plug-ins above the max/keep quantity. Extracts from PICS/DCPR should be used to load the initial level into PIC-SCAN.
- 4.04 PIC-SCAN will determine if field returns should be placed on the shelf or junked. If plug-ins are to be junked, PIC-SCAN will process the retirement automatically.

NOTE: A retirement report will be printed as described in paragraph 2.09.

#### 5. REVERSE RETIREMENTS

- 5.01 A reverse retirement (recapitalization) can be used to restore inventory and investment data retired in error. It should always be used with caution since it has an effect on plug-in service life and depreciation rates.
- 5.02 Format PIRET (Exhibit 30) is used for reverse retirements. Comments and required fields detailed in paragraph 2.09

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apply with the following exceptions:

- a. YEAR OF PLACEMENT - obtained from the retirement report
- b. TOTAL SALVAGE/SALE VALUE - 0.00
- c. REVERSE RETIREMENT = Y
- d. MATERIAL PRICE - obtained from the retirement report
- e. ADJUSTED MATERIAL PRICE - obtained from the retirement report

**6. REQUISITION NUMBER ASSIGNMENT**

- 6.01 In the fourth quarter of each year, a block of plug-in requisition numbers should be reserved for Purchase/Sale/Retirement activity by account (2001, 1220.1411 and 1220.1412) for the following year.
- 6.02 The new purchase requisition number is made up of a seven character base, consisting of a Network identifier, a Section identifier, a Type identifier and a Locally Assigned Numeric identifier as defined in the Purchase Requisition Practice SW 790-101-906.
- 6.03 All other requisition numbers are assigned locally, should be unique to the type of order (Reuse, Intracompany, Intercompany, Retirement), and can have up to ten characters consisting of:

a. SECTION IDENTIFIER

NOTE: The Section identifier should be the first two characters of the authority number. The approved identifiers are:

AR - ARKANSAS	KS - KANSAS
DL - TEXAS	OK - OKLAHOMA
KC - KANSAS CITY	SL - ST. LOUIS

b. ORDER TYPE IDENTIFIER

- 1. JK = Retirement to Junk
- 2. SA = Retirement into 1220.1412
- 3. AX = Retirement for Intercompany Sale
- 4. R1 = Purchase from 1220.1412
- 5. IO = Intracompany Purchase/Sale

c. YEAR

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- d. MONTH
- e. ACTUAL NUMBER OF ORDER (01-99)

EXAMPLE: ARI0900510 = Arkansas Intracompany Order #10 processed in May, 1990.

- 6.04 The requisition numbers should be input by GHQ to the Plug-In Definition Table via Format PRRDT (Exhibit 42) and used as an edit check when orders are added to the plug-in order file as discussed in Section 7. This will aid in order processing, tracking and billing resolution.

## 7. PLUG-IN ORDER FILE

- 7.01 The Plug-In Order File is part of the PI/INV subsystem and contains two types of records. One type is the HEADER record which covers all information that is common to the entire order. The other type is the ITEM record which covers all information about a single item of equipment on a requisition.
- 7.02 The HEADER and ITEM records are created when the order is first input into the system via Format PIORD (Exhibit 28). This Format is used to order, acknowledge, receipt and cancel plug-in orders for accounts 2001 and 1220.1411. This information is then used to maintain control over plug-in orders. The records are updated when the equipment is received, billed or cancelled.
- 7.03 Format PORD (Exhibit 35) is used to display/update the plug-in order HEADER data that exists in the plug-in order data base. Information provided is:
- a. The authority, CLLC and job identification
  - b. Account = 2001/1220.1411
  - c. The quantity of items ordered, receipted and billed
  - d. The order status (Open, Closed or Cancelled)
  - e. Whether the associated requisition has been printed
  - f. Whether the order is final billed and the final bill date
- 7.04 Format PORD S (Exhibit 37) is used to display plug-in order information that exists in the plug-in order data base. Information provided is:
- a. The Authority, CLLC and Vendor

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- b. The order placement and due dates
  - c. HECI for each item
  - d. Quantity ordered, received, sent to MAPS and paid for each item
  - e. Substitution codes, if applicable
  - f. Quantities for each FRC
- 7.05 Format PORD I (Exhibit 36) is used to display/update plug-in order item record data. The Format may also be used to re-establish previously cancelled item records.
- 7.06 Reuse transactions, via Format PIAT (Exhibit 15), from the 1220.1412 account also creates an entry in the plug-in order file.
- 7.07 The PRINT PENDING CIRCUIT ORDERS REPORT (Exhibit 77) should be reviewed weekly. The 2001 and 1220.1411/1412 plug-in orders are listed on this report by order number followed by the item records.
- 7.08 The OPEN ORDER EQUIPMENT REPORT (Exhibit 72) should be reviewed weekly. It is extracted from the plug-in order file and produces the following reports:
- a. Overdue equipment orders
  - b. Summary of overdue orders
    - 1. Provides a statistical summary in alphabetical order by supplier.
  - c. Company summary for all PIA areas
- 7.09 The overdue order reports provide the following information:
- a. HECI
  - b. SUPPLIER
  - c. REQUISITION NUMBER
  - d. ITEM NUMBER
  - e. DATE PLACED
  - f. DUE DATE
  - g. DAYS OVERDUE
  - h. QUANTITY ORDERED
  - i. QUANTITY DUE
  - j. UNIT PRICE
  - k. AMOUNT DUE

8. PURCHASE ORDER PREPARATION

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- 8.01 If equipment to resupply the 2001 select stock area cannot be supplied through reuse efforts as discussed in Sections 10-12, a purchase will have to be made from a manufacturer. New equipment may be purchased directly into accounts 2001 or 1220.1411.
- 8.02 Equipment purchased to resupply CS that has an immediate use should normally be purchased into account 2001. Equipment that is being purchased for major projects and has no immediate use in the Section should normally be bought into the 1220.1411 account.
- 8.03 Inventory in account 1220.1411 should be monitored closely and should not be left in this account longer than one year. If it is determined there is no use for these items in the Section during review, the equipment should be made available for sale to another Section or to another company.
- 8.04 For an AX sale, the following steps should be followed:
- a. Use Format PLD22 (Exhibit 31) to unload the equipment using the adjusted material price. (This is a nonjournalizing transaction.)
  - b. Prepare a MATERIAL TRANSFER REQUEST FORM SW5015 (Exhibit 53) for the same dollar amount to the appropriate COE maintenance account (R should be charged).
  - c. The RMN will be prepared by Logistics Services-Reuse Sales.
- 8.05 For a sale to another Section, use Format PTRN22 (Exhibit 49) to transfer the equipment to the purchasing Section's 1220.1411.
- 8.06 For new purchases, the PURCHASE REQUISITION FORM SW6528 (Exhibit 56) should be used. It should be prepared according to instructions outlined in the Purchase Requisition Practice SW 790-101-906.
- 8.07 Once the type and quantity of new plug-ins to be purchased has been determined, the PIA should prepare the requisition and input the information into PICS via Format PIORD (Exhibit 28). A copy of the order should be provided to the Buyer for processing.
- NOTE: The Buyer will be responsible for actual procurement of equipment, follow up on the order, payment of the invoice(s) and handle any claims that occur.
- 8.08 Purchases should be made economically in accordance with any

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current agreements with the supplier. They will normally be made on a monthly basis.

- 8.09 Requisitions should be limited to 25 items and one FRC for ease in tracking.
- 8.10 A supplement to an existing order should not be issued since the originating dates will differ. This will cause inaccurate data to be generated on the OPEN ORDER EQUIPMENT REPORT (Exhibit 72) and the lead time data on the STOCK REPLENISHMENT REPORT (Exhibit 80) will be skewed.

NOTE: If additional equipment is needed by the same due date, a new expedite order should be issued.

## 9. SUPPLIES ACCOUNT - INPUT

- 9.01 Plug-Ins in the 2001 account identified as excess with no immediate reuse should be retired into the 1220.1412 SUPPLIES ACCOUNT via Format PIRET (Exhibit 30), creating a journalizing transaction. The 1220.1412 is a valid account at CS locations only.
- 9.02 If stock levels are maintained at/below a 60-day supply, retirements will not be required.

NOTE: Unnecessary retirements should not be made since they adversely affect depreciation.

- 9.03 Transactions should be processed utilizing procedures outlined in paragraph 2.09 with the following exceptions:

- a. DISPOSITION ACCOUNT = 1220.1412
- b. TOTAL SALVAGE AMOUNT = not required

NOTE: Input into the supplies account will only process when sufficient CPR quantities exist (i.e., unpriced pointers are not allowed.)

- c. SOURCE DOC/REQ = locally assigned number

NOTE: Annually, a block of supplies account input requisition numbers should be entered into the plug-in definition table via Format PRRDT (Exhibit 42) as described in Section 6. These numbers are used as an edit check when orders are

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processed.

- 9.04 Due to system constraints (investment not tracked), Format PIRET (Exhibit 30) will not retire minor/expense items into the supplies account.
- NOTE: Minor/Expense should not be input into 1220.1412.
- 9.05 The 122 ECI INVENTORY DATA BASE GENERALIZED PRINT REPORT (Exhibit 81) can be reviewed monthly to monitor the 1220.1412 ECI quantities in (S)pare and (C)ommitted Spare.
- 9.06 Equipment in the supplies account can be reserved and placed in (C)ommitted Spare via Format PRES (Exhibit 40). Required details are:
- a. LOCATION = CS CLLC
  - b. HECI
  - c. ACCOUNT = 1220.1412
  - d. AUTHORITY
  - e. PIA = Section Identification
  - f. DUE DATE
  - g. NOTES/COMMENTS (up to 40 alpha/numeric characters allowed)
- 9.07 Reserved items in the "C" status cannot be transferred, they must be unreserved via Format PRES (Exhibit 40). The following procedures are required to change the units from "C" to "S":
- a. Display the inventory record
  - b. Quantity = 0
  - c. Press the update (PF5) function key
- 9.08 Items being held in the supplies account for a specific job or for future forecast requirements should be reserved. Not reserving the plug-ins could affect future inventory management decisions.
- 9.07 The monthly 122 MATERIALS AND SUPPLIES DATA BASE GENERAL REPORT (Exhibit 82) should be used monthly to reconcile the PICS/DCPR totals with the ACR-FG85 (Exhibit 60).
- 9.08 The 1220.1412 account should be continually monitored for application of reusable equipment and junking of obsolete items.
- 9.09 A physical inventory of the supplies account should be done annually to fulfill Physical Asset Verification (PAV) re-

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quirements outlined in the PICS/DCPR Asset Verification Procedures Practice SW 790-300-951.

NOTE: A manual inventory is performed annually in June and the results are reconciled to accounting.

10. SUPPLIES ACCOUNT - REUSE

10.01 When resupplying the 2001 select stock area, the first consideration should be the 1220.1412 account.

10.02 When reuse plug-ins are available in the supplies account, Format PIAT (Exhibit 15) should be used to process a journalizing transaction. Required details are:

- a. HECI
- b. QUANTITY
- c. FROM LOCATION = CS CLLC
- d. FROM ACCOUNT = 1220.1412
- e. TO LOCATION = CS CLLC
- f. TO ACCOUNT = 2001
- g. FROM STATUS = S
- h. TO STATUS = S/M/C
- i. AUTHORITY = Plug-In Estimate Number
- j. SOURCE DOC/REQ = locally assigned number

NOTE: Annually, a block of supplies account purchase requisition numbers should be entered into the plug-in definition table via Format PRRDT (Exhibit 42) as described in Section 6. These numbers are used as an edit check when orders are processed.

10.03 The reuse transaction automatically creates an entry into the plug-in order file. This order is marked as ordered, receipted and billed. If an error is made, data must be reversed as outlined in BR 756-121-755.

NOTE: Annually, a block of reuse requisition numbers should be entered into the plug-in definition table as outlined in Section 6 via Format PRRDT (Exhibit 42). These numbers are used as an edit check when orders are processed.

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## 11. INTRACOMPANY (I/O) PURCHASES AND SALES

11.01 When equipment is identified to be excess with no potential reuse, it should be offered for sale to the other Sections within SWBT. From the time the surplus is identified until it is sold, the excess equipment should remain in the Spare (S) status at CS. This will provide the least amount of administrative effort for both the PIA and warehouse personnel. This type of sale is processed as a CS-TO-CS transfer via Format PTRAN (Exhibit 48). The selling price will not have to be negotiated since the CPR transaction is automatically processed in the PICS/DCPR system. However, the dollars must exist in the CPR inventory records before a sale is made.

11.02 Once a sale agreement is reached between the Section PIE(s), the PIA should prepare a SALE FORM (Exhibit 59) for use as an input document. A log of these purchase and sale arrangements should be kept since a purchase record is not created in the plug-in order file.

NOTE: Annually, a block of Intracompany Purchase requisition numbers should be entered into the plug-in definition table as outlined in Section 6 via Format PRRDT (Exhibit 42). These numbers are used as an edit check when orders are processed.

11.03 After Format PTRAN (Exhibit 48) is successfully executed for I/O sales between MOKA and Texas, the associated CPR transaction number should be obtained via Format PICTD (Exhibit 16). This number is then used on Format PICTR (Exhibit 17) to get the year of placement and investment information. A local print should be made for CPR input requirements since this information is not automatically transferred between the two PICS/DCPR systems. However, the appropriate journalizing transactions will be made in BSDOPAC for both Sections.

11.04 The transfer data that the PI/INV subsystem forwards through the IMS QUEUE to the PICS/DCPR subsystem includes the following:

- a. FROM LOCATION
- b. TO LOCATION
- c. QUANTITY
- d. EQUIPMENT IDENTITY (CPR Number, FRC and ECN)
- e. YEAR OF PLACEMENT (If not specified, oldest year on record)

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## f. ECN

- 11.05 The material and in-place dollars are calculated for the quantity being transferred. The "FROM LOCATION" subtracts this amount and the "TO LOCATION" adds this amount to the CPR inventory. Plug-In Other Cost (PIOC) is not calculated for a CS location. This transaction also creates a record in the CPR transaction file. During the monthly journalization process, the selling Section's routine estimate will be credited and the purchasing Section's routine estimate will be debited.
- 11.06 Since sales of plug-in equipment between state jurisdictions is done without retirement accounting as discussed in Section 2, transfer of depreciation reserve must be made. GHQ PICS/DCPR will provide a monthly summary of these transactions to the Depreciation Engineers for computation of the depreciation reserve adjustment. These computations will be completed by the GHQ Depreciation Engineers and forwarded to Comptrollers for journalization at the close of the following month after the equipment has been transferred. The required journal entries to the 171 depreciation reserve account will be a debit adjustment in the "FROM" state and a credit adjustment in the "TO" state.
- 11.07 The PICS warehouse will transfer the equipment from one stock location to another and forward the transportation and field copies to the PIA. Format PINV C (Exhibit 25) should be used to verify that the ECI inventory transfer was made utilizing the audit feature. The transportation copy should then be filed with the "selling" PICS area records. If the equipment was purchased into (C)ommitted Spare, a status change, from "C" to "S" via Format PSTAT (Exhibit 47), will have to be made before the equipment can be accessed for movement activity.
- 11.08 In order to process PTRAN (Exhibit 48) and PTRN22 (Exhibit 49) between systems, a PLOC (Exhibit 32) record for each MOKA CS location was built in the Texas PICS/DCPR system and a PLOC (Exhibit 32) record for Texas CS was built in the MOKA system as uninventoried locations. These uninventoried locations should be used for system to system transfers only. The appropriate BSDOPAC journal entry will be generated by the selling Section's transfer.
- 11.09 For transfers between MOKA and Texas, a copy of the SN and Format PICTR (Exhibit 17) should be provided to the DBM for ECI and CPR processing via Formats PIREJ (Exhibit 29) and PXFER (Exhibit 50).

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- a. PIREJ = ECI only add into Spare "S". The SN will provide the following information:
  - 1. AUTHORITY NUMBER
  - 2. QUANTITY
- b. PXFER = Investment (CPR) data. This investment transfer will process in PICS/DCPR only since the journalizing transaction was initiated by the "selling" Section when Format PTRAN (Exhibit 48) was executed. The copy of Format PICTR (Exhibit 17) will provide the following:
  - 1. SOURCE DOCUMENT
  - 2. MATERIAL COST
  - 3. IN-PLACE COST
  - 4. FRC
  - 5. ECN

11.10 A special CPR TRANSACTION REPORT (Exhibit 62) is provided monthly to the PIE. The run is against the CPR transaction flat file in order to provide in-place dollars. The specified transaction codes on the report are:

- a. 0015 (PTRAN) - Inter Area/Interstate Transfer
- b. 0286 (PTRN22) - Interstate Transfer within 1220.1412

## 12. INTERCOMPANY PURCHASES

- 12.01 When equipment needed to resupply the 2001 select stock area cannot be supplied by reuse from the supplies account or intracompany purchases, the plug-ins should be acquired from another source. A RECORD OF QUOTATION FORM (Exhibit 57) should be prepared by the PIA and forwarded to the Buyer for sourcing on stock held for sale by resale vendors. The Buyer will be the central point of contact for the PIA when requesting equipment from another company.
- 12.02 Prior to initiating contact with another company, the Buyer should reference compuserve.
- 12.03 When equipment must be purchased from another supplier, the Buyer will obtain bids for the needed equipment. The RECORD OF QUOTATION FORM (Exhibit 57) will be completed and returned to the originator.

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- 12.04 Upon receipt of the completed form, the originator should prepare a PURCHASE REQUISITION FORM SW6528 (Exhibit 56). The information on the requisition should be input into the PICS data base via Format PIORD (Exhibit 28) and a copy given to the Buyer for processing.

NOTE: The Buyer will be responsible for actual procurement of equipment, follow up on the order, payment of the invoice(s) and handle any claims that occur.

13. INTERCOMPANY SALES

- 13.01 When equipment is identified as surplus and cannot be reused within the Section or SWBT, it should be retired in PICS via Format PIRET (Exhibit 30). A copy of the supporting documents should be forwarded with the equipment being disposed of according to current contract agreements.

- 13.02 Occasionally, a sale will be made directly from 2001 on an emergency request from another company. The processing of this sale is the same as a retirement discussed in Section 2 except for the following changes:

- a. STATUS = C
- b. DISPOSITION/ACCOUNT = SALE
- c. SOURCE DOC/REQ = locally assigned number

NOTE: A block of requisition numbers should be reserved for intercompany sales activity as discussed in Section 6.

- d. AX SALE = N
- e. W/TRAFFIC = N

- 13.03 Whenever a sale from account 1220.1412 to another company is negotiated and agreed upon, Format PIAT (Exhibit 15) will be utilized to process the sale transaction. The following comments apply to the input required on this Format:

- a. HECI
- b. QUANTITY
- c. FROM LOCATION = CS CLLC
- d. FROM ACCOUNT = 1220.1412
- e. TO ACCOUNT = Sale
- f. AUTHORITY = Plug-In Estimate Number
- g. SOURCE DOC/REQ = Purchaser's Case Number

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- h. LAST ITEM = Y/N
- i. SALVAGE/SALE VALUE = 0.00
- j. AX SALE = Y
- k. BOC = Y

13.04 If an emergency situation exists and special transportation arrangements are required, this should be specified to the warehouse personnel via the SN. The following notes should always appear:

a. REQUEST FOR BILL-OF-LADING INFORMATION

- 1. KCO = Routine Shipment KCO Number
- 2. FRC = Appropriate "M" Account
- 3. RCO = Warehouse Area Manager
- 4. ALC = State CS

NOTE: Format PIAT (Exhibit 15) may **not** be used on sales of minor/expense equipment. (Minor/Expense items should not be placed in the supplies account.)

14. PLUG-IN RECEIPTING

- 14.01 Upon receipt of plug-ins at CS, the warehouse personnel compares the HECI/QTY on the packing slip with the equipment received. When a discrepancy occurs, the warehouse personnel contacts the PIA, who determines if quantities/HECIs will be accepted, prior to shelving the units. A discussion of the claims procedures is given in Section 15.
- 14.02 The packing slip should be initialed, dated and forwarded to the PIA for receipt processing.
- 14.03 Receipt information is added via Format PIORD (Exhibit 28).
- 14.04 As long as the HECI/QTY of a received unit matches the on-order information, the records will be updated.
- 14.05 If the received equipment does not match the ordered unit, Format PIORD (Exhibit 28) terminates processing.
- 14.06 If the unit was shipped from the supplier in error, a claim usually results. Claim procedures are outlined in Section 15.

