

T ALLOCATION HOLD PROCEDURE

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1. GENERAL

- 1.01 This instruction provides information to be used by Inventory Management when the need arises to place stocked items on T Allocation Hold within the Southwestern Inventory Management System (SWIMS).
- 1.02 Whenever this practice is reissued the reason(s) for reissue will be indicated in this paragraph.
- 1.03 The objective of this instruction is to provide a means to:
 - a. Comply with overall policies of the company;
 - b. Provide the service level required by users/clients;
 - c. Deploy resources effectively;
 - d. Assure material classified as having potential safety problems is placed on hold immediately to avoid disbursing material which may be of danger to users/clients;
 - e. Assure material classified as unsatisfactory is handled immediately to avoid unsatisfactory material reaching users/clients;
 - f. Assure SWIMS data base integrity and pass accurate information to downstream systems, and;
 - g. Promote communications among the various organizations involved in the T Allocation Hold process.

2. DEFINITIONS

- 2.01 Material Type - Designated categories of material found in SWIMS Corporate Code Table 202. Examples include:
 - a. 01 - New material;
 - b. 02 - Unrepaired material;
 - c. ES - Emergency stock;
 - d. TA - T Allocation Hold material.

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- 2.02 Null period - A time period in which there is no material movement occurring in the warehouse (receiving, storing, and selecting).
- 2.03 T Allocation Hold - A process whereby a portion, or all, of the stock for an affected item is temporarily removed from stock and placed on hold pending disposition. The stock is determined to be unsatisfactory for use by the Departmental Technical Staff. Reasons for the unsatisfactory classification include:
- a. Product is defective;
 - b. Product is unsafe;
 - c. Product does not meet specifications;
 - d. Product is packaged or marked incorrectly;
 - e. Engineering complaints.
- 2.04 User/client - Any user of Procurement expertise or services. Includes the GHQ Technical Staff, subject matter experts, and any Southwestern Bell Telephone Company (SWBT) employee that places an order through Procurement.
- 2.05 40 Transaction - A SWIMS Transfer-In. It reflects the receipt of goods transferred from another inventory location. Items are considered "In Transit" while being transferred.
- 2.06 60 Transaction - A SWIMS Transfer-Out. This transaction affects the status of inventory by reducing the inventory at the sending location and increasing the "In-Transit" quantity at the receiving location.

3. RESPONSIBILITIES

- 3.01 It is the responsibility of the Departmental Technical Staffs to determine an item(s) to be unsatisfactory for use.
- 3.02 It is the responsibility of Procurement Inventory Management to coordinate the disposition of T Allocation items in conjunction with the Departmental Technical Staff, Procurement Contracting, the vendor, Telephone Company Storerooms (TCSs), and the Materials Distribution Center (MDC).

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- 3.03 Procurement Inventory Management is responsible for the movement of material balances between material types and locations via a Material Transfer transaction (60).
- 3.04 The MDC is responsible for the physical count and handling of items placed on T Allocation Hold by Procurement Inventory Management. See local instruction MDCI 131-87.
- 3.05 The TCS is responsible for the physical count and handling of items placed on T Allocation Hold by Procurement Inventory Management.
- 3.06 Close coordination is required among Procurement Inventory Management, Departmental Technical Staffs, Procurement Contracting, vendors, MDC, and the TCSs to assure proper handling and disposition of T Allocation hold items.
- 3.07 It is essential that the integrity of all data bases be maintained. Employees must maintain the highest legal and ethical standards as set forth in Southwestern Bell Telephone Company's booklet entitled A Code of Business Conduct. All functions within the T Allocation process must be performed with care and honesty for the successful management of the business.

4. T ALLOCATION HOLD PROCESS FOR THE MATERIALS DISTRIBUTION CENTER

- 4.01 The purpose of the T Allocation Hold process is to provide a means in SWIMS to temporarily remove material from stock and place it in hold status for disposition. See Exhibit 1 for quick reference flow.
- 4.02 Items deemed to be unsatisfactory for SWBT use may be identified by the following:
 - a. Users/clients;
 - b. State organizations;
 - c. Technical Staffs;
 - d. Contract Managers;
 - e. Materials Distribution Center;
 - f. Telephone Company Storerooms;
 - g. Vendors;

