

TELEPHONE EQUIPMENT ORDERS

GENERAL

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1. General

- 1.01 This section provides a broad standard format for Telephone Equipment Orders (TEO's) placed with the Western Electric Company for Central Office equipment.
- 1.02 This section covers all such orders placed on the Western Electric Company whether for Bell System or non-Bell System equipment.
- 1.03 Differences in hardware and equipment systems have historically structured equipment orders in such a way as to accommodate the individual systems, for example, the various questionnaire formats for switching systems. Information in this section does not modify or change these aids, which provide a format for satisfying hardware requirements, but is intended to provide a broad standard format into which these variations may be easily integrated.
- 1.04 This section should be used in conjunction with the Western Electric Company Engineered Order Manual (EOM) with particular reference to Section 2.

2. TYPES OF TELEPHONE EQUIPMENT ORDERS  
CLASSIFICATION BY WORK PERFORMED

2.01 Telephone Equipment Orders are classified into categories based on the efforts of the Western Electric Company in the engineering, supply (furnishing), and installation phases of the order. The main classifications are based on the source of detailed engineering effort as follows:

- (a) Western Electric Company Engineered (WEE) Orders -- The Telephone Company Equipment Engineer prepares an outline of the equipment required. The Western Electric Company does the detailed engineering, specifying the necessary material and furnishing specifications, drawings, and other information that may be required to cover installation work. Material and engineering installation effort are furnished as required by categories as follows:

- (1) EF&I--Engineer, Furnish, and Install
- (2) E&I--Engineer and Install
- (3) E&F--Engineer and Furnish
- (4) EO--Engineer Only

For more information on WEE Orders, refer to Section 790-100-321, Western Electric Company Engineered Orders--(WEE).

- (b) Telephone Company Engineered (TCE) Orders--The Telephone Company performs the detailed engineering. The Western Electric Company furnishes material and installation effort as required by the categories as follows:

- (1) F&I--Furnish and Install
- (2) FO--Furnish Only (Used for plug-in, or other material involving no installation or for Plant installed orders)
- (3) IO--Install Only

For a more detailed description of TCE Orders, refer to Section 790-100-322, Telephone Company Engineered Orders (TCE).

2.02 The majority of TEOs fall into either the Western Electric Engineered EF&I or the Telephone Company Engineered F&I or FO categories.

#### SPECIAL CLASSIFICATIONS FOR SERVICING

2.03 Special classifications identify service arrangements which apply to the order. Those most commonly used by the Telephone Companies are listed here. Additional information is contained in the Engineered Order Manual.

##### A. Commercial Customer--Short Service Order Plan (CCSS)

2.04 This type of order (TCE) is to be used on small central office orders when "in-service" is required within one to three weeks after receipt in the Western Electric Customer Service Organization. All items must be available from stock and the installation labor estimate is less than 120 standard hours. The front sheet of the order should be marked CCSS in characters at least 1/4-inch high. The CCSS automatically authorizes overtime if necessary. The notation, PAIN (Premium Authorized If Necessary), authorizes premium transportation of material to the job when needed to meet requested dates.

##### B. Private Line Assured Service (PLAS)

2.05 This is a TCE order on which material for a specific private line installation is required less than normal interval. The PLAS notation shall precede the main body of the order requiring special handling and follow-up to insure that "On-Job" dates are met. The PAIN notation will expedite shipping. The PLAS notation authorizes installation to use overtime to meet the service date.

##### C. Telephone Company Special Orders (TC-S)

2.06 A TC-S order is a shortened interval WEE order with the following limitations. It may be used only for a simple type of addition or modification and is restricted to one WE specification for either Toll or Dial Equipment, avoiding appendices. Only two weeks are allowed for Western Electric engineering effort. The orders should be labeled TC-S in distinctive characters by the Telephone Company.

##### D. Turnkey Projects

2.07 Turnkey projects are those for which the Western Electric Company will be required to provide a complete project including engineering, installation, and testing of a system. The region appoints a project manager who is responsible for coordinating all phases of the project. The Telephone Company will furnish, in detail, the equipment, installation, and specific functions to be performed.

##### E. Right-of-Way Orders

2.08 Right-of-way orders, either WEE or TCE, should be clearly stamped to expedite short interval service to meet the communications needs of other companies such as railroads, pipe lines, and power companies. Their service may affect the public welfare and safety.