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- 14.07 If the item is a valid substitute, the information must be re-entered via Format PIORD (Exhibit 28) using one of the following substitution codes:
- a. Code A = valid substitute.
  - b. Code B = not a valid substitute, but is equipment which is needed. A claim should be filed.

Note: The original item record is not updated and will remain open until receipted, deleted or cancelled.

- c. Code C = Note a valid substitute and is not a unit which is needed.

Note: This code is not used for SWBT.

- 14.08 Unpriced pointers are created when inadequate CPR quantities exists. PICS/DCPR transfers whatever amounts are available, then creates a record of the remaining debt by updating the existing FROM location's CPR inventory records with the unpriced pointer information. This data shows the LOCATION, FRC, ECN and other pertinent information which is to be transferred when investment records are updated.

Note: Once billing is received, the unpriced pointers will be cleared automatically.

## 15. CLAIMS PROCEDURES

- 15.01 Upon receipt of purchased equipment at CS, the HECI/QTY on the packing slip is verified. When a discrepancy occurs, a PENDING CLAIM FORM (Exhibit 54) will be prepared, the packing slip attached and forwarded to the Buyer.
- 15.02 The CLAIM # on the PENDING CLAIM FORM (Exhibit 54) will be assigned by the PICS warehouse.
- 15.03 The equipment will be tagged and physically held in the pending claims area in CS. Only the overage amount or damaged/wrong units will be held in the pending claims area. Shortage amounts and the item quantity on an overage will be processed as a normal receipt and placed in the select stock area.
- 15.04 Upon receipt of damaged equipment or shortage amounts, the transportation carrier should be notified immediately, while

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still at the warehouse. The packing slip should be noted accordingly.

NOTE: When equipment is damaged or lost during transportation, the TCC should be notified in order to resolve the claim.

- 15.05 Any equipment being physically held in the pending claims area should not be entered into the Plug-In Order File at the time of receipt processing. Until the claim is resolved with the supplier, these situations should be handled completely outside of the PICS/DCPR system.
- 15.06 Upon receipt of the PENDING CLAIM FORM (Exhibit 54), the PIA will make a decision on the appropriate action required to resolve the claim. In all cases, the supplier will have to be notified for the claim to be properly resolved.
- 15.07 A log or office file of all claims should be kept and reviewed monthly. This will keep the number of unresolved claims to a manageable level.
- 15.08 When the claim has been resolved, the resolution information should be furnished to the PIA/Warehouse and final payment authorized.

#### 16. LOOK-AT-ME ITEMS

- 16.01 A Look-At-Me item is a plug-in with a Look-At-Me CPR number (X88XX and X99XXX), FRC (-7C) or ECN (000-009). When one of these situations occurs, additional information will be required to complete the processing.
- 16.02 L-A-M CPR items are chargeable to account 604 when held in CS.
- 16.03 A L-A-M item will normally be identified by an error message via Formats PIORD (Exhibit 28), PTRAN (Exhibit 48), PIRET (Exhibit 30) or PIAT (Exhibit 15). The error can be resolved by entering the correct information into the FRC and EQ CAT fields.
- 16.04 L-A-M FRCs are defined as -7C in the PICS Master Catalog, which means that the equipment can be used in more than one technology. The appropriate subaccount of the 22XX COE account will have to be entered (57C, 157C, 257C, etc.). Only

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equipment in the 22XX COE account should be entered into the PICS/DCPR system. The source of the equipment requirement is the key in determining the appropriate entry.

Note: The Master Catalog is accessed via format PMCH (Exhibit 33).

- 16.05 L-A-M ECN's are generally defined as having the 3-digit codes 000 - 009 or an alpha in the first digit. When the master catalog is referenced, ECN 010 must be entered to complete the process.
- 16.05 The TO and/or FROM ACCT CODE and ECN/DR fields **must** be input for L-A-M items.
- 16.06 For the CS portion of a movement transfer, a standard ECN (010) should always be used. The correct ECN/DR code for the field location(s) will have to be determined.  
  
NOTE: If the appropriate code cannot be determined, the Originator should be contacted for further details.
- 16.07 For further information on ECN's, refer to BR 756-189-102 and SW 790-100-904.

17. NON-STANDARD CLASSIFICATIONS

- 17.01 A non-standard application of an equipment unit is one that differs from the PICS Master Catalog. This will occur when a plug-in is to be ordered and classified in a different FRC and/or ECN.
- 17.02 The non-standard FRC and ECN **must** be entered to prevent un-priced pointers. The classification can be entered via Formats PIORD (Exhibit 28) or PIAT (Exhibit 15).
- 17.03 A log of these transactions should be maintained so that the correct FRC and ECN entries are made at the time of the movement processing.

18. MINOR AND EXPENSE ITEM ADMINISTRATION

- 18.01 Minor items are defined as an equipment item that has a CPR

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number of 099999. L-A-M minor items are assigned CPR numbers X88XXX and X89XXX.

- 18.02 Expense items are defined as an equipment item that has a CPR number of 099604.
- 18.03 The order, receipt and billing of these units is handled in the same manner as a normal retirement unit, except that the billing will be processed against the appropriate -7M account. However, it should be noted that no investment from this billing will be added to the CPR inventory records at CS since PICS/DCPR only tracks the COE 22XX capital accounts. This is a result of a CPR processing indicator of "M" for minor items and "E" for expense items in the master catalog. Only units identified in the master catalog with a CPR processing indicator of "R" (retirement unit) will be entered into the CPR investment file.
- 18.04 When a minor item is transferred from CS to a CO, the ECI inventory records at CS are reduced by the transferred quantity. The ECI inventory records at the receiving CO are not updated since these records are not maintained in PICS/DCPR.
- 18.05 The only record of minor/expense items in PICS will be the ECI inventory for the CS, IDC and SDC locations.
- 18.06 Retirement methods discussed in Section 2 should be utilized for minor/expense items. The only difference is that the ECI inventory records will be reduced by the retired quantity, but a Material Transfer/Retirement Report will not be produced since the investment for these units does not exist in PICS/DCPR.
- 18.07 Minor/Expense Items should not be placed in the 1220.1412 account.
- 18.08 Only the ECI inventory amount will be transferred on an I/O sale since the expense of these units was already incurred by SWBT when originally purchased and no investment record is maintained.

## 19. EXPLOSION ITEM ADMINISTRATION

- 19.01 An explosion item is defined as purchased items of equipment that may contain embedded property record items and must be separated before entering their inventory and investment

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into PICS/DCPR.

- 19.02 Explosion packages should be purchased and shelved by the individual items that comprise them. Ordering and storage of explosion packages as a single unit is not recommended since SWBT policy is to store each plug-in at CS on a separate shelf.
- 19.03 If an explosion package is ordered as a single item, all parts must be received at the same time or a problem will occur. Once received, the package is maintained in the ECI Inventory File under a unique ECI. An ECI inventory record of each item in the package is not available because it is treated as a single item. However, the billed amount will be placed in the CPR investment records of the individual items.
- 19.04 When an explosion package is shipped from CS, the unique ECI is "exploded" into the individual items. This is required because the PICS/DCPR system only allows explosion packages at CS, not the CO.
- NOTE: When the individual items of an explosion package are shelved separately, the PICC (if available) can be used to ship the entire package.
- 19.05 Since explosion packages do not exist at the CO, only the individual items can be transferred to CS on disconnects and surplus returns. If the package was shelved as a single unit, the DBM would have to use Format PIREJ (Exhibit 29) to reject the individual ECI's into the unique ECI.
- 19.06 The retirement of the units should be performed by utilizing methods described in Section 2. All CPR investment records associated with the package will be retired.
- 19.07 In order to support the Like-For-Like procedures and maintenance spare requests, the individual items of a package must be shelved separately.
- 19.08 Format PMCH X (Exhibit 34) should be used to display, update and delete the reference data associated with the individual items that comprise an explosion package.
- 19.09 The ECI EXPLOSION TABLE LISTING (Exhibit 64) can be used to obtain a paper copy of the explosion table records listed in the master catalog.

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**20. PLUG-IN STATUS CHANGE**

20.01 A status change transaction via Format PSTAT (Exhibit 47) is initiated to change the ECI inventory status at either a CS, IDC, SDC, RT or a field location. The main use of this transaction is to insure that the location's inventory records accurately reflect the physical status of the equipment.

20.02 The valid status characters are:

- a. S = SPARE
- b. W = WORKING
- c. M = MAINTENANCE SPARE
- d. R = AWAITING REPAIR
- e. I = IN REPAIR
- f. C = COMMITTED SPARE
- g. O = OFFSET

**21. COMMITTED SPARE ADMINISTRATION**

21.01 The committed spare status is used to restrict the use of plug-ins in PICS. This status should only be used as an interim step in a procedure that will be cleared in a short amount of time, such as a backorder resolution.

21.02 When equipment to fill a backorder is received, it should be put in committed spare to restrict it from other equipment requests until Format PBACKR (Exhibit 7) can be utilized to process the movement as outlined in Section 36.

21.03 The committed spare status for items in 2001 is accessed by the use of Format PSTAT (Exhibit 47).

21.04 A log of committed spare transactions should be maintained and reviewed monthly.

**22. SUBSTITUTION TABLE CHANGES**

22.01 The PLUG-IN SELECTION AND SUBSTITUTION TABLES (Exhibit 76) is a batch run received quarterly by the PIA. This report can have a great company impact on backorders and providing service for plug-in requests by automatically processing the

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substitution rather than requiring another input transaction.

- 22.02 The substitution table contains three report sections and a two-section administrator's report. The information contained in each section follows:
- a. First Section
    - 1. PIFC to HECI equivalence listing
  - b. Second Section
    - 1. HECI to Basic Unit and Part equivalence listing
    - 2. Appropriate PIFC association
  - c. Third Section
    - 1. Basic Unit and Part to HECI equivalence listing
    - 2. Appropriate PIFC association
  - d. Administrator's Report
    - 1. HECI
    - 2. ECI
    - 3. Basic Unit and Part
    - 4. ECIG
    - 5. Action taken by program (accepted/rejected)
- 22.03 Format PINVJ (Exhibit 27) can be used to display all HECI's or basic unit and part numbers associated with a specific PIFC and location. Also included, will be the ECI inventory records for the specified inventory option.
- 22.04 Format PCFC C (Exhibit 9) can be used to display all PIFC's associated with a specified PICC.
- 22.05 Format PCFC F (Exhibit 10) can be used to display all ECIG's associated with a specified PIFC.

### 23. EQUIPMENT AVAILABILITY COORDINATION

- 23.01 When periodic plug-in shortages/allocations occur, the CPC Design Engineer should be informed. This flow of information on equipment with redesign capability will help eliminate some of the potential backorders.

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**24. LOCATION AND FRC CHANGES**

- 24.01 When new location codes and/or FRCs are added/deleted, the appropriate updates to the Location Reference Files and a REQUEST FOR ASSIGNMENT, CHANGE OR CANCELLATION OF LOCATION CODES FORM SW-4197 (Exhibit 58) are required. The Equipment Engineer should provide this information to the DBM to insure the PICS/DCPR system remains current. This will provide an FRC edit check when movement transactions are processed.
- 24.02 When the PIA initiates a location and/or FRC change, the information should be furnished to the DBM. The same information should also be forwarded to Comptrollers for authorization and addition to the plug-in estimate.

**25. SHIPPING LOCATION CHANGES**

- 25.01 Network Maintenance or Distribution Services may make a request for a change in an existing delivery and pickup arrangement or establish a new location. The PIA will be responsible for coordinating with the Transportation Control Center (TCC) and the Data Base Manager (DBM) to get the changes/additions made and input into the location reference file.

**26. LOOP ELECTRONICS PROVISIONING**

- 26.01 By August 1 of each year, the Loop Electronic Coordinator or Distribution Services Planning Engineer should furnish the PIE with a one year forecast of required plug-ins. The forecast should be detailed by month or quarter. These requirements will be included in the annual plug-in estimate as described in the PICS/DCPR Plug-In Engineering Procedures for Preparing and Updating Plug-In Forecasts Practice SW 790-300-975. Vendor orders will be placed on a monthly basis for inclusion in the CS inventory. Forecasts will be reviewed monthly.

NOTE: Any second - fifth year requirements, when available, could be used for future budgeting purposes.

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26.02 The Network Operations forecast will be provided by the PIE to the PIA by September 1 for estimate preparation purposes. Pertinent information concerning projects (date, quantity changes, etc.) will be passed to the PIA as they occur.

NOTE: When plug-ins are needed to turn-up a job, the Distribution Services Engineer or Construction Management Center (CMC) will notify the movement group approximately two weeks prior to when the work is scheduled.

26.03 The PIA will include fiber optic system plug-in requirements in the annual plug-in estimate request as appropriate.

26.04 Adequate inventory levels for maintenance and repair requirements for existing and planned systems will be established and maintained. Upon receipt of a plug-in request, the PIA will notify the warehouse to have plug-ins shipped to the designated location(s).

26.05 POTS channel units will normally be provided by the PIA in conjunction with the installation of the RT terminals as specified on the Engineering Job Order issued by the DSDC.

26.06 Most special service channel units will be supplied on a per circuit basis after the appropriate channel is specified by the CPC. The channel plug-in is usually received via the service order on a WORD DOCUMENT (Exhibit 83).

26.07 The following plug-in movement must be authorized by the PIA:

- a. SHIP-FROM-STOCK transaction - initiated by the PIA when plug-ins are to be shipped from CS to any field or CO location. These shipments result from growth and maintenance spare requests.
- b. RETURN-TO-STOCK transaction - issued by the PIA whenever plug-ins are to be returned to CS. Field or CO locations may request a Return-To-Stock transaction whenever it is determined that they have an excess of plug-ins. Also, a transaction may be issued based on information received from the DSDC when remote terminal plug-ins are to be removed.
- c. LIKE-FOR-LIKE exchange - performed when a location needs a replacement for a defective unit.

26.08 For further details regarding the provisioning of loop elec-

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tronics, refer to the Loop Electronics Guidelines issued by Distribution Services.

27. LOOP ELECTRONICS MAINTENANCE SPARES

27.01 Maintenance spares required to support the working loop electronics for the span and Remote Terminal (RT) should be assigned to an IDC. The use of this location will have to be coordinated between the PIA and Distribution Services. Procedures outlined in Section 36 should be followed.

28. SPAN LINE MAINTENANCE SPARE LOCATIONS

28.01 Maintenance spares required to support the working spans for a designated area should be assigned to a specific location such as a T-Carrier Restoration Control Center (TRCC) and handled as an IDC. The plug-ins should then always be physically located and maintained in the PICS system at this location. The selection and assignment of this location will have to be coordinated between the PIA and Network Maintenance. A list of these locations should be forwarded to the Field Inventory Manager prior to the start of inventory. This method is recommended mainly to support the general Like-For-Like procedures.

28.02 The following indicators make it possible for COIM to provide IDC sparing recommendations. On Format PLOC (Exhibit 32) the IM MODEL indicator should be "T" and the MTC indicator should be "Y" for the IDC. The indicator for repeater locations served by the IDC will be "N". The maintenance spare indicator on Format PIMFLD (Exhibit 19) must also be "y".

28.03 When a plug-in at a repeater location fails, a replacement will be provided from the IDC. When the PIA is notified of this situation, a LIKE-FOR-LIKE SHIP via Format PTRAN (Exhibit 48) with an "L" PROCESS TYPE should be made from (M)aintenance Spare at the IDC to (W)orking at the repeater location. A note should be added to advise the field that this SN has been issued for "Record Purposes Only". No additional plug-ins should be moved. Upon receipt of this SN at the IDC, the Transportation Copy and the defective unit will be returned to CS.

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- 28.04 PIC-SCAN will complete the LIKE-FOR-LIKE process.
- 28.05 In those cases where an IDC has not been established, a good unit will be provided from a serving CO. A FIELD-TO-FIELD transaction via Format PTRAN (Exhibit 48) with an "O" PROCESS TYPE should be made from (M)aintenance Spare at the CO to (W)orking at the repeater location. Another FIELD-TO-FIELD transaction will also be made from (W)orking at the repeater location to (M)aintenance Spare at the CO. General Like-For-Like procedures, outlined in Section 38, would then be utilized to complete the process.
- 28.06 These procedures are required to insure that the inventory and investment follow the physical activity that occurs with the repeater locations when a Like-For-Like is processed. This location information is provided to the field on the trouble ticket at the time of initial failure. It should be written on the defective sticker when the plug-in is removed from the repeater location.

29. CENTRAL OFFICE MAINTENANCE SPARE LEVELS

- 29.01 The correct number of maintenance spares required in a CO is the minimum number needed to satisfy the desired service objective.
- 29.02 The policies associated with the CO maintenance spares are discussed in the Inventory Management Policy for Managing Maintenance and Growth Spare Levels Practice SW 790-201-905. The PIE is responsible for establishing and monitoring these levels.

30. BACKORDER INPUT (2001)

- 30.01 As a result of attempting to process a PLUG-IN REQUEST, LIKE-FOR-LIKE requirement or MAINTENANCE SPARE REQUEST, a partial or complete shortage may occur. Format PTRAN (Exhibit 48) will use the number of units it found and return a shortage message to the screen. This shortage statement will initially be used to add this backorder information to the NOTES on the SN. The SN should be sent to the field with the available units on partial shortages or alone on complete shortages so that the field is aware of the status

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of the order. This shortage statement will then be used as a backorder input document if it cannot be resolved.

- 30.02 An attempt should be made to resolve the shortage prior to placing the plug-ins on backorder. Therefore, the automatic backorder feature of Format PTRAN (Exhibit 48) should not be used to log backorders into PICS/DCPR.
- 30.03 The possibilities for resolving shortages are:
- a. Format PINV C (Exhibit 25) - check for plug-ins in (M)aintenance or (C)ommitted Spare.
  - b. Substitution
  - c. Format PINV L (Exhibit 26) - surplus spares at CO's
  - d. IDC
  - e. Format PSCAN (Exhibit 44) - scan CO's by status, district or division
  - f. Redesign by CPC
- 30.04 If the shortage can be resolved, the plug-in request should be processed via Format PTRAN (Exhibit 48) and the original backorder deleted via Format PBACK D (Exhibit 4).
- 30.05 TPI shortages are resolved via Format PEMSGC (Exhibit 14) which automatically updates Format TPCON (Exhibit 51) with the SN number.
- 30.06 If the shortage cannot be resolved, the plug-in(s) should be placed on backorder via Format PBACK F (Exhibit 5). The main reason for adding this information to the data base is to provide a record of plug-in deficiencies at CS. The required input for Format PBACK F (Exhibit 5) is:
- a. CLLC = CS
  - b. HECI or Basic Unit and Part No.
  - c. PRIORITY
    1. A - Emergency Request
    2. B - Special Service Request
    3. C - Message, System and Span Request
    4. D - Non-CPC Request
    5. E - Like-For-Like Request
    6. F - Maintenance Spare Request
  - d. DATE OF BACKORDER
  - e. TO STATUS
  - f. ORIGINAL SHIPPING NOTICE NUMBER
  - g. TO LOCATION
  - h. RECEIVING LOCATION

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i. ORIGINATOR

31. BACKORDER RESOLUTION

- 31.01 If a backorder exists when equipment is receipted on Format PIORD (Exhibit 28), the message "BACKORDER EXISTS FOR ITEM" will be included in the message at the bottom of the screen.
- 31.02 Backorders for newly receipted plug-ins should be processed immediately. If a significant time delay occurs between the processing of the receipt and the resolution of the backorder, the plugs may be selected for new requirements. This should be avoided since backorders have priority over new requirements.
- 31.03 Each unit on backorder will have a priority code. These priorities were assigned at the time of the original backorder with the most important given from top to bottom:
- a. A = Emergency Request
  - b. B = Special Service Request
  - c. C = Message, System and Span Request
  - d. D = Non-TPI Request
  - e. E = Like-For-Like Request
  - f. F = Maintenance Spare Request
- 31.04 Format PBACKR (Exhibit 7) is used to display backorders and the possible sources of resolution. It should be used to issue the SN when the backordered unit becomes available. This Format will automatically update the existing backorder record to show that the shortage has been satisfied.
- 31.05 If any backorders exist for the specified HECI7 once Format PBACKR (Exhibit 7) is executed, they will automatically be returned to the screen in date sequence order.
- 31.06 The ECI, CPR and SN processing for backorders is identical to that of a SHIP-FROM-STOCK transaction. These procedures are discussed in Section 36.
- 31.07 When a decision is made to fill an existing backorder with a substitute, Formats PTRAN (Exhibit 48) and PBACK F (Exhibit 5) will be used. This two step process will be used only for backorder substitutions. Format PBACKR (Exhibit 7) should not be used since the existing backorder record will not be updated.