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- h. Inventory Managers.
- 4.03 Upon identification of unsatisfactory material, the appropriate Departmental Technical Staff should be notified immediately via:
- a. E-mail;
 - b. Telephone call;
 - c. Dex/Fax.
- 4.04 The affected Departmental Technical Staff determines if the material is indeed unsatisfactory and, if so, classifies it as such. Reasons for the unsatisfactory rating include:
- a. Product is defective;
 - b. Product is unsafe;
 - c. Product does not meet specifications;
 - d. Product is packaged or marked incorrectly;
 - e. Engineering complaint.
- 4.05 The Departmental Technical Staff notifies the appropriate Procurement Inventory Manager, and Procurement Contract Manager, that the affected items should be placed on hold to avoid further shipments of unsatisfactory material to users/clients. Notification should be immediate. Notification should include, where possible:
- a. The Lot Number;
 - b. Vendor contact and phone number;
 - c. Product identification codes and markings;
 - d. Return material authorization, or;
 - e. Any other pertinent information that will expedite the disposition of the unsatisfactory material.
- 4.06 Upon obtaining notification from the Departmental Technical Staff, the Procurement Inventory Manager must notify the MDC Information Center (IC) of the affected material that is being placed on T Allocation hold, and request a count of the material. Notification should be

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immediate to avoid continued shipment of unsatisfactory material to users/clients. Means of notification include:

- a. E-mail;
- b. Telephone call, with written follow-up;
- c. Dex/Fax.

4.07 The MDC Information Center will immediately coordinate a count of the affected material to determine:

- a. Remaining usable material, if any;
 - 1. Since the count activity is occurring outside of a null period, it may be difficult to get an accurate count of usable material, therefore, discretion is advised when attempting to determine usable material quantity,
- b. Remaining unsatisfactory material, if any;
 - 1. The unsatisfactory material must be segregated at the time of count to avoid selecting and shipping unsatisfactory material to users/clients.

4.08 The MDC Information Center will notify the Inventory Manager within one working hour of the count of:

- a. Remaining usable material, if any;
- b. Remaining unsatisfactory material, if any.

If the count cannot be completed within one working hour, the Information Center will notify the Inventory Manager of the anticipated completion time.

4.09 The Inventory Manager must initiate a SWIMS Material Type "TA" record within one working hour, Summary and Detail, for the affected item at the MDC, and each associated TCS stocking location.

4.10 After receiving a count of the unsatisfactory material quantity from the MDC Information Center, SWIMS balances will be adjusted by the Inventory Manager via a on-line Material Transfer transaction (60). Only the unsatisfactory material quantity will be moved from the SWIMS Material Type 01 balance to the SWIMS Material Type TA balance. Use of the Material Transfer transaction

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will provide an audit trail for the movement of material. Material Transfer transactions are Perpetual Inventory Record (PIR) affecting.

- a. When creating the Material Request Line Item Add, message code 55 must be used in the fourth position of the MESSAGES field to generate a message on the Pick Ticket to warehouse personnel indicating that this is T Allocation Hold transfer activity.
- b. Message code 55 is found in SWIMS Table 302 and the message is: T-Allocation Hold Activity.

4.11 The Material Transfer (60) transaction generated by Inventory Management will create a Pick Ticket for the unsatisfactory material. The MDC Information Center will coordinate the removal of unsatisfactory material from the shelf based on the Pick Ticket quantity. The affected material will be assigned and moved to a "hold" location on the SWIMS "TA" record.

- a. The recommended MDC hold location is "GAA00A".
- b. "GAA00A" must be loaded on the MLS data base to work properly.

4.12 The MDC Information Center must coordinate with the Returns area and make them aware of items being placed on T Allocation Hold. This is to prevent unsatisfactory user/client returned material from getting back on the shelf during and after the T Allocation Hold process.

- a. To get returned material into the TA balance, it must first be temporarily added to the 01 balance. Once in the 01 balance, the Inventory Manager will initiate an on-line Material Transfer transaction (60) within one working hour to move the material to the TA balance.
- b. While the unsatisfactory material is temporarily in the 01 balance waiting to be transferred to the TA balance, it must be physically separated from the satisfactory material.

4.13 The Inventory Manager will coordinate with the appropriate Departmental Technical Staff, Contract Manager, and/or vendor for disposition of affected material. The Inventory Manager must also notify the MDC Claims coordinator. The MDC Claims coordinator will also communicate with the Inventory Management Claims coordinator. Disposition of the material will be handled

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via SWIMS Claims Procedures to assure proper accounting for material takes place.