##### F. Extra Extra Special Services (XXSS)

2.09 The notation XXSS is restricted to a TCE order which requires furnishing qualified nonstock wired or printed circuit equipment under a standard four-week interval instead of the prescribed sixteen weeks. This order is for use only in private line systems and the material that is required for terminating the system in existing Central Office or PBX. XXSS authorizes overtime and all such orders shall be stamped PAIN to expedite shipping.

#### 3. USES OF TELEPHONE EQUIPMENT ORDERS

3.01 Telephone Equipment Orders Used to Provide Equipment: The majority of TEOs are issued as the result of equipment requests and provide for the addition, relocation, rearrangement, or removal of central office equipment. These orders take on one of the forms described in 2.01.

3.02 TEOs Used for Other Purposes: Following are examples of miscellaneous uses for TEOs to order material or services from the Western Electric Company:

##### (a) Ordering Printed Material:

- (1) Standing (or Running) Order--A TEO may be used to obtain distribution of the following types of

printed material as they are updated: Standard Drawings (ED, J, SD, T, etc), Drawing Notices and Circuit Descriptions (CDs). The notation "Running Order" shall be made on the order and it will remain an open order indefinitely unless a note to the contrary appears on the order.

(2) One time order--Used to order copies of printed booklets, brochures, pamphlets, Drawing Change Information (DCI) forms, and other printed matter which is not often updated or no plan is established for updating. The order remains open only until the items ordered have been provided.

(b) Requesting shop repair or refurbishment of equipment--TEOs should be placed on Western Electric authorizing and instructing the Western Electric Shop to refurbish or repair equipment items according to instructions in the order.

(c) Requesting processing of drawing change information--A running order should be issued to authorize Western Electric billing for expenses involved in correcting office records in connection with TCE orders.

#### 4. AUTHORIZATION AND DISTRIBUTION

4.01 Placement of a properly approved order on the Western Electric Company commits the Telephone Company to expenditures for services and material as indicated by the order. Before the Telephone Company is committed, proper authorization for the expenditure must be obtained via an approved estimate, routine order, or keep cost order (refer to Section 790-100-310SW Specific Estimate and Routine Order Preparation).

4.02 When a project involves equipment that is jointly owned with the American Telephone and Telegraph Company, each company is responsible for obtaining the proper authorization for their portion of the expenditure (see Section 790-100-310SW).

4.03 After the order or supplement to the order has been properly approved, it should be reproduced and distributed to the appropriate organizations within Western Electric Company and the Telephone Company.

4.04 Minimum Western Electric requirements for orders and associated drawings are covered in the EOM as indicated below:

WEE orders--Section II, part 3

TCE orders--Section II, part 4

4.05 These requirements may be modified by agreement with the local Western Electric Regional Service Organization.

4.06 Distribution requirements within the Telephone Company should be determined locally. This is usually coordinated by the Schedules Engineer.

#### 5. ORDER FACE SHEET

5.01 The face sheet of the order provides the Telephone Company and the Western Electric Company with identification, description, and processing information.

5.02 The face sheet also serves as a firm schedule notification from the Western Electric Company on Telephone Company Engineered (TCE) orders. A copy is returned from Western Electric with scheduling information added. (See Fig. 1, Item No. 37.)

5.03 The face sheet serves as a Completion Notice on FO orders, both TELCO Installed orders and FO orders with no installation effort required. Refer to Section 790-100-460SW, Job Completion and Acceptance, for more information.

5.04 A construction permit is required from the FCC before work in connection with radio and certain interstate carrier facilities can begin (see Section 790-100-310SW for further reference). The Telephone Company is responsible for obtaining the necessary permits. The face sheet should indicate if an FCC permit is required.

5.05 All TEO's and TEO appendices should have a face sheet similar to Fig. 1. Areas 1 through 37, shown on Fig. 1, are listed in Table A with instructions. Local variations of this basic format may be used if concurred in by the Western Electric Regional Service organization.

#### 6. TRUNKS INTEGRATED RECORD KEEPING SYSTEM

6.01 The Trunks Integrated Record Keeping System (TIRKS) Group should be notified of all telephone equipment orders containing terminating and signaling equipment. The "Dictionary of Drawing Relevancy for Terminating and Signaling Equipment" may be used as an aid in determining which equipment items fall within the family of terminating and signaling equipment.

6.02 It is the responsibility of the engineer placing the order to determine whether terminating and signaling equipment is involved and to insure that a copy of such order is sent to the TIRKS Group. The local distribution procedures (Paragraph 4.06) may be used to facilitate this function.