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- 31.08 Format PBACK D (Exhibit 4) is used to display backorders that exist in the Plug-In ECI Inventory Data Base. Backorders displayed via this Format are in original SN number sequence and contain the following information:
- a. SN NUMBER
  - b. CLLC (the location to which the unit(s) is owed)
  - c. ORIGINATOR (work order number, source document, etc.)
  - d. PRIORITY CODE
  - e. STATUS (category to which unit is to be shipped)
  - f. DATE OF BACKORDER
  - g. ORIGINAL QUANTITY
  - h. CURRENT BALANCE QUANTITY
- 31.09 Format PBACS (Exhibit 8) is used to display the backorder records by either PIFC or HECI.
- NOTE: Since backorders are logged into the system by HECI, this Format may not have much use with regard to PIFC.
- 31.10 Backorders are **only** logged against CS and can be accessed via Format PINV C (Exhibit 25).
- 31.11 Format PBACK S (Exhibit 6) can be used to display/print a scan of current backorders that exist in the CS ECI inventory records. This information is sequenced by priority and date. It should be printed daily.
- 31.12 The weekly INVENTORY FILE REPORT (Exhibit 68) can also be used to identify backorders by equipment type.

## 32. PLUG-IN AUTHORITY TRACKING SYSTEMS (PATS)

- 32.01 The Plug-In Authority Tracking System (PATS) reduces the manual effort associated with authorized vs actual expenditure projections and estimate material cost tracking. Additionally, PATS will eliminate manual side records of expenditures for budgeting purposes and improve the estimate analysis and closing process.
- 32.02 At the time of estimate approval, the following should be input on Format PATP (Exhibit 3) by the PIA/PIE:
- a. PIA AREA
  - b. ESTIMATE NUMBER

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- c. ESTIMATE ACCOUNT (2001)
- d. APPROVAL DATE
- e. ESTIMATE STATUS (AC)

NOTE: At the time of estimate closing, this field will be changed to "CL" by the PIA/PIE.

- f. CENTRAL STOCK ALC
- g. AUTHORIZED FRC's (57C, 57M, 157C, etc.)
- h. AUTHORIZED MATERIAL COST (for each FRC)

NOTE: Material dollars only as shown on the SN4C. This field must be updated to reflect any change in authorized material costs.

- 32.03 Once an order is entered into the Plug-In Order File via Formats PIORD (Exhibit 28) or PIAT (Exhibit 15), requisition price information can be displayed via Formats PATD (Exhibit 1) and PATD T (Exhibit 2).
- 32.04 Format PATD (Exhibit 1) displays projected cost and billing information at item level. It provides the following details:
  - a. REQUISITION
  - b. AUTHORITY
  - c. CLLC
  - d. TOTAL ORDERED MATERIAL PRICE
  - e. TOTAL RECEIVED MATERIAL PRICE
  - f. MAPS ADJUSTED COST
  - g. PAID ADJUSTED COST
- 32.05 Format PATD T (Exhibit 2) displays total projected cost and billing information. It provides the following details:
  - a. REQUISITION NUMBER
  - b. AUTHORITY
  - c. CLLC
  - d. FRC
  - e. PAID ADJUSTED COST
  - f. % OF TOTAL (PAID)
  - g. TOTAL ORDERED MATERIAL PRICE
  - h. % OF TOTAL (ORDERED)
  - i. TOTAL RECEIVED MATERIAL PRICE
- 32.06 The PLUG-IN AUTHORITY TRACKING REPORT (Exhibit 75) provides a detailed section and a summary.
  - a. The detailed summary is sorted by authority, ALC and

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FRC with a listing of the associated requisitions. The requisitions are listed by type (new/reuse) with a subtotal for each type, projected future billing based on item due date, FRC dollars and total units ordered, received and billed. The percentage of authorized material cost and the billed amount are also provided.

- b. The summary report summarizes data in the detailed sections and provides combined totals for the estimate, as well as subtotals for new and reuse orders.

### 33. JOB TRACKING

33.01 The job tracking feature provides the ability to monitor from the initial planning and acquisition process through job completion. Any scheduled demand requirements, including modification programs or removals that will impact the historical demand should utilize this feature.

33.02 Format PIMSJE (Exhibit 22) is used to display, add and update the job definition data. The following information should be provided to update this Format:

- a. JOB ID
- b. PIA
- c. ACCOUNT (2001)
- d. AUTHORITY
- e. FORECAST ID

NOTE: Utilizing this field ties the Job ID to the Forecast ID. Any movement performed under a specified Job ID is also reflected on the forecast tracking.

- f. AUTO FORECAST UPDATE (Y/N)

33.03 Format PIMSRE (Exhibit 24) is used to enter plug-in requirements. The following information should be provided:

- a. JOB ID (same one input on PIMSJE)
- b. PIA
- c. LOCATION (same one input on PIMSJE)
- d. REQ CODE
- e. HECI
- f. QUANTITY

Note: On large removals, a negative sign (-) can be

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input after the quantity.

g. DATE REQUIRED

- 33.04 Format PIMSJT (Exhibit 23) is used to display and update scheduled requirements, display forecast data and update, cancel, uncanceled and delete requirements associated with a job. The movement data is displayed as a result of transactions performed for the Job ID location via Formats PSTAT (Exhibit 47), PTRAN (Exhibit 48), PCONN (Exhibit 12), PIORD (Exhibit 28) and PIAT (Exhibit 15).
- 33.05 Format PIMSET (Exhibit 20) is used to display movement data for a Forecast or Job ID. It also updates job tracking requirements. The following details are provided:
  - a. JOB ID
  - b. PIA
  - c. REQUIREMENT CODE
  - d. HECI
  - e. ACCOUNT
  - f. LOCATION
  - g. QUANTITY REQUIRED
  - h. QUANTITY SHIPPED
  - i. DATE SHIPPED
  - j. SN or REQUISITION NUMBER
- 33.06 Format PIMSFD (Exhibit 21) displays forecast requirements, actual shipments and the balance of the forecasted requirements vs the actual shipments.
- 33.07 The monthly INVENTORY MANAGEMENT JOB STATUS REPORT (Exhibit 70) provides equipment requirements and shipment data in chronological order by PIA, Job ID, Location and IM reference level. A summary report provides the total quantities required and shipped by Job ID and Location.
- 33.08 The monthly INVENTORY MANAGEMENT EQUIPMENT STATUS REPORT (Exhibit 69) provides equipment item Job ID, requirements and shipment data.

34. CENTRAL STOCK INVENTORY MANAGEMENT (CSIM)

- 34.01 The plug-in management goal is: "To optimize plug-in investment while meeting service level objectives."

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- 34.02 The CSIM feature of PICS/DCPR is intended to provide the inventory manager with the tools to aid in the stock maintenance and resupply decision process. A complete CSIM overview is provided in BR 756-120-026.
- 34.03 The STOCK REPLENISHMENT REPORT (Exhibit 80) provides plug-in resupply recommendations by inventory management level based on the CSIM control levels. A summary report with page references back to the detailed section is also provided.
- 34.04 The HISTORICAL MOVEMENT REPORT (Exhibit 67) provides pertinent movement activity for the past year. The first five columns are acquisition related and the remaining three columns are repair related.
- 34.05 Whenever CSIM demand definition is changed on Format PIMCS (Exhibit 18), it will be necessary to execute the Inventory Management Demand Reload (BR 756-126-396) to reset the inventory management data base.

### 35. PIA MOVEMENT RESPONSIBILITIES

- 35.01 The PIA is responsible for the processing of all non-TPI plug-in requests, Like-For-Like activity, maintenance spare requests and the recovery of disconnected and surplus plug-ins.
- 35.02 The PIA is the initial interface with the PICS warehouse and Network Maintenance on all plug-in movement related problems.
- 35.03 TPI orders will be processed by the Circuit Provisioning Center (CPC) as outlined in the PICS/DCPR Plug-In Movement Procedures for TIRKS/PICS Interface (TPI) Practice SW 790-201-951.
- 35.04 All movement transactions that have occurred in the Section(s) are summarized monthly on the ECI TRANSACTION SUMMARY REPORT (Exhibit 65). This information will generally be useful to the PIA when evaluating the productivity of the clerical work force. This report summarizes the basic PICS/DCPR system transactions that can then be used to evaluate the movement unit on a group basis. The investment dollars are computed using the system "average price" for those units involved in the specific transactions.

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36. SHIP-FROM-STOCK TRANSACTION (2001)

- 36.01 When an equipment request is received, a SHIP-FROM-STOCK transaction will be performed via Format PTRAN (Exhibit 48). The following fields are required:
- a. FROM LOCATION
  - b. TO LOCATION
  - c. FROM STATUS = S/M
  - d. TO STATUS = W
  - e. PROCESS TYPE = O
  - f. HECI OR BASIC UNIT AND PART NO.
  - g. QUANTITY
  - h. ORIGINATOR = ORDER NUMBER
  - i. DATE REQUIRED
  - j. LAST ITEM = Y/N
  - k. NOTE = Upon receipt of the last item response, appropriate notes should be added.
- 36.02 Assuming that the required units are available, Format PTRAN (Exhibit 48) will update and/or create the appropriate records in the plug-in ECI inventory file and the plug-in ECI transaction file for both the CS and CO locations.
- 36.03 The plug-ins that are to be shipped are summarized on a SN which is printed at CS. When the SN number is displayed in the "CONTINUATION OF SHIPPING NOTICE" field after Format PTRAN (Exhibit 48) is successfully executed, it should immediately be written on the input document for future reference.
- 36.04 In addition to updating the appropriate inventory records and printing the SN, Format PTRAN (Exhibit 48) also performs a transaction which updates the CPR investment data associated with the plug-ins that were shipped.
- 36.05 A SHIP-FROM-STOCK transfer can also be made from the CS to an IDC/SDC or from an IDC/SDC to a CO.

37. LIKE-FOR-LIKES

- 37.01 When a working deferrable plug-in at a field location becomes defective, it should be replaced by a maintenance spare of the same HECI type. A use of anything but a maintenance spare should be discouraged except in case of

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emergencies. The field should contact the PIA immediately when a plug-in becomes defective.

- 37.02 The PIA is notified to update the location's inventory record to reflect the use of the maintenance spare unit via Format PSTAT (Exhibit 47) and to arrange the shipment of a replacement unit. Arrangements must also be made to have the defective unit returned to CS for repair.
- 37.03 The LIKE-FOR-LIKE procedure is normally initiated by a telephone call from a field location to the PIA. When the request is received, the FIELD CONTACT MEMO (Exhibit 52) should be prepared while the field is on the telephone. The following information is required:

- a. AUTHORITY NUMBER - Assigned locally, should be unique for Like-For-Like activity, include the Section identification and the month of processing. The number should be provided to the field when they initiate the request.

Note: The Section identification should always be the first two characters of the authority number. The approved identities are:

AR = Arkansas	KS = Kansas
DL = Texas	OK = Oklahoma
KC = Kansas City	SL = St. Louis

- b. DATE OF REQUEST  
 c. REQUESTOR NAME AND TELEPHONE NUMBER  
 d. FROM LOCATION - CS CLLC  
 e. REPLACEMENT UNIT HECI  
 f. QUANTITY  
 g. TO LOCATION CLLC, ALC AND ADDRESS  
 h. DATE REQUIRED  
 i. COMPLETION DATE  
 j. FROM AND TO STATUS (only for maintenance spare or substitution that replaced defective unit)  
 k. PROCESS TYPE = L (will create a pending recall record at the field location)  
 l. SHIPPING NOTICE NUMBER  
 m. NOTES/COMMENTS

- 37.04 If a replacement unit was obtained from another CO and not previously reported, a FIELD-TO-FIELD transaction should be executed via Format PTRAN (Exhibit 48).

Note: These activities should be discouraged except in case

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of emergency.

- 37.05 If the field made a substitution with a different HECI, a LIKE-FOR-LIKE exchange has not occurred. A status change from (M)aintenance to (W)orking should be done at this time to correct the inventory records at the field location and the information forwarded to the CPC for the work order document to be updated. A LIKE-FOR-LIKE would still have to be requested for the defective unit.

Note: A substitution should be made only in case of emergency.

- 37.06 Only one equipment type should be involved in each LIKE-FOR-LIKE transaction to avoid record tracking problems.
- 37.07 PIC-SCAN will process all field returns. Errors/Discrepancies will appear on the PIC-SCAN ERROR REPORT (Exhibit 74). Details of the report are described in Section 46.

### 38. FIELD-TO-FIELD MOVEMENT

- 38.01 The FIELD-TO-FIELD transaction is used to transfer plug-in(s) from one field location to another. It is mainly used to satisfy an urgent requirement to maintain service at a location where units are not available from maintenance spare, CS or an IDC. These transactions will be initiated by the PIA or Network Maintenance in an emergency situation.
- 38.02 A FIELD CONTACT MEMO (Exhibit 52) should be prepared and a FIELD-TO-FIELD transaction should be performed via Format PTRAN (Exhibit 48). Required details are:
- a. AUTHORITY NUMBER - Assigned locally and should be unique for Field-To-Field activity. It should include the Section identification and the month of processing.
  - b. DATE OF REQUEST
  - c. REQUESTOR NAME AND TELEPHONE NUMBER
  - d. TRANSACTION ORIGINATOR - PIA/CO
  - e. FROM LOCATION
  - f. FROM STATUS = S/M
  - g. TO LOCATION
  - h. TO STATUS = M/W
  - i. HECI
  - j. QUANTITY
  - k. DATE REQUIRED

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- l. PROCESS TYPE = 0
- m. COMPLETION DATE
- n. SHIPPING NOTICE NUMBER
- o. NOTES/COMMENTS

- 38.03 If the transaction/SN is being issued to initiate a physical transfer from one field location to another, a note for the warehouse to provide packing material may be appropriate.
- 38.04 If the transaction/SN is being issued for record purposes only, the SN should be suppressed.

### 39. DISCONNECTS

- 39.01 Disconnect notices are mechanically loaded through TPI, into the Pending Circuit Order Data Base when CPC issues disconnect orders. When equipment is returned for a disconnect order by the CO, it should be accompanied by the WORD DOCUMENT (Exhibit 83) or the PLUG-IN EQUIPMENT RETURN FORM SW6454 (Exhibit 55), (only if the WORD DOCUMENT is not available) showing the CLO number. PIC-SCAN will automatically update the disconnect records.
- 39.02 The PIE is responsible for monitoring disconnect performance.

### 40. RECALL ADMINISTRATION

- 40.01 Recalls will basically involve TPI connect cancellations, excess CO maintenance spares and special service growth spares in selected locations. The proper monitoring of these categories will have a significant impact on utilization and investment. This is because the round trip cost of the recall is usually nominal when compared to the annual carrying charge on the investment of this non-revenue producing equipment.

Note: The phase of the life cycle of the plug-ins under consideration should also be determined since strategies peculiar to each stage will have an affect on the recall effort.

- 40.02 The COIM LOCATION STOCKING REPORT (Exhibit 61) should be used to identify the excess equipment. The run will also

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compute a dollar value for the units which are to be returned. The last two columns on the summary page reflect the CURRENT and AFTER RECALL percentages. The CURRENT field plug-in utilization is defined as the ratio of the number of working plug-in units to the total working, spare and maintenance spare units in the field. The AFTER RECALL utilization is defined as the ratio of the number of working plug-in units to the total working, spare and maintenance spare minus the number recalled.

- 40.03 The recall review should be done on a monthly basis. Recalls should then be made as RETURN-TO-STOCK transactions via Format PRETU (Exhibit 41).

Note: In order for the COIM reports to provide maintenance and/or growth spare recommendations, both the location and equipment sparing indicators must be "Y". Location indicators can be displayed/updated via Format PLOC (Exhibit 32). Equipment sparing indicators can be displayed/updated via Format PIMFLD (Exhibit 19).

- 40.04 The recall of affected units involved in a modification program will be requested by the PICS Repair Manager. Details will be covered in the Procedures For Managing The Modification Of Affected PICS Plug-In Units Practice SW 749-000-902.
- 40.05 The RECALL STATUS REPORT (Exhibit 78) should be used to monitor all recall efforts, including Like-For-Like returns. Two types of reports are produced, the EQUIPMENT RECALL STATUS REPORT which lists all recalls for each type of plug-in and the LOCATION RECALL STATUS REPORT which lists all recalls by location, district and Section.
- 40.06 Data for the reports is extracted from the recall segments in the ECI inventory file when initiated for the following five types of recalls:
- a. PIE - These recalls are initiated by the PIE when excess maintenance and growth spares are discovered. Format = PRETU (Exhibit 41), RECALL TYPE = P
  - b. CO - The field calls the PIA to initiate a recall when excess equipment exists. Format = PRETU (Exhibit 41), RECALL TYPE = C
  - c. LL - These are for Like-For-Like transactions and can be used to monitor the returned date and the unreturned defectives. These were initiated during the normal Like-For-Like procedure. Format = PTRAN (Exhibit 48), PROCESS TYPE = L

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- d. MOD - The repair manager initiates and tracks this type of recall.
- e. UK - These are for plug-ins returned to CS without a recall SN number. The main source of these returns will be surplus returns from inventoried locations and disconnects (since the disconnected plug-ins should automatically be returned without a Return-To-Stock transaction being made). The other source will be for GIFTBOX returns from an unknown CO. They can be identified by the unique authority numbers (i.e. the authority number for disconnects will normally be the CLO number). CPC initiates disconnect transactions.

40.07 PIC-SCAN processes all field returns back into CS.

40.08 The CSIM RECALL CLEAN-UP REPORT (Exhibit 63) is used to delete old recall records from the ECI inventory file and insures that no plug-ins are "lost" in the pending recall status. The output of the report is a print of all deleted recall records. This report should be used as a SPECIAL request mainly for those locations that are being reinventoried.

- a. The first function that the run will perform is to delete the recall records from the ECI inventory file that had a due date older than 100 days (default value) from the date of the run. A specified date less than 100 days is not recommended since this will adversely affect the RECALL STATUS REPORT (Exhibit 78) because of the lack of recall statistics with which to evaluate recall performance.
- b. The second function performed by the run is to adjust the inventory status of the unreturned plug-ins currently in the pending recall status. These units were originally entered into this status via Format PRETU (Exhibit 41). When the CO is specified, all recall records prior to the run date are deleted and all pending recall status records are reversed. They will be reversed back to the FROM STATUS specified on the original RETURN-TO-STOCK transaction. If the FROM STATUS was Working (W), PIOC is retired. The run will also reverse the records if at least one requested unit on the original Return-To-Stock transaction was returned.

#### 41. RETURN-TO-STOCK TRANSACTION

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- 41.01 The RETURN-TO-STOCK transaction is used to transfer plug-in(s) from a field location to CS. A RETURN-TO-STOCK transaction can also be made from an IDC to CS or from a CO to an IDC. The RETURN-TO-STOCK transaction is initiated if a field location's growth spare (if applicable) and/or maintenance spare levels increase above reasonable limits.
- 41.02 A FIELD CONTACT MEMO (Exhibit 52) should be prepared and a RETURN-TO-STOCK transaction performed via Format PRETU (Exhibit 41). Required details are:
- a. AUTHORITY NUMBER - Assigned locally and should be unique for Return-To-Stock activity. It should include the Section identification and the month of processing.
  - b. DATE OF REQUEST
  - c. REQUESTOR NAME AND TELEPHONE NUMBER
  - d. TRANSACTION ORIGINATOR - PIA/CO
  - e. FROM LOCATION
  - f. FROM STATUS = S/M
  - g. TO LOCATION
  - h. TO STATUS = S
  - i. HECI
  - j. QUANTITY
  - k. DATE REQUIRED = Current Date
  - l. RECALL TYPE = P/C
  - m. PROCESS TYPE = 0
  - n. PACKING MATERIAL REQUIRED = Y/N
  - o. RETURN TO IDC = Y/N
  - p. COMPLETION DATE
  - q. SHIPPING NOTICE NUMBER
  - r. NOTES/COMMENTS
- 41.03 PIC-SCAN processes all field returns back into CS.
- 41.04 When Format PTRAN (Exhibit 48) is used to transfer the inventory and investment after the physical move has taken place, no SN will be required. It will be used for record purposes only to update the records. If the "RECALL SHIPPING NOTICE NUMBER" field is input, a search of the field location's pending recall status category will be made. The returned quantity will be deducted from this status if enough units are available. If enough units are not available in this status, the FROM STATUS will have to be specified.
- Note: PIOC will automatically be retired if units are returned from Working (W).
- 41.05 If the unit returned is different from the requested unit,

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the original pending recall record will not automatically be updated. It can be completed/deleted immediately by the use of Format PRECALL (Exhibit 38) or on a periodic basis utilizing the CSIM RECALL CLEAN-UP REPORT (Exhibit 63).