- a. Disposition of unsatisfactory material should be obtained as soon as possible. Although the affected material may be on T Allocation Hold, it is still considered as part of the total available inventory to SWIMS as indicated on the Inventory Activity Summary Inquiry (IASI) screen. The Inventory Manager must keep this in mind when placing replenishment orders on vendors.
- b. If there is a delay in obtaining disposition, the Inventory Manager should follow up with the delaying entity on a weekly basis until disposition is resolved.

4.14 Upon obtaining disposition, the Inventory Manager will communicate disposition of the affected material to the MDC Information Center. Possible disposition includes:

- a. Return material to the MDC from users/clients, TCSs, etc.;
 - 1. Material returned to the MDC from the TCSs should be done so using an on-line Material Transfer transaction (60) from the TCS TA record to the MDC TA record.
- b. Return material to the vendor via claims process;
- c. Junk the material:
 - 1. Via Claims procedure if material is to be junked locally per vendor instruction,
 - 2. Via established junking procedures if the Technical Staff determines disposition,
- d. If the affected material is determined not to be unsatisfactory, return material to stock.
 - 1. Material returned to stock should be done using an on-line Material Transfer transaction (60) from the TA record to the 01 record.

4.15 Upon completing the disposition process, The MDC Information Center will notify the Inventory Manager within 24 hours advising that all work is complete.

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- 4.16 The Inventory Manager will notify the appropriate Departmental Technical Staff within 24 hours advising them that all work is complete.
- 4.17 After disposition has been completed, the Inventory Manager must maintain the TA record in SWIMS for thirty days to assure PIR integrity. After thirty days, the TA record should be removed from the SWIMS data base to maintain SWIMS data base integrity.
5. CREATING A TA RECORD IN SWIMS
- 5.01 For most stocked items, material resides in the SWIMS Material Type 01 balance. Various SWIMS Material Types are listed in Corporate Codes Table 202.
- 5.02 To place an item on hold in SWIMS it is necessary to set up a temporary hold record using Material Type TA.
- 5.03 Two records must be created to set up a Material Type TA item in SWIMS:
- a. A Summary record;
 - b. A Detail record.
- 5.04 A SWIMS Summary record is created as follows:
- a. Enter IA
 - b. Function IAHA
 - c. Response is, Inventory System Prompt
 - d. Make input as in following example:
 1. LOCATION: CLA TA
 2. ITEM ID.: 700071855
 3. COPY FROM: LOCATION: CLA 01
 - e. Enter data
 - f. Response is, Inventory System Summary Add - Copy
 - g. Ensure MINIMUM REORDER quantity equal zero
 - h. Ensure MAXIMUM REORDER quantity equal zero

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- i. Load NEXT COUNT field with 123199
- j. Load FREQUENCY FIELD with 999
- k. Enter data
- l. An Inventory System Summary record has been added. See Exhibit 2.

5.05 A SWIMS Detail record for Material Type TA is created as follows:

- a. Function IAMA
- b. Response is, Inventory System Prompt
- c. Make input as in following example:
 1. LOCATION: CLA TA
 2. ITEM IS.: 700071855
 3. COPY FROM: LOCATION: CLA 01
- d. Enter Data
- e. Response is, Inventory System Add - Copy
- f. Ensure MINIMUM REORDER quantity equal zero
- g. Ensure MAXIMUM REORDER quantity equal zero
- h. Change BIN ROW to:
 1. If location is the MDC then GAA00A
 2. If location is the TCS then TALOC
- i. Enter Data
- j. An Inventory System Detail record has been added. See Exhibit 3.

6. T ALLOCATION HOLD PROCESS FOR THE TELEPHONE COMPANY STOREROOMS

6.01 The purpose of the T Allocation Hold process is to provide a means in SWIMS to temporarily remove material from stock and place it in hold status for disposition. See Exhibit 4 for quick reference flow.

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- 6.02 Items deemed to be unsatisfactory for SWB use may be identified by the following:
- a. Users/clients;
 - b. State organizations;
 - c. Technical Staffs;
 - d. Contract Managers;
 - e. Materials Distribution Center;
 - f. Telephone Company Storerooms;
 - g. Vendors;
 - h. Inventory Managers.
- 6.03 Upon identification of unsatisfactory material, the appropriate Departmental Technical Staff should be notified immediately via:
- a. E-mail;
 - b. Telephone call;
 - c. Dex/Fax.
- 6.04 The affected Departmental Technical Staff determines if the material is indeed unsatisfactory and, if so, classifies it as such. Reasons for the unsatisfactory rating include:
- a. Product is defective;
 - b. Product is unsafe;
 - c. Product does not meet specifications;
 - d. Product is packaged or marked incorrectly;
 - e. Engineering Complaint.
- 6.05 The Departmental Technical Staff notifies the appropriate Procurement Inventory Manager, and Procurement Contract Manager, that the affected item(s) should be placed on hold to avoid further shipments of unsatisfactory material to users/clients. Notification should include, where possible:

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- a. The Lot Number;
- b. Vendor contact and phone number;
- c. Product identification codes and markings;
- d. Return material authorization, or;
- e. Any other pertinent information that will expedite the disposition of the unsatisfactory material.

