

CABLE REEL RETURN AND MECHANIZED TRACKING PROCEDURES

CONTENTS	PAGE
1. GENERAL	1
2. SHIPMENTS OF EMPTY REELS FROM OUTSIDE PLANT LOCATIONS	2
3. CONSOLIDATION OF VENDOR AND SWBT REELS	2
4. CABLE REEL IDENTIFICATION	4
5. DATA ENTRY	4
6. VENDOR REEL RETURN - SWBT RESPONSIBILITIES	4
7. VENDOR REEL RETURN - VENDOR RESPONSIBILITIES	5
8. VENDOR REEL RETURN - DSCC RESPONSIBILITIES	5
9. ACCOUNTS CHARGEABLE FOR REEL EXPENSES	6

ATTACHMENT A
ATTACHMENT B
ATTACHMENT C

1.0 GENERAL

- 1.01 This section provides procedures for the return and mechanized tracking of cable reels owned by Southwestern Bell Telephone Company (SWBT) and those belonging to suppliers of cable to the Company, hereinafter referred to as vendors.
- 1.02 When this practice is reissued or revised, the reason(s) will be specified in this paragraph.
- 1.03 Detailed procedures to be used by SWBT Procurement personnel responsible for the mechanized tracking system are provided in user manuals.
- 1.04 Detailed procedures for entering and extracting data by Distribution Services personnel are covered in their Departmental instructions.
- 1.05 Mechanized cable reel tracking provides documentation needed to insure the timely return of vendor reels as negotiated in contracts for cable between SWBT and individual vendors.

NOTICE

Not for disclosure outside
Southwestern Bell Telephone Company
except under written agreement

Page 1

SW 745-011-903

- 1.06 The Major Apparatus and Cable System (MACS) will be used as the mechanized tracking system for empty cable reels and will be available to all SWBT personnel responsible for such reels.

2.0 SHIPMENTS OF EMPTY REELS FROM OUTSIDE PLANT LOCATIONS

- 2.01 When all cable has been removed from a reel and properly disbursed per local instructions, the MACS status of the reel changes to surplus.
- 2.02 If the reel is to be used for the return of scrap cable see instructions in SW 745-010-901.
- 2.03 Reels that are ready for shipment may be transported by notifying the Transportation Control Center (TCC). The TCC operates under a one call concept and arranges for transportation. They may be reached by calling 214-944-9084.
- 2.04 The following items of information are required by the TCC to facilitate the pickup of cable reels:

Name of Caller	Location of Reels
Phone Number	Number of Reels (How Many)
Requested Date of Shipment	Reel Types (Sizes)

- 2.05 Serial numbers of cable reels shipped to Consolidation Points (CPs) shall be entered in MACS by Distribution Services personnel. CPs are further explained in Section 3 of this practice. Valid MACS location names for CPs are included in Attachment A.
- 2.06 Wooden reels will not be consolidated and will be handled per local instructions.
- 2.07 Bill of Lading (B/L) FA Form 5W 6152A shall be prepared in accordance with SW 744-001-901 for all shipments to CP locations. B/L shall be signed by carrier's agent and distributed per instructions in aforementioned practice.

3.0 CONSOLIDATION OF VENDOR AND SWBT REELS

- 3.01 Consolidation Points (CPs) are designated locations established for the purpose of accumulating truck loads of cable reels.
- 3.02 CP locations are listed in Attachment B and may have functions other than cable reel accumulation and shipment as outlined in SW 745-011-904.

Page 2

SW 745-011-903

- 3.03 General responsibilities for CPs are as follows:
 - 3.0301 Maintain cable reels in a secure area.
 - 3.0302 Accumulate empty reels in designated locations, segregated by ownership.
 - 3.0303 Notify the vendor by phone to "stop the clock" on each empty cable reel by serial number on an as received basis. Toll free "800" numbers are shown for each vendor in ATTACHMENT C.
 - 3.0304 Enter cable reel status (vendor and SWBT owned) in MACS. If

MACS is not available, forward written documentation to the designated MACS location or the Disposition Services Control Center (DSCC). The following information will be needed:

Reel Serial Number	Shipped from Location
Reel Type	
Reel Owner	Shipped to Location

- 3.0305 Notify the vendors when a full truck load of their reels is accumulated.
 - 3.0306 Notify the Transportation Control Center (TCC) for pickup of truck loads of inbound and outbound cable reels (empty and full).
 - 3.0307 Prepare and distribute Bill of Lading (B/L) FA Form SW 6152A per BCP SW 744-001-901 as documentation of shipment.
 - 3.0308 Maintain file copy of B/L.
 - 3.0309 Prepare RMNs and other forms as required by local practice.
 - 3.0310 Load and unload shipments as required.
 - 3.0311 Follow established SWBT safety practices.
- 3.04 Complete instructions for the operation of CPs are contained in BCP SW 745-011-904.