#### 42. SHIPPING NOTICE ACTIVITY

- 42.01 Once a transaction has been executed, a SN number is displayed.
- 42.03 At 3:00 P.M., the PICS warehouse will contact the PIA with the number of the last SN that will be processed that day. The SN's printed after this time will be processed the next day. A scan of the SN's should be made daily after the cut-off number has been received. A comparison of the scan and the record copies should be made to insure that all SN's were processed. Any discrepancies should be resolved with the PICS warehouse since a log of received SN's is maintained.
- Note: The Record Copy is discarded after the comparison is made. The Transportation Copy will be maintained by the PIA on a 30-day rotation basis.
- 42.04 The SHIPPING NOTICE SUMMARY REPORT (Exhibit 79) can be used to verify that all SN's printed at the warehouse were processed. This daily report is sorted by authority number.
- 42.06 Format PSHIP S (Exhibit 46) can also be used to verify SN's. This is the recommended method since it is sorted by SN number.
- 42.07 Format PSHIP (Exhibit 45) can be used to display/print individual SN's. This would mainly be used if the original SN needed to be replaced.
- 42.08 Whenever CPC issues a special service type order via Format PCONN (Exhibit 12) requiring plug-in selection at both CS and IDC/CO locations, a two-part SN will be generated. Part A is for the CS selection and Part B is for the IDC/CO selections. Both parts will contain the same authority number, SN number and notes.

#### 43. SHORTAGES - EXPECTED/UNEXPECTED

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- 43.01 During the daily processing of the various plug-in movement transactions, inventory discrepancies may occur in the form of shortages at CS, IDC(s) or field locations.
- 43.02 In the event CPC has attempted to post an order and it failed because the plug-in(s) was not available in the PIAT (TIRKS) data base, an **expected shortage** occurs. When CPC must do an override at POST to meet RID and issues the order, after obtaining CPC security approval, the PIA must first resolve the shortage by using Format PINV C (Exhibit 25) to check the different categories (other than spare) at CS. Also, other CS locations should be checked for the specified plug-in(s):
- a. If the specified plug-in(s) is obtained, Format PEMSGC (Exhibit 14) is used to process the order and delete the shortage message. An internal PCONN (Exhibit 12) is initiated, moving the plug from (S)pare to (W)orking, a SN is printed and Format TPCON (Exhibit 51) is updated with the SN number.
  - b. If the specified plug-in(s) cannot be obtained, but a substitution is available, CPC is informed and requested to redesign the order.
    1. If CPC agrees to make the substitution, the order is redesigned and reissued. The shortage message should be deleted via Format PEMSGC (Exhibit 14).
    2. If CPC denies the request for substitution, the PIA must place the unit on backorder via Format PBACK F (Exhibit 5).
- 43.03 When equipment is shown in the PIAT (TIRKS) data base and is not in PICS, an **unexpected shortage** occurs. The PIA would follow the same procedures outlined in paragraph 43.02. In addition, the PIAT data base should be updated to ensure that the two data bases are in sync. An **unexpected shortage** also occurs when equipment is shown in the PIAT (TIRKS) and PICS data bases, but is not physically in the warehouse.
- 43.04 In order to bring the plug-in(s) that was not actually shipped back into CS and to avoid retiring PIOC, the following should be done:
- a. PTRAN unit from (W)orking to (M)aintenance at CO (PROCESS TYPE = L) - No SN issued.
  - b. PTRAN from (M)aintenance Spare at CO to (C)ommitted Spare at CS (PROCESS TYPE = U) - No SN issued.
  - c. PSTAT from (C)ommitted Spare to (O)ffset at CS.

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Note: See the Procedures For Handling Warehouse Back-orders Practice SW 749-000-900 for disposition of SN.

- 43.05 If a substitute is available for the **unexpected shortage**, the following should be done:
- a. Contact the field location to ensure the order has not been completed.
- Note: If order has been completed, update the system to reflect the actions of the field.
- b. Contact CPC for redesign.
  - c. PTRAN substitute plug-in(s) from (S)pare at CS to (W)orking at the field location.
- 43.06 If a substitute is not available, the procedures outlined in paragraph 44.04 should be followed and the plug-in(s) placed on backorder via Format PBACK F (Exhibit 5).

#### 44. FRONT END EDIT ERROR RESOLUTION

- 44.01 The Location Data Base contains those valid FRC by Accounting Location Codes (ALC) that will be edited prior to monthly journalization when a plug-in movement transaction is processed. The valid FRC in PICS/DCPR can be displayed via Format PSAC (Exhibit 43). The DBM will be responsible for maintaining these FRCs by ALC in PICS/DCPR to correlate with the accounting records in BSDOPAC.
- 44.02 Whenever a plug-in movement CPR transaction is processed (i.e. PTRAN, PCONN, PIRET, PXFER, etc.) with an FRC that is not valid at that ALC, an error message will automatically be printed on the DBM printer. This warning will not stop the CPR transaction.
- 44.03 Once the warning message is printed and provided to the PIA, Format PICTR (Exhibit 17) will provide the details needed to determine whether the FRC used was appropriate or not. This must be evaluated and returned to the DBM on a "same day" basis. The DBM will then verify/coordinate this change with the appropriate Equipment Engineer.
- 44.04 The DBM will add those FRCs determined to be valid via Format PSAC (Exhibit 43). An update to the accounting records

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may also be required. The invalid codes will be corrected via Format PXFER (Exhibit 50).

44.05 The timely resolution of these warning conditions is critical to ensure that PICS/DCPR and the ACR remain in balance at the time of journalization.

45. PIC-SCAN

45.01 PIC-SCAN is a mechanized method of receipting plug-ins into the PICS/DCPR data base. In the past, what was done by manual keystroke data entry is now done mechanically. Pen and pencil have been replaced by a wand that scans PICS barcodes, inputs that information into a PIC-SCAN file, which in turn, automatically uploads the data into the PICS/DCPR data base. The operator input is minimal compared to that needed to complete the PICS/DCPR Formats.

45.02 The PIC-SCAN System consists of two types of stations. The first, an ENTRY station is used to input field return information and the second, a BARCODE LABELING station, is used to produce various kinds of barcode labels.

45.03 PIC-SCAN has the option of operating in one of two modes, BATCH or ON-LINE.

a. BATCH MODE: All receiving transactions are written to a disk file and down-loaded to PICS/DCPR at a later time.

NOTE: SWBT presently uses this mode in its' PIC-SCAN operation.

b. ON-LINE MODE: Transactions are immediately transferred to PICS once the operator has indicated that the entries are correct.

45.04 As the units are entered, PIC-SCAN checks the status in either the J-Number Equipment File or the HECI Equipment File. If the unit has a special status, such as junk, the system alerts the operator. The operator will verify all entries before information is stored or sent. After input is completed and verified, the information is sent to the PICS/DCPR system.

a. A PTRAN screen (Exhibit 48) will be filled out for each transaction.

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- b. Format PIRET (Exhibit 30) will be used to retire junk units.
  - c. Format PIREPT will be used to generate RS&R's for units that require repair or modification.
- 45.05 Once the PICS/DCPR data base has been updated, PIC-SCAN is finished with a transaction except for reporting purposes. Management reports are available to monitor warehouse productivity and to document return activity.
- 45.06 The PIC-SCAN System contains five data files.
- a. Originator File: Loaded with a four digit code for each operator.
  - b. Bin Location File: Consists of HECI codes with the corresponding warehouse bin assignments.
  - c. Location File: Contains all field location CLLC's.
  - d. HECI Equipment File: Contains all unit types with a special status.
    - 1. CCN
    - 2. JUNK
    - 3. JUNK DEFECTIVE
    - 4. REPAIR WARRANTY
    - 5. TEST
    - 6. MAINTENANCE
    - 7. RESALE
    - 8. OTHER
  - e. J-Number Equipment Files: Same as HECI files.
- 45.07 PIC-SCAN processes returns for all five states in SWBT. Returns are processed according to the following categories:
- a. DISCONNECT
  - b. RECALL
  - c. DEFECTIVE (LIKE-FOR-LIKE)
  - d. ARV
  - e. NO PAPER
  - f. GIFTBOX
  - g. MTCE SPARE
- 45.08 The field personnel, as outlined in the Central Office Plug-In Administration Plug-In Inventory Control System Detailed Continuing Property Records Practice SW 010-300-905, is responsible for returning the appropriate paperwork with the returned plug-ins.
- 45.09 Upon selection of the appropriate category, the following

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procedures are followed:

a. DISCONNECT

Step 1. PCIR S (Exhibit 11) - PIC-SCAN will input the CLO/ITEM number. PICS will display the equipment locations and equipment IDs associated with the CLO. If no matching Circuit/Circuit Item Number and CLLI (through the first eight characters) combination is found, PIC-SCAN will write the transaction information to the error file and proceed. PIC-SCAN will then search the CLLI (first eight characters) for the one that matches that of the returned item and will then note the location code that is listed with the ID for use in Step 2.

Note: This may or may not be the same CLLI code that was input by the operator during the returns processing operation.

Step 2. PDISC (Exhibit 13) - The following information will be used to perform this transaction:

- a. CIRCUIT ORDER NUMBER
- b. CIRCUIT ITEM NUMBER
- c. LOCATION
- d. DISCONNECT DATE
- e. HECI
- f. QUANTITY
- g. LAST ITEM INDICATOR = Y/N

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the error file.

Note: If the unit is identified as "JUNK", it will be retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

Step 3. PSTAT (Exhibit 47) - This step is required for units identified as defective. The following information will be used to perform the transaction:

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- a. LOCATION
- b. QUANTITY
- c. HECI
- d. FROM STATUS = S
- e. TO STATUS = R

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction data (including error message) to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

b. RECALL

Step 1. PTRAN (Exhibit 48) - The following information will be used to perform the transaction:

- a. FROM LOCATION
- b. FROM STATUS = W
- c. TO LOCATION = Appropriate State CS CLLC
- d. TO STATUS = S
- e. PROCESS TYPE = O
- f. RECALL SN NUMBER
- g. HECI
- h. QUANTITY
- i. ORIGINATOR
- j. DATE REQUIRED
- k. LAST ITEM INDICATOR = Y/N

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction data (including error message) to the PIC-SCAN ERROR REPORT (Exhibit 74) and skip Step 2. This PIC-SCAN ERROR REPORT (Exhibit 74) is discussed in Section 46.

Note: If the unit is identified as "JUNK", it will be retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

Step 2. PRECALL (Exhibit 38) - The system will check the quantities in the status fields for the Quantity Recalled. If the amount returned is not equal to the total amount recalled, the record will not be deleted.

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c. DEFECTIVE (Like-For-Like)

Step 1. PTRAN (Exhibit 48) - The following information will be used to perform the transaction:

- a. FROM LOCATION
- b. FROM STATUS = W
- c. TO LOCATION = Appropriate State CS CLLC
- d. TO STATUS = R
- e. PROCESS TYPE = L
- f. RECALL SN NUMBER
- g. HECI
- h. QUANTITY
- i. ORIGINATOR
- j. DATE REQUIRED
- k. LAST ITEM INDICATOR = Y/N

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

Note: If the unit is identified as "JUNK", it will be retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

d. ARV

Step 1. PTRAN (Exhibit 48) - The following information will be used to perform the transaction for GOOD units:

- a. FROM LOCATION
- b. FROM STATUS = W
- c. TO LOCATION = Appropriate State CS CLLC
- d. TO STATUS = S
- e. PROCESS TYPE = U
- f. HECI
- g. QUANTITY
- h. ORIGINATOR = ARV
- i. DATE REQUIRED
- j. LAST ITEM INDICATOR = Y/N

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write

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the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

Note: If the unit is identified as "JUNK", it will be retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

Step 2. PTRAN (Exhibit 48) - The following information will be used to perform the transaction for DEFECTIVE units:

- a. FROM LOCATION
- b. FROM STATUS = W
- c. TO LOCATION = Appropriate State CS CLLC
- d. TO STATUS = R
- e. PROCESS TYPE = U
- f. HECI
- g. QUANTITY
- h. ORIGINATOR = ARV
- i. DATE REQUIRED
- j. LAST ITEM INDICATOR = Y/N

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

Note: If the unit is identified as "JUNK/DEFECTIVE", it will be PTRAN'D to "R" and then retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

e. NO PAPER (From Known Location)

Step 1. PINV L (Exhibit 26) - This is a look-up operation to determine the distribution of units at the field location.

Step 2. PTRAN (Exhibit 48) - The following information will be used to perform the transaction for the quantity that equals or is less than the

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amount shown on PINV L (Exhibit 26).

- a. FROM LOCATION
- b. FROM STATUS = "W" until all working units are used, followed by "M", then "S".
- c. TO LOCATION = Appropriate State CS CLLC
- d. TO STATUS = S
- e. PROCESS TYPE = U
- f. HECI
- g. QUANTITY
- h. ORIGINATOR = NO PAPER
- i. DATE REQUIRED
- j. LAST ITEM INDICATOR = Y/N

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

Note: If the unit is identified as "JUNK", it will be retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

Step 3. PSTAT (Exhibit 47) - This step is necessary when the quantity in "W", "M" or "S" is insufficient. The following information is necessary to complete the transaction:

- a. LOCATION = Field Location CLLC
- b. ORIGINATOR = NO PAPER
- c. QUANTITY
- d. HECI
- e. FROM STATUS = O
- f. TO STATUS = M

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74).

Step 4. PTRAN (Exhibit 48) - This is for "excess" returns that were PSTAT'D to "M" at the CO and will be PTRAN'D to "S" at CS.

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Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

Note: If the unit is identified as "JUNK", it will be retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

f. GIFTBOX (Origin Unknown)

Step 1. PSTAT (Exhibit 47) - This step will bring the equipment into the CS inventory. The following information will be required to execute this transaction:

- a. LOCATION = Appropriate State CS CLLC
- b. ORIGINATOR = GIFTBOX
- c. QUANTITY
- d. HECI
- e. FROM STATUS = 0
- f. TO STATUS = S

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

Note: If the unit is identified as "JUNK", it will be retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

g. MAINTENANCE SPARE

Step 1. PTRAN (Exhibit 48) - The following information will be used to perform the transaction for GOOD units:

- a. FROM LOCATION
- b. FROM STATUS = M
- c. TO LOCATION = Appropriate State CS CLLC

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- d. TO STATUS = S
- e. PROCESS TYPE = U
- f. HECI
- g. QUANTITY
- h. ORIGINATOR = MTCE SPARE
- i. DATE REQUIRED
- j. LAST ITEM INDICATOR = Y/N

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

Note: If the unit is identified as "JUNK", it will be retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

Step 2. PTRAN (Exhibit 48) - The following information will be used to perform the transaction for DEFECTIVE units:

- a. FROM LOCATION
- b. FROM STATUS = M
- c. TO LOCATION = Appropriate State CS CLLC
- d. TO STATUS = R
- e. PROCESS TYPE = U
- f. HECI
- g. QUANTITY
- h. ORIGINATOR MTCE SPARE
- i. DATE REQUIRED
- j. LAST ITEM INDICATOR = Y/N

Receipt of any message other than a "Transaction Completed" will cause PIC-SCAN to write the transaction to the PIC-SCAN ERROR REPORT (Exhibit 74). This report is discussed in Section 46.

Note: If the unit is identified as "JUNK/DEFECTIVE", it will be PTRAN'D to "R" and then retired according to retirement procedures outlined in Section 2. A retirement report will be printed at the PIA location as described in paragraph 2.11.

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46. PIC-SCAN ERROR REPORT

- 46.01 The PIC-SCAN ERROR REPORT (Exhibit 74) is a daily report which prints out on a designated printer at the PIA location.
- 46.02 The following is an explanation of the PIC-SCAN ERROR REPORT (Exhibit 74) sorted by UNIT & LIST and an explanation of primary fields on the WORD DOCUMENT (Exhibit 83) which are usually referenced by the PIA for resolving the error report.

## a. PIC-SCAN ERROR REPORT

## 1.

- a. TRANSMIT BEGIN DATE - The date of the last system purge and the date of the oldest transmitted transaction stored in PIC-SCAN. This date changes only when PIC-SCAN data is purged.
- b. TRANSMIT END DATE - The last date information was transmitted to PICS/DCPR by PIC-SCAN. This date changes daily.

NOTE: The time span between the TRANSMIT BEGIN and TRANSMIT END dates should reflect at least 90 days of stored data.

2. PLUG TYPE - Type of return. Possible indicators are:

- a. DISCONNECT  
 b. RECALL  
 c. DEFECTIVE  
 d. ARV  
 e. NO PAPER  
 f. GIFTBOX  
 g. MAINTENANCE SPARE

3. CLLC - This field is used to indicate a specific CLLC. The default is 'ALL' locations.
4. CLLC - The field location CLLC. This is the first field listed on the report.
5. EDATE - The exact date that the transaction was entered into PIC-SCAN.

NOTE: The time that a transaction is 'Entered'

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and the time that the transaction is actually 'Transmitted' differ.

6. TIME - The exact time of day (hour:minute:second) that each transaction has been entered.
7. TDATE - The exact date that the transaction was transmitted to PICS/DCPR.
8. TIME - The exact time of day (hour:minute:second) that each transaction was transmitted.
9. SERIAL # - Serial numbers assigned by PIC-SCAN.
10. ORIG # - Terminal operator identifier. Each warehouse terminal operator has been assigned a security code (up to four digits).
11. UNIT - The HECI/J NUMBER being referenced for the particular error in question. Sorting by this code will give you a report listing all information in alphanumeric order.
12. LIST - The associated LIST for units entered via a J NUMBER.
13. QTY - The number of units (with same Unit ID) for each transaction.
14. PLUGSTS -The "FINAL STATUS" of each unit in question. The possible status indicators are:
  - a. JUNK
  - b. MODIFY
  - c. TEST
  - d. VALID
15. PLUGTYPE - Possible indicators are:
  - a. DISCONNECT
    1. GOOD = D
    2. DEFECTIVE = E
  - b. RECALL = L
  - c. DEFECTIVE = R
  - d. ARV
    1. GOOD = A
    2. DEFECTIVE = B
  - e. NO PAPER
    1. GOOD = N
    2. DEFECTIVE = O
  - f. GIFTBOX

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- 1. GOOD = X
- 2. DEFECTIVE = Y

g. MTCE SPARE

- 1. GOOD = S
- 2. DEFECTIVE = T

- 16. SHIP # - SN number which is input at the time of processing and is only used for DEFECTIVE/RECALL plug types.
- 17. PROCTYPE - The process type which is dependent upon the 'PLUGTYPE'. The possible process types are:

	<u>PLUGTYPE</u>	<u>PROCTYPE</u>
a.	DISCONNECT	\O (NULL)
b.	RECALL	O
c.	DEFECTIVE	L or M*
d.	ARV	U
e.	NO PAPER	U
f.	GIFTBOX	U
g.	MTCE SPARE	U

\* When the equipment = Modify

- 18. WARR - Possible warranty information codes are:

- a. UNKNOWN = U
- b. MANUFACTURER = M
- c. VENDOR = V
- d. NONE = N

- 19. WARR DATE - This field is not used.

- 20. BIN - Bin location at CS. (If this field is blank, the bin location has not been assigned.)