6.06 Upon obtaining notification from the Departmental Technical Staff, the Inventory Manager must notify the TCS immediately of the affected material that is being placed on T Allocation hold, and request a count of the material. Notification should be immediate to avoid continued shipment of unsatisfactory material to users/clients. Means of notification include:

- a. E-mail;
- b. Telephone call, with written follow-up;
- c. Dex/Fax.

6.07 The TCS will immediately coordinate a count of the affected material to determine:

- a. Remaining usable material, if any;
 1. Since the count activity is occurring outside of a null period, it may be difficult to get an accurate count of usable material, therefore, discretion is advised when attempting to determine usable material quantity,
- b. Remaining unsatisfactory material, if any.
 1. The affected material must be segregated at the time of count to avoid selecting and shipping unsatisfactory material to users/clients.

6.08 The TCS will notify the Inventory Manager within one working hour of the count of:

- a. Remaining usable material, if any;
- b. Remaining unsatisfactory material, if any.

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If the count cannot be completed within one working hour, the TCS will notify the Inventory Manager of the anticipated completion time.

- 6.09 The Inventory Manager must initiate a SWIMS Material Type "TA" record for the affected item within one working hour for each associated stocking location.
- 6.10 After receiving a count of the unsatisfactory material quantity from the TCS, SWIMS balances will be adjusted by the Inventory Manager via a on-line Material Transfer transaction (60). Only the unsatisfactory material quantity will be moved from the SWIMS Material Type 01 balance to the SWIMS Material Type TA balance. Use of the Material Transfer transaction will provide an audit trail for the movement of material. Material Transfer transactions are PIR affecting.
- a. When creating the Material Request Line Item Add, message code 55 must be used in the fourth position of the MESSAGES field to generate a message on the Pick Ticket to warehouse personnel indicating that this is T Allocation Hold transfer activity.
 - b. Message code 55 is found in SWIMS Table 302 and the message is: T-Allocation Hold Activity.
- 6.11 The Material Transfer (60) transaction generated by Inventory Management will create a Pick Ticket for the unsatisfactory material. The TCS will coordinate the removal of unsatisfactory material from the shelf based on the Pick Ticket quantity. The affected material will be assigned and moved to a "hold" location on the SWIMS "TA" record.
- a. The recommended TCS hold location is "TALOC".
 - b. "TALOC" must be loaded in respective MLS data bases or it will not populate affected "TA" record.
- 6.12 The TCS personnel responsible for user/client returns must be made aware of items being placed on T Allocation Hold. This is to prevent unsatisfactory material from getting back on the shelf during and after the T Allocation Hold process.
- a. To get returned material into the TA balance, it must first be temporarily added to the 01 balance. Once the material is in the 01 balance, the Inventory will initiate an on-line Material Transfer

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transaction (60) within one working hour to move the material to the TA balance.

- b. While the unsatisfactory material is temporarily in the 01 balance waiting to be transferred to the TA balance, it must be physically separated from the satisfactory material.

6.13 If the affected material needs to be returned to the MDC from the TCS, an on-line Material Transfer transaction (60) will be created by the Inventory Manager to move the material from the TCS TA record to the MDC TA record.

- a. Should the material residing in the MDC TA balance need to be moved to the MDC 01 balance, an on-line Material Transfer transaction (60) will be created by the Inventory Manager to move the material.

6.14 The Inventory Manager will coordinate with the appropriate Departmental Technical Staff, Contract Manager, and/or vendor for disposition of affected material. Disposition will be handled via SWIMS Claims Procedures to assure proper accounting of material takes place.

- a. Disposition of unsatisfactory material should be obtained as soon as possible. Although the affected material may be on T Allocation Hold, it is still considered as part of the total available inventory to SWIMS as indicated on the Inventory Activity Summary Inquiry (IASI) screen. The Inventory Manager must keep this in mind when placing replenishment orders on vendors.
- b. If there is a delay in obtaining disposition, the Inventory Manager should follow up with the delaying entity on a weekly basis until disposition is resolved.