Page 3

SW 745-011-903

4.0 CABLE REEL IDENTIFICATION

- 4.01 SWBT currently has contracts in effect with several cable vendors. Serial numbers are affixed to each cable reel to designate ownership and reel identity. Attachment C contains the current vendor list and their methods of cable reel identification.
- 4.02 Cable reels owned by SWBT are of various sizes and are painted safety yellow. They are affixed with an alpha numeric serial number which identifies ownership, reel type and manufacture. Refer to Attachment C for an explanation of this method.

5.0 DATA ENTRY

- 5.01 SWBT personnel at Consolidation Points having access to MACS are responsible for inputting serialized inventory data relating to the shipping and receipting of cable reels.

Detailed procedures for MACS users have been established which further explain this input in the form of a user's manual.

6.0 VENDOR REEL RETURN - SWBT RESPONSIBILITIES

- 6.01 Vendor reels shall be returned to the designated CP prior to the expiration of the free use period.

- 6.02 The loading of empty vendor reels on vendor or vendor agents flatbed trucks shall be performed by SWBT. SWBT is not responsible for securing the load and reserves the right to refuse loading if the truck cannot be loaded in a safe manner.
- 6.03 Preparation of the Bill of Lading (B/L) or equivalent shipping documents providing serial numbers of each reel being returned shall be the responsibility of the CP personnel.

NOTE: Freight charges should be marked "Collect." Line out section "Mail Freight Bills To: Southwestern Bell-Freight Bill Payment, P.O. Box 78025, St. Louis, MO, 63178-8025"

- 6.04 The payment of reel usage fees arising from lost reels reported by the company to vendor and/or reels which have surpassed the free use period and are still considered to be in the company's possession shall be the responsibility of SWBT as outlined in paragraph 8.03.

Page 4

SW 745-011-903

- 6.05 Vendor owned cable reels shall not be released to any carrier without authorization of the vendor. Authorization can be verified by calling the toll free numbers as shown in Attachment C.

7.0 VENDOR REEL RETURN - VENDOR RESPONSIBILITIES

- 7.01 Vendor is responsible for arrangement of transportation and transportation charges from the CP to the vendor's facilities. Notification to the CP locations shall be provided regarding authorized carriers.
- 7.02 Pickup of truckloads of empty vendor reels shall be arranged within seven (7) calendar days of notification.
- 7.03 Pickup of less-than-truckload quantities shall be arranged within thirty (30) calendar days of notification.
- 7.04 Vendor agrees that failure to meet time schedules specified in 7.02 and 7.03 above may result in SWBT shipping reels to vendor on a freight-collect basis. This should be accomplished by notifying the TCC as referenced in paragraph 2.03.
- 7.05 Vendor shall submit reports of reels in SWBT possession on a monthly basis. These shall contain, among other items, the serial number, ship date, and ship to location.
- 7.06 Vendor is responsible for invoicing SWBT at the close of the free use period for any vendor reels which the vendor considers to be in SWBT possession or SWBT considers lost. Invoicing will include, but not be limited to, the reel serial number and usage fee.

8.0 VENDOR REEL RETURN - DSCC RESPONSIBILITIES

- 8.01 The Disposition Services Control Center (DSCC) shall have

responsibility for verifying vendor reel reports for accuracy.

8.02 Locations identified on vendor reports as having reels approaching the end of the free use period shall be notified by the DSCC. Notification shall be forwarded forty (40) days prior to the end of the free use period. In the event this information is erroneous, the location notified shall forward documentation to the DSCC to refute the report. Upon receipt of documentation from ship-to locations, the DSCC shall resolve reel report inaccuracies with vendors.

Page 5

SW 745-011-903

8.03 The DSCC shall verify vendors invoices for accuracy and forward said invoices for payment in accordance with Section 9 of this practice.