- 21. CLO # - Circuit Order Number which is only used for a DISCONNECT.

- 22. PTRAN'D FROM - Status plug-in is being returned from. Possible codes are:

- a. SPARE = S
- b. MAINTENANCE = M
- c. WORKING = W
- d. OFFSET = O

- 23. PTRAN'D TO - Status at CS. Possible codes are:

- a. SPARE = S

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- b. MAINTENANCE SPARE = M
- c. COMMITTED SPARE = C
- d. AWAITING REPAIR = R

- 24. COMMENT - This field is not being used.
- 25. SCRN - Screen being utilized at the time the error occurred.
- 26. ERROR - Type of error. Each type has been assigned a code which translates to either a PIC or CTDI error, depending upon what caused the error to occur.
- 27. DESCR - Explanation of error identified in the ERROR field.
- 28. HFLD - Identifies the field that was highlighted when the error occurred (i.e., If the error was an invalid HECI, the highlighted field would be the UNIT field. It refers to the value that is in the HFLD field.)
- 29. HVAL - This field is not being used.

b. WORD DOCUMENT (EXHIBIT 83)

- 1. ORD = ORDER NUMBER
  - a. The nine alphanumeric characters specifying the order which initiates the service request.
- 2. CLO = CIRCUIT LAYOUT ORDER
  - a. The 12 alphanumeric characters which specify the Circuit Order Number (digits 1-9) and Circuit Item Number (digits 10-12).
    - 1. Digits 1-2 = Area (Valid area identifiers are listed in paragraph 6.03.)
    - 2. Digit 3 = Type of Order
      - a. Special = S
      - b. Message = M
      - c. Carrier = C
    - 3. Digits 4-9 = Number assigned by system.
    - 4. Digits 10-12 = Circuit Item Number (ex. 001, 002, etc.)
- 3. HECI = HUMAN EQUIPMENT CATALOG ITEM
  - a. Usually a seven character alphanumeric code that uniquely identifies plug-in equipment in

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the PICS/DCPR Master Catalog. The maximum  
number of characters is 13.

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EXHIBIT 1  
 FORMAT PATD  
 (BR 756-121-760)

PICS PLUG-IN ORDER TRACKING DISPLAY(PATD) 08/31/88 09:51:14  
 /FOR  
 REQUISITION NUMBER AUTHORITY CLLC

MAIN POINT ITEM ITEM	USR PRC FRC IND	TOTAL ORD MAT PRICE	TOTAL RCV MAT PRICE	MAPS ADJUSTED COST	PAID ADJUSTED COST
-------------------------	-----------------------	------------------------	------------------------	-----------------------	-----------------------

EXHIBIT 2

FORMAT PATD T  
 (BR 756-121-761)

PICS PLUG-IN ORDER TRACKING TOTALS(PATD T) 08/31/88 09:53:11  
 /FOR  
 REQUISITION NUMBER AUTHORITY CLLC

FRC	PAID ADJUSTED COST	% OF TOTAL	TOTAL ORDERED MATERIAL PRICE	% OF TOTAL	TOTAL RECEIVED MATERIAL PRICE
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EXHIBIT 3

FORMAT PATP  
 (BR 756-121-762)

PICS PLUG-IN AUTHORITY STATUS DISPLAY(PATP) 08/31/88 09:56:11  
 /FOR  
 PIA AUTHORITY ACCOUNT APPROVAL DATE  
 AUTHORITY STATUS (AC=ACTIVE, FB=FINAL BILLED, CO=COMPLETED, CL=CLOSED)

ACCT LOCN	FRC	AUTHORITY LIMIT	TOTAL ORDERED MATERIAL PRICE	% OF LIMIT	TOTAL RECEIVED MATERIAL PRICE	PAID ADJUSTED COST
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EXHIBIT 4

FORMAT PBACK D  
(BR 756-121-725)

/FOR	PICS/DCPR PLUG-IN BACKORDERS (PBACK D)		08/31/88	10:02:13
COMMON LANGUAGE LOCATION				
EQUIPMENT				
BASIC UNIT	PART NO			
OR				MFR
HECI				
ORIGINAL				RELEASE
& LATEST				DATE OF
SHIPPING	TO LOCATION	PRIOR-	TO	LATEST
NOTICE #S	/JOB ID	ORIGINATOR	DATE OF	SHIPPING
			BACKORDER	NOTICE
				QUANTI-
				TIES
				(ORIG/
				BAL)

EXHIBIT 5

FORMAT PBACK F  
(BR 756-121-724)

/FOR	PICS/DCPR BACKORDER PROCESS (PBACK F)		08/31/88	10:02:31
COMMON LANGUAGE LOCATION	JOB ID			
EQUIPMENT				
PFC				
OR BASIC UNIT	PART NO			
OR HECI				MFR
QUANTITY	PRIORITY	DATE OF BACKORDER	TO STATUS	
ORIG SHIPPING NOTICE NUMBER		TO LOC	ORIG	
NEW SHIPPING NOTICE NUMBER		DATE RELEASED		

EXHIBIT 6

FORMAT PBACK S  
(BR 756-121-726)

/FOR	PICS/DCPR BACKORDER SCAN (PBACK S)		08/31/88	10:02:52
COMMON LANGUAGE LOCATION	ZERO BALANCES WANTED? Y=YES			
EQUIPMENT (OPTIONAL)				
BASIC UNIT	PART NO			
OR				MFR
HECI				
ORIGINAL				QUANTI-
SHIPPING HECI/	BASIC UNIT	PRIOR-	TO	DATE OF
NOTICE #S	JOB ID	PART NO & MFR	ITY	STATUS
			BACKORDER	BACKORDER
				DATE OF
				LATEST
				SHIPPING
				NOTICE
				RELEASE
				DATE OF
				LATEST
				SHIPPING
				NOTICE

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EXHIBIT 7

FORMAT PBACKR/PBACKR N  
(BR 756-126-710/756-126-711)

PICS/DCPR BACKORDER RESOLUTION (PBACKR) 08/31/88 11:04:46 1

CS LOCATION	CO/IDC	JOB ID	
EQUIPMENT IDENTITY			
BASIC UNIT	PART NO		MFR
OR HECI			
BACKORDERED QUANTITY		ORIG. SHIPPING NOTICE #	
DATE REQUIRED	CKT DUE	ORIGINATOR	
FRC (NON STD) FR	TO	EQ CAT (NON STD) FR	TO
ALTERNATE ADDRESS		CITY	
STREET			
FROM	SPR UNITS	MTC SPR	TRAN L-L
LOCATION	AVAILABLE	AVAILABLE	UNITS IND
			FROM TO
			STATUS STATUS
			SHIP MODE
			(M OR T)

/FOR

PICS/DCPR BACKORDER RESOLUTION NOTES (PBACKR N) 08/31/88 11:08:06 1

.....

BACKORDER RESOLUTION SHIPPING NOTICE NO.  
PRINT THIS SHIPPING NOTICE ? (YES OR NO)  
ROUTE COPY TO ADDITIONAL PRINTER LABELED

EXHIBIT 8

/FOR

FORMAT PBACS  
(BR 756-121-727)

PICS/DCPR PIFC/HECIG BACKORDER SCAN (PBACS) 08/31/88 11:08:29 PAGE 1

/FOR	COMMON LANGUAGE LOCATION	
	EQUIPMENT	
	PIFC	
	OR HECI(G)	

ORIGINAL					QUANTITIES
SHIPPING	TO LOCATION	BASIC UNIT/	ORIGINATOR	DATE OF	PRIORITY/ (ORIG/
NOTICE	/JOB ID	PART NO & MFR		BACKORDER TO	STATUS BAL)

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EXHIBIT 9

FORMAT PCFC C  
(BR 756-124-709)

PICS/DCPR		PLUG-IN CONFIGURATION CODE		PCFC C		08/31/88		11:13:06	
PLUG-IN	FUNCTION	FUNCTION	QTY	FUNCTION	QTY	FUNCTION	QTY	FUNCTION	QTY
CODE		CODE		CODE		CODE		CODE	

PROCEED TO: FUNCTION CODE

EXHIBIT 10

FORMAT PCFC F  
(BR 756-124-710)

PICS/DCPR		PLUG-IN FUNCTION CODE		PCFC F		08/31/88		11:13:26	
PLUG-IN	FUNCTION	FUNCTION	ECIG	FUNCTION	ECIG	FUNCTION	ECIG	FUNCTION	ECIG
ECIG	ECIG	ECIG		ECIG		ECIG		ECIG	

INSERT BEFORE ECIG THE FOLLOWING ECIG(S):  
PROCEED TO: ECIG LAST CONFIGURATION CODE

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EXHIBIT 11

**FORMAT PCIR S  
(BR 756-121-735)**

/FOR

PICS/DCPR PENDING CIRCUIT ORDER SCAN (PCIR S) 08/31/88 11:15:12

CIRCUIT ORDER NUMBER: CIRCUIT ITEM NUMBER

CONTROL OFFICE		DUE DATE	PLANT READY	ADDED DATE	RE-SCH DATE	CANCEL DATE
TYPE	LOCATION					
DESCRIPTION:						
EQP LOC/RECN	EQUIPMENT ID	FUNCTION	QTY	QTY COMP	PROCESS/ DUE DATE	COMPLETE DATE

/FOR

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EXHIBIT 12

FORMAT PCONN/PCONN N  
(BR 756-121-701/756-121-751)

PICS/DCPR ~~PLUG-IN~~ CONNECT TRANSACTION (PCONN) 08/31/88 11:15:31  
 LOCATION ADDRESS BELOW  
 MAIL OR TRUCK (M OR T)  
 EQUIPMENT IDENTITY  
 BASIC UNIT PART NO MFR  
 OR HECI OR FUNCTION CODE  
 OR CONFIGURATION CODE  
 QUANTITY YEAR OF PLACEMENT OTHER OWNER? (Y=YES)  
 FRC (IF NON STD) FROM TO EQ CAT (IF NON STD)  
 ORIGINATOR DATE REQ'D CKT DUE LAST ITEM  
 JOB-ID INC TAX AREA  
 ALTERNATE ADDRESS  
 STREET CITY  
 CONTINUATION OF SHIPPING NOTICE NUMBER

PICS/DCPR ~~PLUG-IN~~ CONNECT NOTES (PCONN N) 08/31/88 11:16:47  
 NOTE

CONTINUATION OF SHIPPING NOTICE NUMBER  
 PRINT THIS SHIPPING NOTICE TO (YES OR NO : DEFAULT -> YES)  
 ROUTE COPY TO ADDITIONAL PRINTER LABELED

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EXHIBIT 14

**FORMAT PEMSGC/PEMSGC N  
(BR 756-121-796)**

PICS/DCPR INTERNAL CONNECT *PCONN* REJECT-PEMSGC /FOR 09/06/88 13:53:10									
PROCESS	PIA	DATE	CLLC						
ACT- CLLC		ORIGINATOR	ADD DATE AR/CYC	SEQ#	SHIP NOT#	JOB ID	MT		
ION PIFC	PICC		REQ DATE	CKT DATE	QTY	YR F-FRC	T-FRC	EQCAT	

PICS/DCPR INTERNAL CONNECT SHIP NOTICE PRINT (PEMSGC N) 09/06/88 13:53:33  
 /FOR  
 NEW ORIGINAL  
 SHIPPING SHIPPING  
 NOTICE # NOTICE # PRT? NOTES (MODIFY IF DESIRED)

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EXHIBIT 15

FORMAT PIAT/PIAT N  
(BR 756-121-755/756-121-756)

FICS/DCPR PLUG-IN ACCOUNT TRANSFER (PIAT) 09/23/88 10:08:02

EQUIPMENT IDENTITY	PART NO	MFR
BASIC UNIT	QUANTITY	
OR HECI	EQ CAT (NON STD)	
FRC (NON STD)		
FROM LOCATION	TO LOCATION	
ACCOUNT	ACCOUNT	
STATUS	STATUS	
AUTHORITY	AUTHORITY	
SOURCE DOC/REQ	LAST ITEM (Y/N)	
ITEM NUMBER	DATE REQUIRED	
JOB I.D.	2003/4 CUTOVER LOC	
SALVAGE/SALE VALUE		
IF SALE, TO AN AFFILIATED COMPANY? (Y/N)		
ERROR CORRECTION (Y=YES)		
MATERIAL PRICE	ADJUSTED MATERIAL COST	
ORIGINAL SALVAGE/SALE VALUE		

CONTINUATION OF SHIPPING NOTICE

/FOR

FICS/DCPR PLUG-IN ACCOUNT TRANSFER NOTES (PIAT N) 09/23/88 10:09:00  
NOTE

CONTINUATION OF SHIPPING NOTICE NUMBER  
PRINT THIS SHIPPING NOTICE ? (YES OR NO : DEFAULT -> YES)  
ROUTE COPY TO ADDITIONAL PRINTER LABELED

/FOR

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EXHIBIT 16

FORMAT PICTD  
(BR 756-122-714)

PICS/DCPR CPR TRANSACTION DATA BASE SCAN (PICTD) 09/23/88 10:15:54  
 TRANSACTION DATE PIA AREA START TRANSACTION NUMBER  
 LOW TRANSACTION NUMBER HIGH TRANSACTION NUMBER  
 /FOR TRANSACTION SOURCE FROM TO  
 TRAN NO. TYPE DOCUMENT LOCATION LOCATION

EXHIBIT 17

FORMAT PICTR  
(BR 756-122-713)

PLUS-IN CPR TRANSACTION DATA BASE DISPLAY (PICTR) 09/23/88 10:16:11 1  
 TRANS NO.: TRANS DATE: ACTIVITY YEAR:  
 TRANSACTION TYPE: ITEM: LIKE-FOR-LIKE IND:  
 SOURCE DOC / REQ'N: DISCONNECT DATE(MO/YR):  
 SOURCE CODE: TOTAL QTY: FROM TO  
 -----  
 ACCOUNT TYPE: TERMINAL:  
 ACCOUNT LOCATION: DATE:  
 JOURNALIZATION IND: TIME:  
 INVENTORY IND: SEQUENCE NO.:  
 SECURITY GROUP: YEAR OF PLACEMENT:  
 CPR NUMBER: QUANTITY:  
 PERCENT OWNED: MAT'L PRICE:  
 FIELD REPORTING CODE: ---- INCREMENTAL TAX ----  
 EQUIPMENT CATEGORY: TAX JURISDICTION:  
 AUTHORITY NO.: TAXED AMOUNT:  
 PREV TRANS NUMBER: \*-FROM THE TRANSACTION  
 PREV ITEM TRANS: DEFINITION TABLE  
 ADJ MAT'L COST:  
 SALVAGE/DEPR AMT:  
 /FOR USING

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EXHIBIT 18

FORMAT PIMCS  
(BR 756-126-728)

PICS/DCPR I.M. CENTRAL STOCK CONTROL (PIMCS) 09/23/88 10:17:53

CENTRAL STOCK:

MOVEMENT DEFINITIONS		LAST UPDATED DATES	
1.		CS CONTROL PARAMETERS	
2.		UNIT PRICE	
3.		MTCE SPR LEVEL STATS	
4.		FIELD CONTROL RECORDS	
STOCK MAINTAINER:		CSIM DEFAULT PARAMETERS	
SERVICE LEVEL: ‡	RESUPPLY MODEL:	REVIEW PERIOD:	DAYS
DEMAND OPTION:	CARRY CHARGE: ‡	ORDER COST: \$	. 00
LEAD TIME OPTION:	PRIMARY FRCSTID:	PRIMARY ONLY:	(Y/N)
	USER LEAD TIME:	USER STD DEV:	DAYS
COIM PARAMETERS		EQUIPMENT SPARING INDICATORS	
DEMAND DEFINITION:		GROWTH MTCE	
GROUP ONLY OPTION: (Y/N)		TOOL & TEST SETS	
		NONDEFERRABLES	
		ALL OTHERS	

EXHIBIT 19

FORMAT PIMFLD  
(BR 756-126-739)

PICS/DCPR I.M. COIM DISPLAY/UPDATE (PIMFLD) 12/18/90 09:14:39

FIELD LOCATION:		GROUP PRIORITY:
INV MGT GROUP:		
OR HECI7:		
OR BASIC UNIT:	PART:	MFR:

GROWTH SPARES		
GROWTH SPARING INDICATORS		
LOCATION =	EQUIPMENT =	
GROWTH SPARE OPTION:	MIN GROWTH SPARE:	MAX GROWTH SPARE:
UNDERSTOCK LEVEL:	RESUPPLY-UP-TO LEVEL:	OVERSTOCK LEVEL:
REVIEW PERIOD:	DELIVERY LEADTIME:	CO/IDC FORECAST:

MAINTENANCE SPARES		
MTCE SPARING INDICATORS		
LOCATION =	EQUIPMENT =	
MTCE SPARE OPTION:	MIN MTCE SPARE:	MAX MTCE SPARE:
MTCE SPARE PCT WORKING:	SERVICE LEVEL: . x	LEAD TIME:
REPL RATE OPTION:	COIM REPL RATE: .	USER REPL RATE .

/FOR

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EXHIBIT 20

FORMAT PIMSET  
(BR 756-126-719)

PICS/DCPR EQUIPMENT TRACKING SCREEN (PIMSET) 09/23/88 10:52:00

JOB ID: PIA: REQUIREMENT CD (H/F/B/G):  
 HECI7, BASIC UNIT, GROUP, FUNC CODE:  
 PART + MFG  
 JOB CUTOVER DATE: JOB TURN UP DATE: ACCOUNT:

LOCATION	S I	QTY REQ	DATE REQ	QTY SHIPPED	DATE SHIPPED	SHIP NOTICE OR REQ NBR
-----						

EXHIBIT 21

FORMAT PIMSFD  
(BR 756-126-734)

PICS/DCPR FORECAST DISPLAY SCREEN (PIMSFD) 09/26/88 16:55:55

FORECAST-ID: CENTRAL STOCK: YEAR:  
 I.M. GROUP: HECI:  
 BASIC UNIT: PART: MFR:

FI	-----FORECAST-----		-----MOVEMENTS-----		
	ORIGINAL QTY	CURRENT QTY	ASSOC JOB QTY	DEMAND QTY	FORECAST QTY
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

TOTALS:

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EXHIBIT 22

FORMAT PIMSJE  
(BR 756-126-714)

PICS/DCPR JOB ENTRY (PIMSJE) 09/23/88 10:52:43

JOB-ID: PIA: ACCOUNT: 200 AUTHORITY:  
 FORECAST-ID: AUTO FORECAST UPDATE: (Y/N)  
 JOB CUTOVER DATE: JOB TURN UP DATE:

S I LOCATION	CUTOVER DATE	TURN UP DATE	S I LOCATION	CUTOVER DATE	TURN UP DATE
-----					

EXHIBIT 23

FORMAT PIMSJT  
(BR 756-126-732)

PICS/DCPR JOB TRACKING (PIMSJT) 09/23/88 10:53:08

JOB ID: PIA: LOCATION: ACCOUNT:  
 CUTOVER DATE: TURN UP DATE: AUTHORITY:

REQUIREMENT CODE: FUNC CODE/GROUP/HECI/BASIC UNIT:  
 PART: MFR:

FUNC CODE OR GROUP	HECI/BASIC UNIT PART	S I	QTY REQ'D	DATE REQ'D	QTY SHIPPED	DATE SHIPPED	SHIP NOTICE OR REQ NBR
-----							

EXHIBIT 24

FORMAT PIMSRE  
(BR 756-126-731)

PICS/DCPR JOB TRACKING REQUIREMENTS ENTRY (PIMSRE) 09/23/88 10:53:35

JOB-ID: PIA: LOCATION:  
 REQ CODE FUNCTION CODE OR I.M. GROUP OR HECI OR QUANTITY DATE  
 (F/G/H/B) BASIC UNIT PART MFR REQUIRED REQUIRED

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EXHIBIT 25

FORMAT PINV C  
(BR 756-121-719)

/FOR PICS/DCPR INVENTORY DISPLAY (PINV C) 09/23/88 10:53:58  
COMMON LANGUAGE (STOCK) LOCATION  
EQUIPMENT  
BASIC UNIT PART NO MFR  
OR  
HECI CPR NUMBER  
AUDIT TRAIL IND (1=2001 2=2003/4 DEFAULT=1)

<----- 2001 -----> <----- 2003/4 ----->  
SPARE COMMITTED SPARE SPARE  
MTC SPARE OFFSET QUANTITY PREV TRANS #  
IN REPAIR PENDING RECALL  
AWAITING REP PREV TRANS #

BIN NUMBERS  
RSO MAX KEEP QTY

EXHIBIT 26

FORMAT PINV L  
(BR 756-121-720)

/FOR PICS/DCPR INVENTORY DISPLAY (PINV L) 09/23/88 10:54:23  
COMMON LANGUAGE (FIELD) LOCATION  
EQUIPMENT  
BASIC UNIT PART NO MFR  
OR  
HECI CPR NUMBER  
AUDIT TRAIL IND (W=WHOLLY, O=OTHER, J=JOINT, 2=2003/4)

WHOLLY OWNED OTHER OWNED JOINT OWNED 2003/4 QTY  
SPARE  
WORKING  
MTC SPARE  
OFFSET QTY  
PEND RECALL  
PREV TRANS #

EXHIBIT 27

FORMAT PINVJ  
(BR 756-121-722)

PICS/DCPR INVENTORY LEVELS BY BASIC UNIT (PINVJ) 09/23/88 10:56:38  
LOCATION DISPLAY OPTION DEFAULT OPTION 4  
EQUIPMENT IDENTITY 1 -> TOTALS FOR EQUIPMENT  
HECI 2 -> EQUIPMENT WITH SPARE LEVELS > 0  
FUNCTION CODE 3 -> EQUIP WITH WK, SP, MTC.SP, COM.SP, OR RC > 0  
4 -> EQUIPMENT WHICH IS INVENTORIED  
5 -> 4 + EQUIPMENT WITH NO INVENTORY RECORD  
6 -> 5 + EQUIPMENT WHICH IS NOT INVENTORIED  
OWNER IND (W=WHOLLY, O=OTHER, J=JOINT, A=ALL)  
BASIC UNIT/PART NO & MFR HECI WORKING SPARE MTC COM PEND  
SPARE SPARE RECALL

/FOR

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EXHIBIT 28

FORMAT PIORD  
(BR 756-121-715)

PICS/DCPR PLUG-IN ORDER PROCESS (PIORD) 09/23/88 10:57:13

REQ	ORDER TYPE (1=STD, 2=SHORT)		
ACCOUNT	ORD DATE	DUE DATE	SHIP TYPE (A,C)
CLLC	AUTHORITY	VENDOR	
RCC	RCC	TAX AREA	PRCH AGREE#
JOB ID	2003/4 CUTOVER CLLC		BVAPP BILLING?
SS # ORIG	SS# APPROVING		AFFILIATED SUPPLIER?