6.15 Upon obtaining disposition, the Inventory Manager will coordinate movement of the affected material with the TCS. Possible disposition includes:

- a. Return material to the MDC from users/clients, TCSs, etc.;
- 1. Material returned to the TCSs from users/clients should be done so with appropriate paperwork such as Returned Material Notice (RMN), Want Ticket, etc. Appropriate

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accounting information should always accompany returned material;

2. Material returned from the TCSs to the MDC should be done via an on-line Material Transfer (60) from the TCS TA record to the MDC TA record;
- b. Return material to the vendor via claims process;
 - c. Junk the material:
 1. Via Claims procedure if material is to be junked locally per vendor instruction,
 2. Via established junking procedures if the Technical Staff determines disposition,
 - d. If the affected material is determined not to be unsatisfactory, return material to stock;
 1. Material returned to stock should be done using an on-line Material Transfer (60) from the TA record to the 01 record.
- 6.16 If material is to be returned to the MDC from the TCS, the SWIMS MQMA header page "REQUESTOR" field must be populated by the Inventory Manager as follows, see Exhibit 5:
- a. CALL S WILLIAMS B4 RECPT (24 positions only);
- 6.17 Under the heading "PHONE" input Ms. Sally Williams' phone number:
- a. 214-944-9036 (12 positions only).
- 6.18 TCS must mark all cartons "RETURNS DOCK 2".
- 6.19 Upon completing the disposition process, TCS personnel will notify the Inventory Manager within 24 hours advising that all work is complete.
- 6.20 The Inventory Manager will notify the appropriate Departmental Technical Staff within 24 hours advising them that all work is complete.
- 6.21 After disposition has been completed, the Inventory Manager must maintain the TA record in SWIMS for thirty days to assure PIR integrity. After thirty days, the TA

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record should be removed from the SWIMS data base to maintain SWIMS data base integrity.