6.03 Common Language Equipment Order (CLEO) codes should be shown for equipment in the TIRKS data base. Appropriate instructions should be included in both WEE and TCE orders for wired units to be stenciled with CLEO codes. Refer to the Western Electric Engineered Order Manual (EOM) Section 11, Supplement R for procedures on Furnish Only (FO) orders for plug in units.

TELEPHONE EQUIPMENT ORDER										
DISTRIBUTION (1)		THE (3)		TELEPHONE COMPANY		TO (4)		MDSE		
SPL. CLASS (2)		(3)		AREA (3)		DIVISION				
1. JOB LOCATION				OFFICE BASE NO.		DISTRIBUTING HOUSE (5)		NO. (6) IDENT (7) TEL. CO. ORDER NO. (8)		
ADDRESS (13)						(9)		W.E.CO. ORDER NO. (10)		
CITY				STATE		ANO NO. OR ANOM ID NO. (11) NONE <input type="checkbox"/>		SOURCE OR FILE (12)		
TELEPHONE COMPANY ACCOUNTING CLASSIFICATION										
AREA (14)		EST./AUTH. (15)		ACCT. (16)		BUILDING READY (17)		COMPLETION REQ'D. (18)		
COORDINATION (19)						(9)		MATERIAL REQ'D. ON JOB (20)		
SHIP VIA (21)		INST. AREA (22)		INST. DISTRICT (23)		MARK PACKAGES: (24)				
2. MAIL INSTALLERS PAPERS, SPECS, DWGS TO:				3. SEND SCHEDULED SHIPMENTS TO:				DATE OF ORDER (29)		
(25)				(26)				ORDER RECEIVED (29)		
STD. DRAWINGS TO JOB YES <input type="checkbox"/> NO <input type="checkbox"/>								DATE ISSUED (29)		
BASE DRAWINGS TO PLANNER <input type="checkbox"/> JOB <input type="checkbox"/>								ISSUED BY (29)		
4. MAIL SHIPPING PAPERS TO:				5. SEND SHIPMENTS UNDER _____ LBS. TO:				ENG. <input type="checkbox"/>		
(27)				(28)				FURN. <input type="checkbox"/>		
GREEN RECEIPTS REQ'D <input type="checkbox"/>								INSTALL <input type="checkbox"/> (30)		
								NEW <input type="checkbox"/>		
								ADD'N <input type="checkbox"/>		
DESCRIPTION:										
(31)										
SUMMARY OF MATERIAL								QUANTITY SHIPPED		
SOURCE	ITEM NO.	NOTE	QUANTITY ORDERED	DESCRIPTION				UNIT	NEW	C
				(32)						
<input type="checkbox"/> (33) JOINT OWNERSHIP <input type="checkbox"/> ENG. REF. FILE DISTR. CODE					MAIL LONG LINES PLANT COPIES OF JOB SPECS. AND DRAWINGS TO:					
MAIL COPY OF SPECS. (INCL. PRICED OUT SUM. OF MAT'L.) AND ALL SCHEDULING INFO. TO:					(33)					
ENGINEERED BY (34)				TEL. NO.		TEL. CO. APPROVAL (35)		DATE		
SUPERVISOR				TEL. NO.						
SHIP *	TRANSIT INTERVAL *	START *	SERVICE *	COMPLETE *	EST. MATERIAL COST (36)		EST. INSTALL. COST (36)			
		(37)								
INST. INTERVAL	D. S. HOURS	D. L. HOURS (37)	D. L. DOLLARS	ORDER COST	PRICE					
FINAL TIME AND EXPENSE		AREA SUPV. CODE (37)		APPROVED	DATE					

Fig. 1 —TEO Face Sheet (Itemized)