  

ITEM NO	FUNCT (ORD, ACK, REC, CAN)		
BASIC UNIT	PART NO		MFR
HECI	FRC	EQUIP CAT	TAX AREA
QUANTITY	EXPECTED UNIT PRICE		FROM C STOCK?

  

RECEIPTING STATUS (S,M,W,C)	TRAN DATE	DUE DATE	
INVOICE ITEM NUMBER	SUBSTITUTION CODE (A,B,C)	NOTE	

  

JOB-ID	2003/4 CUTOVER CLLC
DIFF FROM ORDERED QTY RECOGNIZED	EXCEEDED AUTHORITY RECOGNIZED

/FOR

EXHIBIT 29

FORMAT PIREJ  
(BR 756-121-707)

PICS/DCPR INVENTORY REJECTS - (PIREJ) 09/23/88 10:59:38

ORIGINATOR	ADD OR REMOVE?	ADD=ADD	ECI ONLY?	Y=YES
OTHER OWNER? (Y=YES)		REM=REMOVE	CPR ONLY?	Y=YES
			ECI AND CPR?	Y=YES

  

HECI: COMMON LANGUAGE LOCATION	QUANTITY	
BASIC UNIT	PART#	MANUF.
OR HECI		
STATUS	S=SPARE	I=IN REPAIR
	W=WORKING	M=MAINTENANCE
		R=AWAITING REPAIR

  

CPR: ACCOUNTING LOCATION	CPR NUMBER	ACTIVITY YR
FRC (IF NON STD)	TAX AREA	(IF NON STD)
EQ CAT (IF NON STD)		
YEAR	QUANTITY	UNIT PRICE
		MATRL PRICE
		ADJ COST

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EXHIBIT 30

**FORMAT PIRET/PIRET N  
(BR 756-121-710/756-121-711)**

PICS/DCPR PLUG-IN RETIREMENT PROCESS (PIRET) 09/23/88 11:03:07  
 FROM LOCATION TO LOCATION  
 EQUIPMENT BASIC UNIT PART NO MFR  
 OR HECI  
 QUANTITY FROM STATUS S = SPARE  
 W = WORKING  
 DISPOSITION/ACCOUNT M = MAINTENANCE SPARE  
 SOURCE DOC/REQUISITION R = AWAITING REPAIR  
 YEAR OF PLACEMENT AUTHORITY C = COMMITTED SPARE  
 LAST ITEM (Y/N)  
 FIELD REPORTING CODE (OPT) EQUIPMENT CATEGORY (OPTIONAL)  
 DISCONNECT DATE (MO/YR)  
 DELAYED RETIREMENT? (Y=YES) TOTAL SALVAGE/SALE VALUE  
 IF SALE, TO AN AFFILIATED COMPANY? (Y/N)  
 W/TRAFFIC? (Y/N)  
 REVERSE RETIREMENT? Y=YES  
 MATERIAL PRICE  
 ADJUSTED MATERIAL COST  
 PIOC YEAR OF PLACEMENT (OPTIONAL)  
 CONTINUATION OF SHIPPING NOTICE NUMBER

/FOR

PICS/DCPR PLUG-IN RETIREMENT NOTES (PIRET N) 09/23/88 11:03:31  
 NOTE

CONTINUATION OF SHIPPING NOTICE NUMBER  
 PRINT THIS SHIPPING NOTICE ? (YES OR NO : DEFAULT -> YES)  
 ROUTE COPY TO ADDITIONAL PRINTER LABELED

/FOR

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**EXHIBIT 31**  
**FORMAT PLD22**  
**(BR 756-121-763)**

PICS/DCPR ACCOUNT 1220 INVENTORY LOAD - (PLD22) 09/23/88 11:36:25  
ORIGINATOR  
COMMON LANGUAGE LOCATION  
A-ADD OR R-REM  
ACCOUNT 1220 -  
TOTAL QUANTITY  
BASIC UNIT (HECI) —  
PART# MANUFACTURER  
EQ CAT (NON STD)  
TAX AREA (NON STD)

YEAR	QUANTITY	TOTAL MATERIAL PRICE	TOTAL ADJUSTED MATERIAL COST	TOTAL SALVAGE AMOUNT
------	----------	-------------------------	---------------------------------	-------------------------

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EXHIBIT 32

**FORMAT PLOC/PLOC 2  
(BR 756-124-702/756-124-717)**

PICS/DCPR LOCATION FILE (PLOC) 09/23/88 /FOR 11:36:41

COM LOC ACCT LOC EQ/CAT PRIME C/L LOC  
 LOC TYPE  
 STOCK LOC

ADDR ST CITY ZIP  
 ADDRESSEE TEL#  
 VIA LOC CONTROL OFFICE GEO LOC

PROPAGATE (Y/N)  
 STATE CORP AREA DIVISION DISTRICT  
 PIA AREA ACCOUNT AREA ENG AREA TAX AREA  
 FLOOR PIOC IND SEC GR CODE DR STUDY AREA

INV MGT SPR IND (Y/N) SPR MTC DISC OPT (1-3)  
 IM MODEL(O/T) RESP CODE RESP AREA PEC

LAST WO INV WO INV IND INV TYPE INV IN PROG  
 EXCHG/TOLL CLASS OF OFFICE (1-5)

DATE OF LAST UPDATE LAST UPDATE CODE  
 CONFIGURATION

PICS/DCPR RELATIONAL PAGE (PLOC 2) 09/23/88 11:37:03  
 /FOR

PRIME INFORMATION  
 COMMON LANGUAGE LOCATION ACCOUNT LOCATION EQ/CAT  
 SECONDARY INFORMATION

CONFIGURATION

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EXHIBIT 35  
**FORMAT PORD**  
**(BR 756-121-716)**

PICS/DCPR PLUG-IN ORDER HEADER DISPLAY (PORD) 09/23/88 11:47:41

REQUISITION

AUTHORITY	CLLC
ACCOUNT	JOB ID
TAX AREA	2003/4 CUTLOC
RCD	SS# ORIGINATING
RCC	SS# APPROVING
ORDER DATE	ITEMS ORDERED
DUE DATE	ITEMS COMPLETED
ORDER STATUS	VENDOR
ORDER TYPE	AFFILIATED SUPPLIER
SHIP TYPE	PURCHASE AGREEMENT NO
REQ PRINTED	VENDOR FINAL BILL IND
BVAPP BILL?	VENDOR FINAL BILL DATE
PREV AUDIT NO	

/FOR

EXHIBIT 36  
**FORMAT PORD I**  
**(BR 756-121-807)**

PICS/DCPR PLUG-IN ORDER ITEM DISPLAY (PORD I) 09/23/88 11:48:18

REQUISITION	ITEM NO		
HECI	EQUIP CAT	FRC	FROM C STOCK?
BASIC UNIT	PART#		MFR
JOB ID	SUBSTITUTION IND		SUBSTITUTION CODE
2003/4 CUTLOC	DUE DATE		NOTE
TAX AREA	ORIGINAL DUE DATE		CPR NO
INV ITEM NO	ITEM PREV CPR TRANS		

QUANTITY DATE

ORDERED	UNREC STATUS
ACKNOWLEDGED	
RECEIVED	MAPS MATERIAL PRICE
PENDING	MAPS ADJUSTED COST
VERIFIED	PAID MATERIAL PRICE
THRU VERIF-ERRORS	PAID ADJUSTED COST
AUTHORIZED	ORIGINAL UNIT PRICE
DENIED	EXPECTED UNIT PRICE
MAPS	USER PRICE INDICATOR?
PAID	PREVIOUS AUDIT NO

/FOR

EXHIBIT 37  
**FORMAT PORD S**  
**(BR 756-121-717)**

PICS/DCPR PLUG-IN ORDER SCAN (PORD S) 09/23/88 11:48:39

REQUISITION	AUTHORITY				ACCOUNT			
CLLC	VENDOR							
ORDER DATE	DUE DATE							
ITEM NO	ITEM	HECI OR UNIT/	SUB	QTY	QTY	QTY	QTY	INV
	STAT	MFR AND PART#	CODE	ORD	REC	MAPS	PAID	ITEM#

/FOR

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EXHIBIT 38  
**FORMAT PRECALL**  
**(BR 756-121-770)**

~~RETURN-TO-STOCK/RECALL DISPLAY AND UPDATE (PRECALL)~~ 09/23/88 11:53:38

SHIPPING NOTICE NUMBER		LOCATION	
RECALL TYPE		ORIGINATOR	
EQUIPMENT IDENTITY :			
BASIC UNIT	PART NO		MFR
OR HECI			
I/M REFERENCE LEVEL			
QUANTITY RECALLED :	QUANTITY	QUANTITY	IN PENDING
FROM SPARE	RECEIVED	SUBST	INDICATOR
FROM WORKING			
FROM MAINT SPR			
DATE ISSUED	DATE REQUIRED	COMPLETION DATE	
/			
/FOR			

EXHIBIT 39  
**FORMAT PREPT R**  
**(BR 756-124-741)**

PICS/DCPR REPORT DESTINATIONS (PREPT R) 09/26/88 15:20:06

REPORT BR #		TYPE	
DDNAME	UNIT GROUP NAME		
BANNER CRITERIA	DEST	BANNER CRITERIA	DEST

EXHIBIT 40  
**FORMAT PRES**  
**(BR 756-121-767)**

PICS/DCPR 1220 INV RESERVATION DIS/UP PRES (PRES) 09/26/88 15:20:31

COMMON LANGUAGE LOCATION		LOCATION TYPE	
EQUIPMENT		ORIGINATOR	
BASIC UNIT	PART NO		MFR
OR			
HECI	CPR NUMBER	ZERO SUPPRESS	(Y=YES)
ACCOUNT			
DATE RESERVED/	PIA OR	DATE	
LAST QTY UPDT	BOC	NEEDED	<-----NOTES----->
	JOB ID	QTY	

/FOR

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EXHIBIT 41

**FORMAT PRETU/PRETU N  
(BR 756-121-704/756-121-754)**

PICS/DCPR PLUG-IN RETURN TO STOCK REQ (PRETU) 09/26/88 15:20:50  
 LOCATION ORIGINATOR DATE REQ'D  
 RECALL TYPE (P=PIA INITIATED,C=CO OR IDC INITIATED,M=MODIFICATION)  
 FROM STATUS PACKING MATERIAL REQ'D RETURN TO IDC (Y=YES)  
 EQUIPMENT IDENTITY  
 BASIC UNIT PART NO. MFR  
 OR PLUG-IN FUNCTION CODE  
 OR HECI  
 OR INVENTORY MANAGEMENT GROUP  
 QUANTITY LAST ITEM ADDRESS BELOW 1220.412 (Y=YES)  
 ALTERNATE ADDRESS  
 STREET CITY  
 CONTINUATION OF SHIPPING NOTICE NUMBER

/FOR

PICS/DCPR PLUG-IN RETURN NOTES (PRETU N) 09/26/88 15:21:13  
 NOTE

CONTINUATION OF SHIPPING NOTICE NUMBER  
 PRINT THIS SHIPPING NOTICE ? (YES OR NO : DEFAULT -> YES)  
 ROUTE COPY TO ADDITIONAL PRINTER LABELED

/FOR

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 Telephone Company except under written agreement.**

EXHIBIT 42

FORMAT PRRDT  
(BR 756-124-745)

PICS/DCRR REQUISITION DEFINITION TABLE (PRRDT) 09/26/88 15:22:46  
 DISPLAY DELETED RECORDS? PG  
 SUB ACCT REQUISITION AUTHORITY CENTRAL A/I DEL  
 SYS AREA NUMBER-LOW NUMBER-HIGH NUMBER-LOW NUMBER-HIGH STOCK

/FOR

EXHIBIT 43

FORMAT PSAC  
(BR 756-124-780)

PICS/DCPR FIELD REPTS CODE TABLE (PSAC) 09/26/88 15:23:06  
 ACCOUNT LOCATION

EXHIBIT 44

FORMAT PSCAN  
(BR 756-121-723)

PICS/DCPR SCAN FOR CENT. OFF. PLUG-INS (PSCAN) 09/26/88 15:23:30  
 /FOR  
 PIA AREA STATE DIV DIST (INCL/EXCL THESE LOC TYPES )  
 BASIC UNIT PART NO MFR  
 OR HECI STATUS (S=SPR, W=WRKG, M=MTCE SPR, P=PEND, R=RCL, A=ALL)  
 OWNER INDICATOR (W=WHOLLY, O=OTHER, J=JOINT, A=ALL)  
 MINIMUM LEVEL STOP AFTER UNITS TOTAL NUMBER OF UNITS  
 LOCATION UNITS LOCATION UNITS LOCATION UNITS

NEXT DIV: NEXT DST:

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EXHIBIT 45

FORMAT PSHIP  
(BR 756-121-728)

/FOR **PICS/DCPR SHIPPING NOTICE PRINT (PSHIP)** 09/25/88 15:47:38  
 SHIPPING NOTICE #  
 OUTPUT LTERM  
 REPRINT? (Y OR N)

HIT "FIND" TO LOOK AT, OR "EXEC" TO PRINT

EXHIBIT 46

FORMAT PSHIP S  
(BR 756-121-729)

/FOR **SHIPPING NOTICE SUMMARY (PSHIP S)** 09/26/88 15:47:54  
 STARTING NUMBER  

SHIPPING NOTICE #	ORIGINATOR	TRANSACTION TYPE	LOCATION FROM	LOCATION TO	DATE PRINT
-------------------	------------	------------------	---------------	-------------	------------

EXHIBIT 47

FORMAT PSTAT  
(BR 756-121-705)

**PICS/DCPR PLUG-IN STATUS CHANGE (PSTAT)** 09/26/88 15:50:43

LOCATION QUANTITY	ORIGINATOR
<b>EQUIPMENT</b> BASIC UNIT HECI	PART NO MFR
FROM STATUS TO STATUS	S = SPARE W = WORKING M = MAINTENANCE SPARE R = AWAITING REPAIR
JOB ID OTHER OWNER? Y=YES	I = IN REPAIR C = COMMITTED SPARE O = OFFSET

/FOR

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EXHIBIT 48

**FORMAT PTRAN/PTRAN N  
(BR 756-121-702/756-121-752)**

PICS/DCPR PLUG-IN TRANSFER (PTRAN) 09/26/88 15:55:01  
 FROM LOCATION FROM STATUS ADDRESS BELOW  
 TO LOCATION TO STATUS ADDRESS BELOW

PROCESS TYPE (L=LKE-FOR-LKE M=MODIF U=UNREQ-RETRN R=OVERNITE REPAIR O=OTHER)  
 RECALL SHIPPING NOTICE NUMBER MAIL OR TRUCK (M OR T)

EQUIPMENT IDENTITY  
 BASIC UNIT PART NO MFR  
 OR HECI OR FUNCTION CODE  
 OR CONFIGURATION CODE

QUANTITY YEAR OF PLACEMENT  
 FIELD REP CODE(FRC) FR TO EQ CAT (NON STD) FR TO

ORIGINATOR DATE REQ'D CKT DUE LAST ITEM  
 REPAIR ORDER#  
 JOB-ID INC TAX AREA

ALTERNATE ADDRESS  
 STREET CITY

CONTINUATION OF SHIPPING NOTICE NUMBER

PICS/DCPR PLUG-IN TRANSFER NOTES (PTRAN N) 09/26/88 15:55:22  
 NOTE

CONTINUATION OF SHIPPING NOTICE NUMBER  
 PRINT THIS SHIPPING NOTICE ? (YES OR NO : DEFAULT -> YES)  
 ROUTE COPY TO ADDITIONAL PRINTER LABELED

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EXHIBIT 49

**FORMAT PTRN22/PTRN22 N  
(BR 756-121-757/756-121-758)**

**PICE/DCPR TRANSFER OF 1220 PLUG-INS (PTRN22)** 09/26/88 15:57:09  
**FROM LOCATION** ADDRESS BELOW  
**TO LOCATION** ADDRESS BELOW  
**MAIL OR TRUCK (M OR T)** ACCOUNT  
**EQUIPMENT IDENTITY**  
**BASIC UNIT** PART NO MFR  
**OR HECI**  
**QUANTITY**  
**ORIGINATOR** DATE REQ'D LAST ITEM  
**ALTERNATE ADDRESS**  
**STREET** CITY  
**EQ CAT (NON STD)** INC TAX AREA  
**CONTINUATION OF SHIPPING NOTICE NUMBER**

/FOR

**PICE/DCPR TRANSFER OF 1220 PLUG-INS NOTES (PTRN22 N)** 09/26/88 15:58:17  
**NOTE**

**CONTINUATION OF SHIPPING NOTICE NUMBER**  
**PRINT THIS SHIPPING NOTICE ? (YES OR NO : DEFAULT -> YES)**  
**ROUTE COPY TO ADDITIONAL PRINTER LABELED**

/FOR

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EXHIBIT 50

FORMAT PXFER  
(BR 756-122-705)

PICS/DCPR CPR TRANSFER (PXFER)

09/25/88 15:50:07

ACCOUNT TYPE  
TRANSFER 2003/4 (N)EW OR (R)EUSED  
QUANTITY  
ORIGINATOR  
ALTERNATE JOURNALIZATION (J,P OR N)  
AUTHORITY NUMBER  
YEAR OF PLACEMENT  
INCREMENTAL TAX AREA  
ACTIVITY YEAR (DEFAULT = CURR YR)  
LIKE FOR LIKE? (Y OR N)  
MAY TRANSFER GO UNPRICED? (Y OR N)

\*\*FROM\*\*            \*\*TO\*\*

ACCOUNTING LOCATION  
CPR NUMBER  
FIELD REPORTING CODE  
EQUIPMENT CATEGORY NUMBER  
MATERIAL PRICE  
ADJUSTED MATERIAL COST

/FOR

EXHIBIT 51

FORMAT TPCON

COMMAND:            TIRKS/PICS CONFIRMATION SCREEN(TPCON)            /FOR  
ORDER NBR:            LOCATION:            DATE: 10/31/90  
JOB ID:                INV LAST UPDATED:            TIME: 14:00:43  
PSN#:                BY:                    PAGE: 1  
\*\*\*\*\*  
HECIG                STOCK IND    PSN#                    BY                    DATE                    TIME

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EXHIBIT 54

**PENDING CLAIM FORM**

CLAIM # \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_  
DATE SENT TO PIA: \_\_\_\_\_

PENDING CLAIM

REQ# \_\_\_\_\_  
ITEM # \_\_\_\_\_  
HECI \_\_\_\_\_

PROBLEM ENCOUNTERED:

- \_\_\_\_\_ OVERAGE
- \_\_\_\_\_ SHORTAGE
- \_\_\_\_\_ DAMAGED IN SHIPMENT
- \_\_\_\_\_ WRONG UNIT
- \_\_\_\_\_ OTHER

COMMENTS:

-----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----

KEEP 1 COPY WITH THE EQUIPMENT.  
FORWARD 1 COPY, WITH THE PACKING SLIP ATTACHED, TO THE PIA.