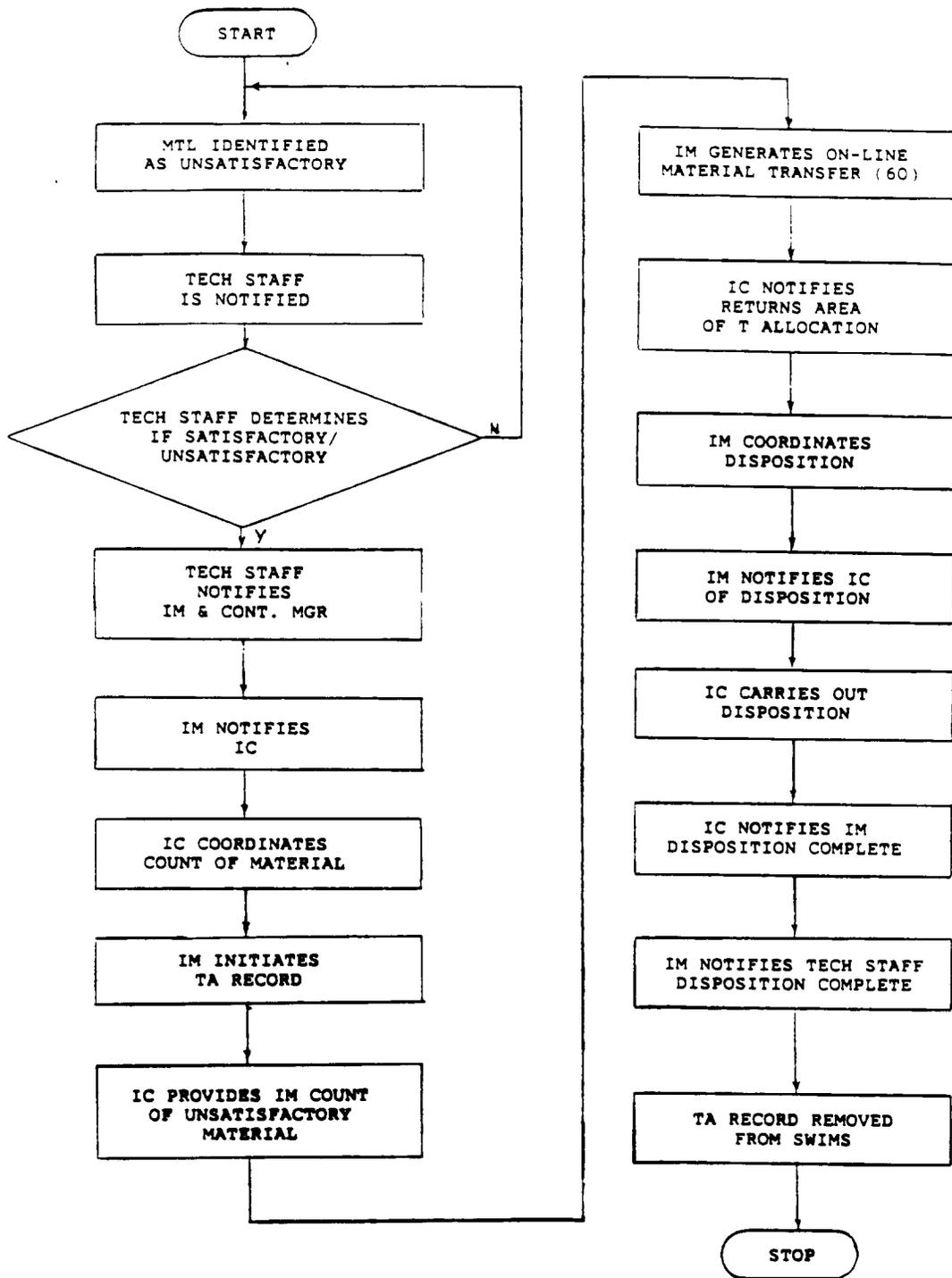
7. RELATED DOCUMENTATION

- 7.01 Claims Procedures 1990, local practice administered by Manager-Procurement Operations, 314-235-4544.
- 7.02 Claim or T Allocation Locations MDCI No. 131-87, local practice administered by Manager-MDC Operations Analyst, 214-944-9006.
- 7.03 Procurement Logistics Instruction, (PLI) 63.1, local practice administered by Manager-MDC Operations Analyst, 214-944-9006.

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EXHIBIT 1
 FLOWCHART OF T ALLOCATION HOLD PROCESS FOR THE MDC



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EXHIBIT 2
SWIMS - INVENTORY SYSTEM SUMMARY ADD

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                                INVENTORY SYSTEM
                                SUMMARY ADD
                                FI-400 A

LOCATION.: CLA TA
ITEM ID.: 701067274
ITEM DESC: INTERFACE OUTDOOR NETWORK SNI4600 1-2-1
                                METHOD: P PERMANENT
                                U/M....: EA

COSTING METHOD.: 1 NEW COST METHOD: (1-STD, 2-AVGE, 3-CURRENT, 4-ZERO)
STANDARD COST...:
AVERAGE COST...:
CURRENT COST...:
SELLING PRICE...:
MINIMUM REORDER: 3
MAXIMUM REORDER: 0
ORDER MULTIPLE.: 1
TRANSFER FROM
  LOCATION...:
PRIME VENDOR...:
USER DATA:
  C KEEP-PARM MISC-2.... MISC-3..... LTA %

NEXT LOCATION: CLA TA
NEXT ITEM ID.: 701067274
IA460-09 DEFAULT VALUES PRELOADED

                                NEXT COUNT: 123199
                                FREQUENCY.: 999
                                PRINT DEST: CLA
                                AVGE LEAD.: 99
                                ACTL LEAD.: 99

                                QUEUE TO 1:
                                QUEUE TO 2:

                                PF04=NEXT ITEM FOR LOCATION
                                PF05=NEXT LOCATION FOR ITEM
                                CMD:

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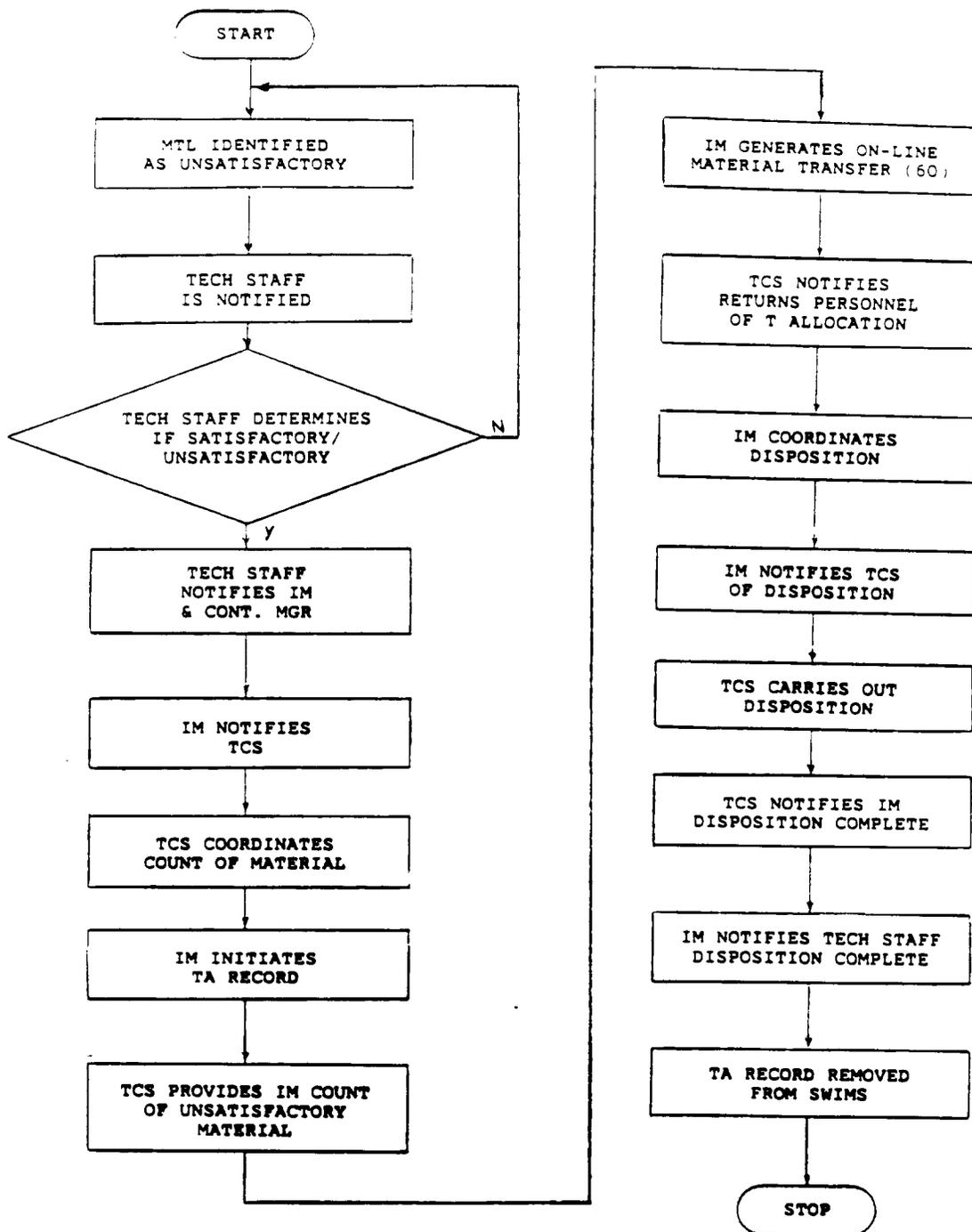
EXHIBIT 3
SWIMS - INVENTORY SYSTEM DETAIL ADD

01/30/91 - 08:26:31		INVENTORY SYSTEM	PIA420 I
LOCATION.: CLA 01		DETAIL ADD	
ITEM ID.: 701067274		METHOD: P	TYPE: P
ITEM DESC: INTERFACE OUTDOOR NETWORK SNI4600 1-2-1		U/M...: EA	
COSTING METHOD.: 1 NEW COST METHOD:		(1-STD, 2-AVGE, 3-CURRENT, 4-ZERO)	
STANDARD COST...:	8.53	BIN/ROW...:	GAA00A
AVERAGE COST...:	8.54	NEXT COUNT:	123199
CURRENT COST...:	8.53	FREQUENCY..:	99
SELLING PRICE...:	.00	PRINT DEST:	CLA
MINIMUM REORDER:	0	AVGE LEAD..:	43
MAXIMUM REORDER:	0	ACTL LEAD..:	48
ORDER MULTIPLE..:	15	SUB TYPE..:	
TRANSFER FROM		BROKEN PACKAGE INDICATOR: N	
LOCATION...:			
PRIME VENDOR....:	CAPRI	QUEUE TO 1:	QUEUE TO 2:
USER DATA:			
	C KEEP-PARM MISC-2..... MISC-3..... LTA %		
	Y		
NEXT LOCATION:	CLA 01	PF04=	NEXT ITEM FOR LOCATION
NEXT ITEM ID.:	701067274	PF05=	NEXT LOCATION FOR ITEM
			CMD:

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EXHIBIT 4
 FLOWCHART OF T ALLOCATION HOLD PROCESS FOR THE TCS



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EXHIBIT 5
 SWIMS - MATERIAL REQUEST HEADER ADD

	MATERIAL REQUEST HEADER ADD	PMQ410-A DATE CREATED: 02/27/91
M/R NUMBER.....:	MTR CLA 91037 1XX1	
REQUESTOR.....:	CALL S WILLIAMS B4 RECPT	
REQUEST DATE...:	NEED DATE...:	P&H IND...: N
PRIORITY.....:	PHONE: 214-944-9036	FX1:
ATTACHMENTS.....:	(Y/N)	
SHIP TO.....:	000012	
SHIP VIA.....:		
USED FOR.....:		
DESTINATION.....:		
REQ. NUMBER.....:		
MESSAGE CODES..:		
PRINT REQUESTS..:	RECEIVING REPORT? MATERIAL REQUEST? TAGS?	
M/R NUMBER.:	MTR CLA 91037 1XX1	
LINE NUMBER:	0001 SEQ: 001 SOURCE: T R&R IND: N	PF6=DESC LINES CMD:

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APPENDIX 1
ACRONYMS

CLA	Warehouse location in Lancaster, Texas, found in SWIMS Table 205.
DEX/FAX	Facsimile transmission.
E-MAIL	Electronic mail.
IAMA	Inventory Activity Master Add
IASI	Inventory Activity Summary Inquiry
IC	MDC Information Center.
MDC	Materials Distribution Center located in Lancaster, Texas.
MLS	Mechanized Locator System.
MQMA	Material Request Master Add.
PIR	Perpetual Inventory Record.
RMN	Returned Material Notice.
SWIMS	Southwestern Inventory Management System.
TA	A Material Type found in SWIMS Table 202.
TCS	Telephone Company Storeroom.
40	SWIMS activity type for stock transfer-in.
60	SWIMS activity type for stock transfer-out.

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APPENDIX 2
QUICK REFERENCE FLOW FOR MDC

1. START
2. MATERIAL IS IDENTIFIED AS UNSATISFACTORY
3. TECHNICAL STAFF IS NOTIFIED
4. TECHNICAL STAFF DETERMINES SATISFACTORY/UNSATISFACTORY
5. TECHNICAL STAFF NOTIFIES IM AND CONTRACT MANAGER
6. INVENTORY MANAGER NOTIFIES MDC INFORMATION CENTER
7. INFORMATION CENTER COORDINATES COUNT
8. INVENTORY MANAGER INITIATES TA RECORD(S)
9. IC PROVIDES COUNT OF UNSATISFACTORY MATERIAL TO IM
10. IM GENERATES ON-LINE MATERIAL TRANSFER TRANSACTION
11. IC NOTIFIES RETURNS AREA OF T ALLOCATION ITEM(S)
12. IM COORDINATES DISPOSITION OF UNSATISFACTORY MATERIAL
13. IM COMMUNICATES DISPOSITION TO IC
14. IC COORDINATES PHYSICAL DISPOSITION
15. IC NOTIFIES IM DISPOSITION IS COMPLETE
16. IM NOTIFIES TECHNICAL STAFF DISPOSITION IS COMPLETE
17. TA RECORD REMOVED
18. STOP

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APPENDIX 3
QUICK REFERENCE FLOW FOR TCS

1. START
2. MATERIAL IS IDENTIFIED AS UNSATISFACTORY
3. TECHNICAL STAFF IS NOTIFIED
4. TECHNICAL STAFF DETERMINES SATISFACTORY/UNSATISFACTORY
5. TECHNICAL STAFF NOTIFIES IM AND CONTRACT MANAGER
6. INVENTORY MANAGER NOTIFIES TCS
7. TCS COORDINATES COUNT
8. INVENTORY MANAGER INITIATES TA RECORD(S)
9. TCS PROVIDES COUNT OF UNSATISFACTORY MATERIAL TO IM
10. IM GENERATES ON-LINE MATERIAL TRANSFER TRANSACTION
11. TCS NOTIFIES IT'S RETURNS PERSONNEL OF T ALLOCATION ITEM(S)
12. IM COORDINATES DISPOSITION OF UNSATISFACTORY MATERIAL
13. IM COMMUNICATES DISPOSITION TO TCS
14. TCS COORDINATES PHYSICAL DISPOSITION
15. TCS NOTIFIES IM DISPOSITION IS COMPLETE
16. IM NOTIFIES TECHNICAL STAFF DISPOSITION IS COMPLETE
17. TA RECORD REMOVED
18. STOP

PROPRIETARY

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Telephone Company except under written agreement.