TABLE A  
 TEO FACE SHEET - INSTRUCTIONS

Item	Entry Responsibility	Information Entered	Remarks	Consult Company Instructions or Addendum For Additional Information
1	TELCO	Distribution code	For company or local use in identifying mailing lists corresponding to the type of order.	X
2	TELCO	Special class	Used when applicable according to EOM Section II and Part 2 of this Section.	
3	TELCO	Company Identification	May be preprinted with Company Name, division, and area.	X
4	WE (TELCO)	Product Control merchandise location	(Used on those Mechanized orders placed directly on factory - TELCO enters factory designation.)	
5	TELCO	Distributing House (Service Center) Name or letters assigned to the region (ie, G Region)	May be preprinted if all orders handled in one Service Center.	X
6	TELCO	Distributing House (Service Center) ID Code assigned to your company area	May be preprinted if all orders are handled in one Service Center.	X
7	TELCO	Digit assigned to area, division, or company		X
8	TELCO	TEO number	Five digit number locally assigned to identify a TEO.	
9	TELCO		This space may used for Company/ local purposes.	X
10	TELCO	WEE order No. (on WEE orders only)	WEE order Numbers are controlled by WE. Consult company addendum for procedures used in obtaining numbers.	X
11	TELCO	ANO or ANOM Number	CI 97.100, Section 47, EOM Section I & Section II, part 2.	
12	TELCO		For Telephone Company File Control. (Specification File)	X
13	TELCO	Address and Office Designation of location involved in the order		

**TABLE A**  
**TEO FACE SHEET – INSTRUCTIONS (Cont)**

Item	Entry Responsibility	Information Entered	Remarks	Consult Company Instructions or Addendum For Additional Information
14	TELCO	Area or Location Code	Designation code assigned to the job location in (13) for accounting purposes.	X
15	TELCO	Approved estimate or routine order number	See Section 790-100-310SW for additional information.	X
16	TELCO	Account No.	Clearing account for Western Electric Company Billing (for some companies Account Field codes for TCE material must appear in the summary of material section).	X
17	TELCO	“Now” or building ready date	Applies where installation work cannot begin until building work (such as new building or building addition) is sufficiently completed (refer to EOM Section I, part 3).	X
18	TELCO	Date	Enter date completion is required. Use Sunday date.	
19	TELCO	WE Project Identification	TELCO should contact WE Service Organization when coordination of orders is desired, or where it might otherwise be necessary for WE Project identification. See EOM Section III, part 1.	
20	TELCO (WE)	Date — on TCE orders only	TELCO — on non-WE Install orders and mechanized orders placed directly on the factory (WE) — on WE Install orders.	
21	TELCO	PAIN (or leave blank)	Enter PAIN (Premium Authorized If Necessary) if premium transportation authorized.	X
22	TELCO	Name or designation	May be preprinted if the area or division of the Telephone Company deals with one Installation area or district.	X
23	TELCO	Name or designation	Same as 22.	X
24	TELCO or WE	Special markings desired	Determined by job conditions.	

TABLE A  
TEO FACE SHEET – INSTRUCTIONS (Cont)

Item	Entry Responsibility	Information Entered	Remarks	Consult Company Instructions or Addendum For Additional Information
25	WE (TELCO)	Address	TELCO enters on TELCO Install orders and mechanized orders placed directly on the factory.	
26	TELCO	Address	Show complete address where material is to be shipped.	
27	TELCO	Address	Indicate a check in the box when "green receipts" are required. If the address is different from (26), enter address in (27).	X
28	TELCO	Address	Determined locally according to job conditions or local agreements	X
29	WE	As indicated	Servicing Information is entered by WE.	
30	TELCO	Check as indicated by type of order	See Part 2, "Classification by Work Performed." Check "new" if new office or if the equipment added is the first installation of this type equipment in the office. Refer to Installation Handbook 151; see 401 Supplement A for additional information.	
31	TELCO	Brief Description of job, including major items involved	List additional information involving special procedures relative to the equipment. On mechanized orders, indicate TELCO Equipment Engineer's address in lower right-hand corner of this block so computer output may be forwarded.	
32	TELCO and WE	Ordering Information	Use only if all items can be listed in this section, otherwise, use Summary of Material sheets (see Section 790-100-322). Source and quantity shipped information is to be completed by WE.	

TABLE A  
TEO FACE SHEET – INSTRUCTIONS (Cont)

Item	Entry Responsibility	Information Entered	Remarks	Consult Company Instructions or Addendum For Additional Information
33	TELCO	Address	Check block if joint ownership is involved in the order. Copies of specs and priced out material summaries (MD 300) should be sent to LL Engr in the area serving your company. Check local instructions for copies required by LL Plant Department.	
34	TELCO	As indicated		
35	TELCO	Signature of person authorized to approve TEO	B&EE, CSE, or EM-F. May be delegated.	X
36	TELCO	Estimated costs	Required for ESO, TCE, or FO Orders.	
37*	WEC0	As indicated	Entries for scheduling.	

\*Items marked are completed by WE on TCE orders and a copy is returned to TELCO for scheduling purposes. See EOM Section III, Part 3.