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**EXHIBIT 56**

**PURCHASE REQUISITION FORM SW6528**

**Southwestern Bell Corporation**  
 and Participating Subsidiaries  
 Retention Period - 8 years

FORM SW-6528  
(REV. 10-88)

**PURCHASE REQUISITION — NOT A PURCHASE ORDER**  
 INSTRUCTIONS ON REVERSE SIDE OF ORIGINATOR'S COPY

CPO REQUISITION # **1578996** PAGE \_\_\_\_\_ OF \_\_\_\_\_

**A** DATE \_\_\_\_\_ LPO \_\_\_\_\_ REQ BY CODE \_\_\_\_\_ REQ BY NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 REQ BY (STREET, RM # OR LOC, CITY, STATE & ZIP) \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

**B** SHIP TO - CODE \_\_\_\_\_ TEL # \_\_\_\_\_ BILL TO CODE \_\_\_\_\_ FINAL DEST - CODE \_\_\_\_\_ METAL AT   
 NAME \_\_\_\_\_ NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

**C** ON JOB DATE \_\_\_\_\_ RC-O \_\_\_\_\_ MU \_\_\_\_\_ RCC \_\_\_\_\_ B/W \_\_\_\_\_ AUTH/EST # \_\_\_\_\_ OSO-LOC \_\_\_\_\_  
 TAX JURIS CODE \_\_\_\_\_ BLDG # \_\_\_\_\_ NOT B4 DATE \_\_\_\_\_ CLIENT # \_\_\_\_\_  
 SO # \_\_\_\_\_ SO DATE \_\_\_\_\_ SO CUSTOMER # \_\_\_\_\_ CLIENT REQ # \_\_\_\_\_  
 REMARKS \_\_\_\_\_  
 REMARKS \_\_\_\_\_

QTY	UN	ITEM ID	ON JOB DATE	FC	FRC	EXTC	MIC	TAX	JURIS	CODE	SUB	INSTR	ATTCH
DESCRIPTION													
FRAME ID	LTG	PURCH APPROVAL	AUTH/EST #	CPR	TOTAL EST ITEM VALUE \$								
001				F									
002				F									
003				F									
004				F									
005				F									

**E** SUPP ATT: A  DIST ACCTG (SW-6528) B  LPO USE ONLY (SW-6528) C  ADD'L ITEMS (SW-6528) D  PRINTING REQ (SW-6528)  
 CLIENT COMMENTS \_\_\_\_\_ TOTAL EST REQ VALUE \$ \_\_\_\_\_ PG \_\_\_\_\_ MV REP \_\_\_\_\_  
 MV ACT \_\_\_\_\_ MV PRIO \_\_\_\_\_

**REQUIRES TWO (2) DIFFERENT SIGNATURES**

**F** ORIGINATOR NAME (PRINT OR TYPE) \_\_\_\_\_ SIGNED \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ DATE \_\_\_\_\_  
 AUTHORIZATION NAME (PRINT OR TYPE) \_\_\_\_\_ SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
 RC-A TITLE \_\_\_\_\_ OBSOLETE   
 DELETED

Purchasing Copy

Official File Copy If Retention

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EXHIBIT 58

REQUEST FOR ASSIGNMENT, CHANGE OR CANCELLATION OF LOCATION CODES FORM SW-4197



SW-4197 (Rev. 7-89)

REQUEST FOR ASSIGNMENT, CHANGE OR CANCELLATION OF LOCATION CODES

Accounting Center \_\_\_\_\_ Division \_\_\_\_\_ District No. \_\_\_\_\_

Complete Appropriate Section Below For Action Desired

Section A - Request For A New Location Code

Administrative or Geographic Description & Address (Max. 48 positions)

- Building Clearance Group No. (V27.503): 1 (100,000 Gross Square Feet) 2 (75% to C.O.E.) 3 (Less than 75% to C.O.E.) 4 (Admin./Bus. Ofc.) 5 (50% to garages or storerooms) 6 (Leased space w/o services) 7 (Com. Dial Ofc. Buildings) 8 (Unattended repeater bus, etc.) 9 (Leased space with services)

Valid or Invalid Account Codes # (If C, add M, R, & X):

- Building Identification Categories (V27.603): 1 (Misc. Bldgs. Owned) 2 (Steel Towers - non-buildings) 3 (Fences, lighting, parking, etc. - non-buildings) 4 (Dial & Admin. bldg. - owned)

\* = Valid for Central Stock Estimate

Drop General Capital Estimate #

Tax Segment Code #(s) (Assigned by Tax Section):

Material Usage Code(s) (BSP 743-001-901 SW. Supply Manual):

# Check if additional codes are needed and list on an attached sheet (one sheet for each copy of this form).

Storeroom ID (Comptrollers Use Only): Assigned Location Code: (Comptrollers Use Only)

Physical Storerooms: Yes No

Section B - Request To Change Location Code:

Description - Use Section A. Add or (Delete) Asst. Code(s) (If C, add M, R, & X):

Explanation:

\* = Valid for Central Stock Estimate

Change Tax Segment: From To

Section C - Cancel Location Code:

Explanation: SN 726 or SW-5015 forwarded to Comptrollers to clear investment: Date

Requested by: Title Date Completed by: Tax Group Date

Telephone: Data base Updated: Comptroller Rep. Date

Approved by: Title Date

Note: To validate a new division or district (the second two characters of location code), see note in the Accounting Handbook-Telephone Plant, Section V27.603, Paragraph 2.01, and complete the following:

Supporting approval letter, File No. Dated

Originator's Copy Duplicate Copy-Administrative Retention Only

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**EXHIBIT 59**

**SALE FORM**



**Southwestern Bell  
Telephone**

Date: \_\_\_\_\_

Sale From: \_\_\_\_\_

To: DLLSTXPW	Dallas	STLSMOCS	St. Louis
LTRKARBOACS	Little Rock	KSCYMO60	Kansas City
TPKAWSWEO1	Topeka	OKCYOKPC	Oklahoma City

<u>AUTH.</u>	<u>HECI</u>	<u>QTY</u>	<u>FROM STATUS</u>	<u>TO STATUS</u>	<u>SN#</u>	<u>VIA</u>
--------------	-------------	------------	------------------------	----------------------	------------	------------

NOTES: This equipment was purchased by \_\_\_\_\_  
 Telephone number \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

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**EXHIBIT 60**

**ACR-FG85**

SOUTHWESTERN BELL TELEPHONE COMPANY AREA - ST LOUIS RETENTION PERIOD - 5 YEARS  
 PRIC ENTITY - ST. LOUIS B50 STATE - MISSOURI REPORT PERIOD - APRIL 1990 PASS - 13 PROGRAM - FB2100  
 REPORT - F006 CERTAIN 1220 ACCT DETAIL ACCT, INC. LOCATION-BAP F,20.8 TODAY'S DATE - 05/04/90 FINAL CYCLE EOM PAGE - 828

ACCOUNT - 32201411  
 DISTRICT MCC - 04002C000

LOCATION	MCC	PURCHASE ORDER NUMBER	REF/SERIAL NUMBER	ORD/AUTH ID	RECORD ID	PACK ORIGIN	PAK 50	FIRST ENTC	BCO	C	QUANTITY	AMOUNT
DES BAL	E 0 0855	04002C000	MC11966-02	05300001	K3001660	SHAPS	73RVAPP	01 75 823	04002C000	0	.00	56,595.53
	E 0 0855	04002C000	MC11966-03	01300001	K3001660	SHAPS	73RVAPP	05 75 823	04002C000	0	.00	57.10
	E 0 0855	04002C000	MC11966-03	01300001	K3001660	SHAPS	73RVAPP	05 75 823	04002C000	0	.00	57.02
	E 0 0855	04002C000	MC11966-03	01300001	K3001660	SHAPS	73RVAPP	05 75 823	04002C000	0	.00	5,024.00
	E 0 0855	04002C000	MC11966-03	01300001	K3001660	SHAPS	73RVAPP	05 75 823	04002C000	0	.00	56,770.75
END BAL												106.20
DC TOT												106.20

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**EXHIBIT 61**

**COIM LOCATION STOCKING REPORT  
(BR 756-126-406-03)**

BR 756-126-406-03  
RUN DATE: 09/13/90 21:40  
DATA COLLECTION DATE: 09/12/90  
PAGE: 2120

COIM LOCATION STOCKING REPORT

PIC/BCPR (MM) COIM LOCATION STOCKING REPORT  
SOUTHWESTERN BELL-TEXAS AREAS

PIA AREA: DA DISTRICT: LV  
CENTRAL STOCK: BLS13PM  
CENTRAL OFFICE/TDC: ENHSTXR  
LOCATION TYPE: CORE C.G. ATTENDED  
LOCATION SPARING INDICATOR: MAINTENANCE SPARES ONLY ARE KEPT AT THIS LOCATION

EQUIPMENT:

I. N. REFERENCE LEVEL	WORKING	GROWTH SPARES	NTCE SPARES	REC GROWTH SPARES	REC NTCE SPARES	EXCESS QUANTITY	000000000	EQPT
DA1RT00	4	0	0	0	0	0		
DA1RT02	11	0	2	0	0	0		
DA1RT08	0	0	1	0	0	0		
DA1RT09	15	0	3	0	0	0		
EN00M10	10	0	2	0M	10	2	694.00	NY
EN00M11	0	0	1	0M	1J	1	0789.00	NY
ENP0CT	2	0	2	0M	00	1	0789.00	NY
ENP0LAB	0	0	4	0M	1J	1	0100.00	NY
ENP0M19	20	0	2	0M	00	4	0400.00	NY
ENP0MF	0	0	4	0M	10	1	0100.00	NY
ENP0SAE	2	0	2	0M	00	4	01,070.00	NY
ENP0S01	0	0	15	0M	1J	1	0100.00	NY
ENP0S0A	2	0	2	0M	00	13	01,300.00	NY
ENP0TAB	0	0	2	0M	1J	1	0156.53	NY
ENTC0A0	1	0	2	0M	00	1	0100.00	NY
ER00600	0	0	2	0M	1J	1	0100.00	NY
ER00ME6	0	0	2	0M	00	2	0200.00	NY
NTC0201	1	0	2	0M	10	1	0175.00	YY
NTC0200	1	0	0	0M	10	3	0707.50	YY
NTC02030E	2	0	2	0M	10	5	0750.00	YY
NTC02102	2	0	4	0M	10	5	0750.00	YY
NTC02030P	2	0	4	0M	10	5	0750.00	YY
NTC0210	3	0	6	0M	10	5	0750.00	YY
NTC030	0	0	1	0M	10	1		

(CONTINUED ON NEXT PAGE)

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**EXHIBIT 62**

**CPR TRANSACTION REPORT**

DATE 04/06/09  
PAGE 1 PAGE 1

PICKUP/REF UNCL. CPR TRANSACTIONS  
COMPANY, SOUTHWESTERN BELL AREA  
SHORT LOCAL PROGRAM, PLACE/PL  
ISSUES AND DEVELOPED BY: BOB STEWART  
310-228-4490

CPR TRANSACTIONS (CODE 0015 AND 0206)  
CENTRAL STOCK TO CENTRAL STOCK (PURCHASES)  
REPORTING PERIOD FROM 01/01/09 TO 01/31/09 \*\*\*\*\*

TO ACCOUNT AREA : AR

TRANSACTION DATE	TRANSACTION NUMBER	SOURCE INC	FROM ALC	TO ALC	TO IN PLACE COST	TO CFR NUMBER	QUANTITY
09010	6384301	520100101	84410	800200	343001	475051	10
09008	6370158	520101187	84401	800200	100030	570756	4
09011	6430110	520010000	87301	800200	627663	572402	20
09006	6420158	52	87307	800200	18797	175012	1
09006	6420170	52	87307	800200	18797	175012	1
***** TO ACCOUNT AREA TOTALS *****					1246100		

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**EXHIBIT 63**

**CSIM RECALL CLEAN-UP REPORT  
(BR 756-126-371-03)**

PICS/DCPR		DATE 01/05/99		TIME 21:00		PAGE 011		BR 756-126-371		BR 756-126-371-03	
PICS/DCPR RUM: RECALL CLEAN-UP REPORT		INVENTORY SUBSYSTEM		RECALL RECORDS DELETED		LIVE MODE		DATE 09/11/85 16:50		PAGE 1	
BELL COMMUNICATIONS RESEARCH		07/23/85		UNCOMPLETED RECORD DELETE DATE		06/03/85		NO-RECALL RECORD DELETE DATE		08/02/85	
OVERSIGHT REPAIR REC DELETE DATE		08/17/85		PIA AREA		AL		CANN. LANG. LOC		BRUNNHAL9985A	
SHIPPING NOTICE #	RECALL TYPE	ORIGINATOR	DATE ISSUED	DATE DNE	LAST RETURN	EQUIPMENT RECALLED	EQUIPMENT RETURNED	RECALL QTY	EQPT TYPE	EQPT TYPE	RETURN QTY
00005616	UK	LOAD AND GO	09/26/84	09/26/84	09/25/84		TICD300	0			2
00005617	UK	LOAD AND GO	09/26/84	09/26/84	09/25/84		TICD100	0			5
00005618	UK	LOAD AND GO	09/26/84	09/26/84	09/25/84		TICD300	0			3
00005619	P1A	LJA	03/16/85	03/22/85		ZBACKG1		1			0
00005620	P1A	LJA	03/26/85	03/30/85		ZBACKG1		1			0
00005621	P1A	BGS0004	03/26/85	03/22/85		ZBACKG1		1			0
00005622	P1A	BGS0007	03/27/85	03/22/85		ZBACKG1		1			0
00005623	P1A	BGS0003	03/27/85	03/22/85		ZBACKG1		1			0
00005624	P1A	BGS0004	03/27/85	03/22/85		ZBACKG1		1			0
00005625	CO	BGS	09/26/84	09/26/84		TICD100		5			0
00005626	REP	BGS0013	03/27/85	03/22/85			ZBACKG1	0			0
00005627	CO	BGS	09/26/84	09/26/84		TICD100		5			0
00005628	REP	BGS0014	03/27/85	03/22/85			ZBACKG1	0			0
00005629	CO	BGS	09/26/84	09/26/84		TICD100		5			0
00005630	REP	BGS0015	03/28/85	03/22/85			ZBACKG1	0			0

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**EXHIBIT 64**

**ECI EXPLOSION TABLE LISTING  
(BR 756-124-314)**

DTL MEDIUM NAME 818 PICS/CPR 02/07/81		PICS/CPR BR 756-124-314		DATE 04/23/86 TIME 14:01 PAGE 004		BISP 756-124-314 PAGE	
EXPLODABLE ECI TABLE							
EXPLOSION ECI NO. 222200							
CPR	PERCENT QTY	CPR	PERCENT QTY	CPR	PERCENT QTY	CPR	PERCENT QTY
070033	25.00 3	070037	50.00 2	099999	25.00 1		
EXPLOSION ECI NO. 222220							
ECI	QTY	ECI	QTY	ECI	QTY	ECI	QTY
550101	1	550102	1	550103	1	550111	2
CPR	PERCENT QTY	CPR	PERCENT QTY	CPR	PERCENT QTY	CPR	PERCENT QTY
070033	25.00 1	070040	50.00 1	075031	5.00 1	099999	20.00 1
EXPLOSION ECI NO. 222221							
ECI	QTY	ECI	QTY	ECI	QTY	ECI	QTY
550102	1						
CPR	PERCENT QTY	CPR	PERCENT QTY	CPR	PERCENT QTY	CPR	PERCENT QTY
070041	50.00 1	070042	50.00 1				
EXPLOSION ECI NO. 222200							
ECI	QTY	ECI	QTY	ECI	QTY	ECI	QTY
550101	2	550102	2	550103	2	550104	2
CPR	PERCENT QTY	CPR	PERCENT QTY	CPR	PERCENT QTY	CPR	PERCENT QTY

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EXHIBIT 67

**HISTORICAL MOVEMENT REPORT  
(BR 756-126-355-03)**

PICK/PCS BILL COMMUNICATIONS RESEARCH P10: A		HISTORICAL MOVEMENT REPORT DATE GRAN: 08/01/84-08/30/88				BR 756-126-355-03 RUN DATE: 08/07/88 PAGE: 3	
WEEK ENDING	( 1 ) QTY	( 2 ) QTY	( 3 ) QTY	( 4 ) QTY	LOCATION: GENERALIZED I.D. REP. LEVEL: SAME GROUP		
08/28/84	10	0	10	10	.....		
09/05/84	0	0	0	0	.....		
09/12/84	0	0	0	0	.....		
09/19/84	0	0	0	0	.....		
09/26/84	0	0	0	0	.....		
10/03/84	0	0	0	0	.....		
10/10/84	0	0	0	0	.....		
10/17/84	0	0	0	0	.....		
10/24/84	0	0	0	0	.....		
TOTAL	10	0	10	10	.....		
.....							
LOCATION: GENERALIZED I.D. REP. LEVEL: SAME GROUP							
.....							
WEEK ENDING	( 1 ) QTY	( 2 ) QTY	( 3 ) QTY	( 4 ) QTY	.....		
10/28/84	0	0	0	0	.....		
TOTAL	0	0	0	0	.....		

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**EXHIBIT 68**

**INVENTORY FILE REPORT  
(BR 756-121-311-01)**

PICS/DCR SUBI-NOKA	BLN: PT/INV	INVENTORY FILE REPORT	INVENTORY SUBSYSTEM										PIA AREA	KS	BR	756-121-311-01	
			INVENTORY FILE REPORT					INVENTORY FILE REPORT									
LOCATION	CPR	BASIC-UNIT/ PART NBR	WECI	WFR	SPARE	MAINT	IN	AWAIT	COMID	PREVIOUS	PREVIOUS	SPARE	TRAIN	TRAIN	DATE	01/22/98	21:03
						SPARE	REPAIR	REPAIR	SPARE	OFFSET	TRAIN	TRAIN	TRAIN	TRAIN			
WENTSPRUC 175432	BCAC110	BCAC110	MECO			2	0	0	0	0	0	0	0	0	0	0	0
175434	BCCU000	BCCU000	MECO			5	0	0	0	0	0	0	0	0	0	0	0
076400	BLNBS01	BLNBS01	MECO			2	0	0	0	0	0	0	0	0	0	0	0
270924	BMCAC30	BMCAC30	CLMS			2	0	0	0	0	0	0	0	0	0	0	0
270926	BMCAC10	BMCAC10	CLMS			2	0	0	0	0	0	0	0	0	0	0	0
273904	BMCACU0	BMCACU0	CLMS			1	0	0	0	0	0	0	0	0	0	0	0
273991	BMCAC60	BMCAC60	CLMS			1	0	0	0	0	0	0	0	0	0	0	0
576619	BMCBA00	BMCBA00	MECO			2	0	0	0	0	0	0	0	0	0	0	0
373373	BMCBC00	BMCBC00	CLMS			1	0	0	0	0	0	0	0	0	0	0	0
473040	BMCMB00	BMCMB00	MMTH			2	0	0	0	0	0	0	0	0	0	0	0
473040	BMCME00	BMCME00	MMTH			2	0	0	0	0	0	0	0	0	0	0	0
473050	BMEACE0	BMEACE0	CLMS			2	0	0	0	0	0	0	0	0	0	0	0
099999	BMEAC41	BMEAC41	CLMS			2	0	0	0	0	0	0	0	0	0	0	0
099999	BMP0020	BMP0020	CLMS			2	0	0	0	0	0	0	0	0	0	0	0
175477	BSCB000	BSCB000	MECO			1	0	0	0	0	0	0	0	0	0	0	0
073007	BSC1361	BSC1361	MECO			1	0	0	0	0	0	0	0	0	0	0	0

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**EXHIBIT 69**

**INVENTORY MANAGEMENT EQUIPMENT STATUS REPORT  
(BR 756-126-359-03)**

PICS/MCPS ALPHA BELL TELEPHONE CO. PIS: AL		INVENTORY MANAGEMENT EQUIPMENT STATUS REPORT Summary Section				BR 756-126-359-03 Rpt Date: 07/10/07 Page: 27	
S.N. REFERENCE LEVEL	JOBID	ORIGINAL QUANTITY	CURRENT QUANTITY	QUANTITY SHIPPED	PAGE	MEM	
MICVPS4	000-JOB1	0	0	0	16		
	***TOTALS***						
POACH01	000-JOB1	0	0	0	16		
	***TOTALS***	0	0	0			
DEFER00	000-JOB1	0	0	0	17		
	***TOTALS***	0	0	0			
TEN000	000-JOB1	0	0	0	18		
	***TOTALS***	0	0	0			
T1-GRP0	000-JOB1	0	0	0	19		
	***TOTALS***	0	0	0			
	ALYSSA1	16	16	0	19		
	000-JOB2	84	84	0	19		
	000-JOB3	13,011	13,011	0	20		
	000-JOB4	0	0	0	20		
	000-JOB5	10	10	0	20		
	000-JOB6	0	0	0	20		
	000-JOB7	0	0	0	20		
	000-JOB8	0	0	0	20		
	000-JOB9	0	0	0	20		
	000-JOB10	0	0	0	20		
	000-JOB11	0	0	0	20		
	000-JOB12	0	0	0	20		
	000-JOB13	0	0	0	20		
	000-JOB14	0	0	0	20		
	000-JOB15	0	0	0	20		
	000-JOB16	0	0	0	20		
	000-JOB17	0	0	0	20		
	000-JOB18	0	0	0	20		
	000-JOB19	0	0	0	20		
	000-JOB20	0	0	0	20		
	000-JOB21	0	0	0	20		
	000-JOB22	0	0	0	20		
	000-JOB23	0	0	0	20		
	000-JOB24	0	0	0	20		
	000-JOB25	0	0	0	20		
	000-JOB26	0	0	0	20		
	000-JOB27	0	0	0	20		
	000-JOB28	0	0	0	20		
	000-JOB29	0	0	0	20		
	000-JOB30	0	0	0	20		
	000-JOB31	0	0	0	20		
	000-JOB32	0	0	0	20		
	000-JOB33	0	0	0	20		
	000-JOB34	0	0	0	20		
	000-JOB35	0	0	0	20		
	000-JOB36	0	0	0	20		
	000-JOB37	0	0	0	20		
	000-JOB38	0	0	0	20		
	000-JOB39	0	0	0	20		
	000-JOB40	0	0	0	20		
	000-JOB41	0	0	0	20		
	000-JOB42	0	0	0	20		
	000-JOB43	0	0	0	20		
	000-JOB44	0	0	0	20		
	000-JOB45	0	0	0	20		
	000-JOB46	0	0	0	20		
	000-JOB47	0	0	0	20		
	000-JOB48	0	0	0	20		
	000-JOB49	0	0	0	20		
	000-JOB50	0	0	0	20		
	000-JOB51	0	0	0	20		
	000-JOB52	0	0	0	20		
	000-JOB53	0	0	0	20		
	000-JOB54	0	0	0	20		
	000-JOB55	0	0	0	20		
	000-JOB56	0	0	0	20		
	000-JOB57	0	0	0	20		
	000-JOB58	0	0	0	20		
	000-JOB59	0	0	0	20		
	000-JOB60	0	0	0	20		
	000-JOB61	0	0	0	20		
	000-JOB62	0	0	0	20		
	000-JOB63	0	0	0	20		
	000-JOB64	0	0	0	20		
	000-JOB65	0	0	0	20		
	000-JOB66	0	0	0	20		
	000-JOB67	0	0	0	20		
	000-JOB68	0	0	0	20		
	000-JOB69	0	0	0	20		
	000-JOB70	0	0	0	20		
	000-JOB71	0	0	0	20		
	000-JOB72	0	0	0	20		
	000-JOB73	0	0	0	20		
	000-JOB74	0	0	0	20		
	000-JOB75	0	0	0	20		
	000-JOB76	0	0	0	20		
	000-JOB77	0	0	0	20		
	000-JOB78	0	0	0	20		
	000-JOB79	0	0	0	20		
	000-JOB80	0	0	0	20		
	000-JOB81	0	0	0	20		
	000-JOB82	0	0	0	20		
	000-JOB83	0	0	0	20		
	000-JOB84	0	0	0	20		
	000-JOB85	0	0	0	20		
	000-JOB86	0	0	0	20		
	000-JOB87	0	0	0	20		
	000-JOB88	0	0	0	20		
	000-JOB89	0	0	0	20		
	000-JOB90	0	0	0	20		
	000-JOB91	0	0	0	20		
	000-JOB92	0	0	0	20		
	000-JOB93	0	0	0	20		
	000-JOB94	0	0	0	20		
	000-JOB95	0	0	0	20		
	000-JOB96	0	0	0	20		
	000-JOB97	0	0	0	20		
	000-JOB98	0	0	0	20		
	000-JOB99	0	0	0	20		
	000-JOB100	0	0	0	20		

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**EXHIBIT 72**

**OPEN ORDER EQUIPMENT REPORT  
(BR 756-126-373-0)**

PICS/DCPR BR 756-126-373		DATE 05/09/84 TIME 08:40 PAGE 020		OPEN ORDER EQUIPMENT REPORT ORDERS DUE BY 12/11/85		BR 756-126-373-0 RUN DATE: 04/16/84 PAGE 1	
REQT OR BASIC UNIT NBR	ITEM NBR	DATE PLACED	DATE DUE	DAYS OVERDUE	QTY ORDERED	QTY DUE	AMOUNT DUE
AL136	1	07/26/85	07/26/85	262	1	1	0100.00
AL137	3	07/14/85	07/14/85	276	1	1	0100.00
AL137	4			276	2	2	0200.00
AL137	5			276	3	3	0300.00
AL137	13	07/15/85	07/14/85	276	2	2	0200.00
AL137	14			276	1	1	0100.00
AL137	20	07/17/85	07/14/85	276	1	1	0100.00
AL137	25	07/26/85	07/14/85	276	1	1	0100.00
AL137	82	07/16/85	07/14/85	276	1	1	0100.00
AL137	84			276	1	1	0100.00
AL137	85			276	1	1	0100.00
AL137	86			276	3	3	0300.00
AL137	96	07/17/85	07/14/85	276	2	2	0200.00
AL137	97			276	1	1	0100.00
AL137	2004	07/26/85	07/14/85	276	1	1	0100.00
AL137	2008	07/29/85	07/14/85	276	20	17	0200.00
							<b>33,400.00</b>

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**EXHIBIT 73**

**PICS/DCPR STOCK LEVELS EXCEEDING MAX KEEP REPORT  
(HC329-001)**

REPORT - HC329-001  
P1A AREA NO  
SMT ST CTR-SAINTE LOUIS

PICS/DCPR  
STOCK LEVELS EXCEEDING MAX KEEP

DATE: 09/18/98  
PAGE 6  
RETENTION-30 DAYS

QTY OVER MAX KEEP	MECI	BASIC UNIT / PART NO.	CURRENT STOCK LEVEL	MAX KEEP QTY	LAST ARRIVING TRANSACTION	QTY ARRIVED
1	DACE210		2	1	98/02/21	2
548	DACE180		648	100	98/08/30	1
587	DACE129		2087	1500	98/08/30	2
118	DACE700		418	300	98/08/21	1
1	DACP100		16	15	98/08/15	2
1	DACP200		16	15	98/07/26	10
9	DACR110		10	1	98/02/21	3
80	DACR101		180	100	98/08/03	1
120	DACR101		140	20	98/08/24	2
55	DACR111		155	100	98/08/24	3
10	DACR123		35	25	98/08/23	42
1	DACR100		6	5	98/07/09	8
58	DACE210		258	200	98/08/20	1
55	DACR403		155	100	98/08/17	1
26	DACR325		326	300	98/08/15	7
8	DACR111		83	75	98/08/15	9

REPORT - HC329-001  
P1A AREA NO  
SMT ST CTR-SAINTE LOUIS

PICS/DCPR  
STOCK LEVELS EXCEEDING MAX KEEP

DATE: 09/18/98  
PAGE 7  
RETENTION-30 DAYS

QTY OVER MAX KEEP	MECI	BASIC UNIT / PART NO.	CURRENT STOCK LEVEL	MAX KEEP QTY	LAST ARRIVING TRANSACTION	QTY ARRIVED
3	DACR100		3	2	98/02/21	5
96	DACR102		96	2	98/07/20	1
84	DACR103		104	20	98/07/26	22
3	DACR100		8	5	98/02/21	1
2	DACR101		12	10	98/08/26	1
3	DACR100		8	5	98/07/26	3
1	DAL1200		6	5	98/08/15	1
5	DACR100		15	10	98/08/15	3
16	DACR100		66	50	98/07/09	42
1	DAT1000		2	1	98/08/21	1
2	DAT1000		4	2	98/02/21	8
1	DAT1000		3	2	98/08/19	1
1	DACP111		5	4	98/07/26	10
1	DACP100		3	2	98/08/15	6
1	DACP100		3	2	98/07/26	10
2	DACP100		4	2	98/07/26	3

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**EXHIBIT 75**

**PLUG-IN AUTHORITY TRACKING REPORT  
(BR 756-121-355-01)**

PLUG-IN NO.	PLUG-IN AUTHORITY TRACKING REPORT	INVENTORY SYSTEM	P/A AREA INC	BISP 756-121-355-01	
REP 111 CO	AUTHORITY TRACKING SUMMARY REPORT			PAGE 131	
				DATE 11/04/88 16 28	
AUTHORITY	610783C				
APPROVAL DATE	09/88				
AUTHORITY STATUS	ACTIVE				
(NOTE: ALL REQUISITIONS ARE CLOSER UNDER THIS AUTHORITY - CLOSE AUTHORITY VIA FORMAT PAGING)					
ACCOUNT		EXPECTED EXPENDITURES	INITIAL NEW	PAIN ADJUSTED	% OF
IMPAIRMENT	INC	ORIGINAL	ESTIMATE	COST	AUTHORITY
18887	57C	548,003.00	548,007.00	511,856.00	93.42%
	57C	92,000.00	92,000.00	91,840.00	98.74%
	267C	322,300.00	322,300.00	309,412.00	96.00%
SUBTOTAL (NEW)	N/A AS SUBMITAL	962,003.00	962,007.00	903,706.00	94.04%
SUBTOTAL (REUSE)	N/A AS SUBMITAL	0.00	0.00	0.00	0.00%
TOTAL		962,003.00	962,007.00	903,706.00	94.04%

\*PERCENT OF AUTHORIZED MATERIAL COST FOR SPECIFIED AUTHORITY, ACCOUNT LOCATION, AND INC

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**EXHIBIT 78**

**RECALL STATUS REPORT  
(BR 756-126-370-04)**

PICS/PCPS BR 756-126-370		DATE 02/27/04 TIME 13:50 PAGE 016		INVENTORY SUBSYSTEM EQUIPMENT RECALL STATUS REPORT 11-01-83 TO 10-31-04		BR 756-126-370-04 PAGE 2 DATE 11/27/04 15:4						
PICS/PCPS MAIN RECALL STATUS REPORT BELL COMMUNICATIONS RESEARCH				ADMINISTRATIVE								
PIA AREA: NS												
INVENTORY MANAGEMENT REFERENCE LEVEL: DLCO												
SHIPPING NOTICE #	LOCATION	RECL TYPE	AUTHORITY CODE	DATE ISSUED	DATE BAR	LAST RETURN	EQUIPMENT RECALLED	EQUIPMENT RETURNED	RECL QTY	EQUIPMENT TYP	RETN QTY	STATUS FLA
00100236	TUPLMST4010	PIA	PIOC10	06/23/04	06/23/04	06/23/04	MEC1001	10 SAME	10	10	10	CLOSED
00100239	TUPLMST4010	PIA	LEE100	06/25/04	06/25/04		MEC1001	10	10	0	0	HH
00100240	TUPLMST4010	PIA	PIOC30	06/26/04	06/26/04	06/26/04	MEC1001	10 SAME	10	10	10	CLOSED
00100241	TUPLMST4010	PIA	LEE100	06/29/04	06/29/04		MEC1001	23	23	0	0	HH
00100243	TUPLMST4010	PIA	LEEP10C1	06/29/04	06/29/04	06/29/04	MEC1001	5 SAME	5	5	5	CLOSED
00100245	TUPLMST4010	PIA	LEEP10C3	06/29/04	06/29/04	06/29/04	MEC1001	6 SAME	6	6	6	CLOSED
00100247	TUPLMST4010	PIA	LEEP10C5	06/29/04	06/29/04	06/29/04	MEC1001	5 SAME	5	5	5	CLOSED
00100251	TUPLMST4010	CO	808	09/19/04	09/19/04		LEEFN	(F) 10	10	0	0	HH

**EQUIPMENT SUMMARY BY IN REFERENCE LEVEL**

RECALL TYPE	ON TIME (NUM, %)	RETURNED (NUM, %)	EXCESS (NUM, %)	NOT RETURNED (NUM, %)	TOTAL	RETURNED (%)	NOT RETURNED (%)	TOTAL
PIA	36 82.1	0 0.0	0 0.0	35 47.6	69	7,021.00	52.1	7,169.25
CO	0 0.0	0 0.0	0 0.0	10 100.0	10	2,172.50	100.0	2,172.50
LL	0 0.0	0 0.0	0 0.0	0 0.0	0	0.00	0.0	0.00
PCB	0 0.0	0 0.0	0 0.0	0 0.0	0	0.00	0.0	0.00
REP	0 0.0	0 0.0	0 0.0	0 0.0	0	0.00	0.0	0.00
UK	0 0.0	0 0.0	0 0.0	0 0.0	0	0.00	0.0	0.00

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EXHIBIT 81

122 ECI INVENTORY DATA BASE GENERALIZED PRINT REPORT  
(BR 756-121-359-0)

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PICLS/DCPS INM:                                PICLS/DCPS          DATE 02/02/09
                                                BR 756-121-359    TIME 14:17
                                                1220 INV DB GENERALIZED PRINT PAGE 000
                                                OR B 756-121-359-0
                                                RUN DATE 09/16/0
CON-LAMB-LOC BERTHAJC001    ACCOUNT 1220.1413
=====
ECI    ACCOUNT PREV-TRAM SPARE--QTY COMMLT-QTY PEND-000-QTY
71C003 1220.1411  21883    100      0      0
=====
2ND LEVEL TOTAL PEND-000-QTY    0
RECORD COUNT                    1
1ST LEVEL TOTAL PEND-000-QTY    0
RECORD COUNT                    1

```

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**EXHIBIT 82**

**122 MATERIALS AND SUPPLIES DATA BASE GENERAL REPORT  
(BR 756-122-354-80)**

BR NUM: 756-122-354-80  
PAGE: 12  
REPORT DATE: 09/20/90

122 MATERIALS AND SUPPLIES DATA BASE  
GENERAL REPORT

PTC/PCP NUM: HSPINSIU  
COMPANY: SOUTHWESTERN BELL-NOKA  
ACCOUNTING AREA: KS  
ACCOUNTING LOCATION: K56010

ACCOUNT	CPR NUMBER	QUANTITY	MATERIAL PRICE	ABJ. MATERIAL COST	SALVAGE AMOUNT	PREU TRM NUMBER
1220.1412	500195	1	0430.00	0455.71	0455.71	3263243
	500196	3	2,925.00	3,042.00	3,042.00	3263242
	500201	2	480.00	506.30	506.30	3263494
	500202	3	789.00	810.59	810.59	3263509
	500211	2	1,382.00	1,397.75	1,397.75	3263671
	500217	2	582.45	619.73	619.73	5630379
	500644	3	3,213.00	3,213.00	3,213.00	3750816
	500410	6	2,248.00	2,350.72	2,350.72	3264252
	500430	1	99.05	94.97	94.97	3896421
	500770	1	3,256.79	3,256.79	3,256.79	3942784
	670015	24	6,552.00	7,010.44	7,010.44	7055113
***** ACCOUNT TOTALS *****						
1220.1412		2,640	6457,146.92	6462,598.27	6462,598.27	
***** ACCOUNTING LOCATION TOTALS *****						
		3,650	9921,052.60	9952,220.16	9952,220.16	
***** ACCOUNTING AREA TOTALS *****						
		3,650	9921,052.60	9952,220.16	9952,220.16	

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**EXHIBIT 83**

**WORD DOCUMENT**

CKT 41/HCGS/600443 /SW A FLRSMCRSWAC -- Z STLSMODE  
 ORD 0951469SL -001 SUPP ACTN A CAC SEL7AA3 MCC STLSMOC9SSC  
 CUST ATX/CITICORP-MORTGAG RRI 0030 MSC N PRG TSP  
 BTN 110-030-4002 CUS 443 COON  
 CUS 5L3729749 001 OF ORD TYPE C TGAC  
 ACNA ATX CDNA ATX LATA 500 IMC - - IMP 300-542-3540  
 SA SPVT RD REAR 1735 WOODCREST/15551 CLAYTON PON GMS0727731  
 CAR. DHEC.277993..ATI.  
 RCLC DC 11-16-90 IAD  
 RD PTD 11-14-90 LWC  
 CRD FCD 11-13-90 WOT 11-03-90  
 BRGR/TEL DAVID NE /713-521-6033 DVA RID 11-02-90  
 MON GOC LDA STLSMOC9001  
 GOC LDA STLSMOC9001  
 WORK DESCRIPTION AND NOTES:  
 ESTABLISH 1 DS1 CIRCUIT FOR AT&T/CITICORP MORTGAGE. ICSC K1555. THIS  
 CIRCUIT HAS ESP CAPABILITY.  
 ITEM ACTN A C CD TO CKT ID : INDEX  
 #01 A 001 001 41/HCGS/600443 /SW  
 DISTRIBUTION:  
 E37/WC--- LLS/WC--- P4A/WC--- P4B/WC--- E3I/WC--- LFG/WC--- LFW/WC---  
 LTS/WCT-- LVE/WC--- LVX/WC---

1102 CO SWSL DSGNR DLE/314-247-4855 ISS 001/11-02-90 PG 4001-001

CKT 41/HCGS/600443 /SW A FLRSMCRSWAC -- Z STLSMODE  
 ORD 0951469SL -001 SUPP ACTN A CAC SEL7AA3 MCC STLSMOC9SSC  
 N/\*LDCN/EQPT AND FAC #FRAME IC UNIT SV 2-A 1-2 MISC  
 T1R067CC  
 STLSM043 #32/813/01/22  
 T0047 CABLE 00772 AZ 03  
 A 103 T1S 22 L PR TR  
 T0047 CABLE 00472 ZA 03  
 STLSM023 MOSLOC06.6 PR  
 STLSM023 #05/812/15/22  
 T1MR100A 02204.30 6-9  
 T1R067CC  
 CSX-1 02205/#05/812/15/22  
 CSX-1 02205/#05/814/12/06  
 T1MR100A 02204.32 5-6  
 T1R067CC  
 STLSM023 #05/814/12/06  
 T0046 CABLE 00756 AZ 03  
 A 103 T1S 6 L PR TR  
 T0046 CABLE 00456 ZA 03  
 STLSM020 MOSLOC05.5 PR  
 1102 CO SWSL DSGNR DLE/314-247-4855 ISS 001/11-02-90 PG 0002-006 #17/824/12/06

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