8.04 The DSCC shall generate such reports as available from MACS for use in tracking cable reels.

9.0 ACCOUNTS CHARGEABLE FOR REEL EXPENSES

9.01 Late or lost reel charges on vendor reels shipped directly to a Distribution Services field location shall be allotted to the cost of the construction project or repair job.

9.02 Late or lost reel charges for all other occurrences shall be charged to SPFC 510102.

9.03 Expenses incurred for repairs or maintenance to SWBT owned reels shall be charged to SPFC 510102.

9.04 Transportation and handling charges for reels returned to CP's are defined in Accounting Handbook V27.604 and are further clarified in Attachment D of this practice.

Page 6

SW 745-011-903

ATTACHMENT A

MACS NAME	CONSOLIDATION POINT
MDC-D	Material Distribution Center-Dallas (Lancaster)
MDC-H	Material Distribution Center-Houston (Holmes Rd.)
MDC-S	Material Distribution Center-St. Louis (Fenton)
AMITX	CP Amarillo, TX
AUSTX	CP Austin, TX

EPATX CP El Paso, TX
 EDITX CP Edinburg, TX
 HARTX CP Harlingen, TX
 MIDTX CP Midland, TX
 SANTX CP San Antonio, TX
 HOTSP CP Hot Springs, ARK
 WICKS CP Wichita, KS
 KACMO CP Kansas City, MO
 OKCOK CP Oklahoma City, OK
 TULOK CP Tulsa, OK

Salvage Material shipped on Cable Reels may be stasured to the following locations:

CSC-D MARC Center Dallas
 CSC-H MARC Center/CP Houston
 CSC-S MARC Center/St. Louis

Page 7

SW 745-011-903

ATTACHMENT B

CONSOLIDATION POINTS

LOCATION	PHONE NUMBER	DEPARTMENT	AVAILABLE
2032 Mansard Houston, TX 77054	713-796-0948	Procurement	Yes
2780 Holmes Rd. Houston, TX 77054	713-790-7690	Procurement	Yes
1325 Cornell Rd. Lancaster, TX 75146	214-944-9101	Procurement	Yes
6445 Hausman Rd. San Antonio, TX 78249	512-697-1049	Distribution Services	Yes
11200 Pellicano El Paso, TX 79935	915-542-2534	Materials Management	Yes

102 County Rd. 1207 So. 915-684-1661 Materials Yes
Midland, TX 79703 Management

709 Dallas 806-398-1371 Materials Yes
Amarillo, TX 79101 Management

1401 E. Oklahoma 512-421-7506 Distribution Yes
Harlingen, TX 78550 Services

1811 Freddy Gonzalez 512-383-2254 Distribution Yes
Edinburg, TX 78539 Services

16604 N. 1H35 512-870-0053 Distribution Yes
Austin, TX 78728 Services

3917 Arkansas 316-268-2570 Materials Yes
Wichita, KS 67204 Management

Page 8

SW 745-011-903

ATTACHMENT B (Cont'd.)

CONSOLIDATION POINTS

LOCATION	PHONE NUMBER	MACS DEPARTMENT	AVAILABLE
600 E. California Oklahoma City, OK 73104	405-236-7614	Materials Management	Yes
1504 N. 105 E. Avenue Tulsa, OK	918-831-4350	Materials Management (See Note 1)	No
2061 Hitzert Ct. Fenton, MO 63026	314-343-0014	Procurement	Yes
R. L. Jones & Son Moving and Transfer 4900 E. 12th Street Kansas City, MO 64127	816-241-3355	Procurement (See Note 2)	No
Stanage Transportation Indian Springs Rd. Hot Springs, AR 71901	501-262-3565	Distribution Services (See Note 2)	No

NOTE 1: Tulsa CP MACS input will be handled by mail to:

Southwestern Bell Telephone Co.
600 East California
Oklahoma City, Oklahoma 73104
ATTN: MACS INPUT

NOTE 2: Kansas City and Hot Springs CP MACS input will be handled by mail to:

Southwestern Bell Telephone Co.
500 North Broadway, Room 1003
St. Louis, Missouri 63102
ATTN: MACS INPUT

Page 9

SW 745-011-903

ATTACHMENT C

Serial Number	Reel	Toll-Free	
Vendor	Format	Color	Return Number
AT&T Technologies, Inc.	*X-A-999999 a numerical character followed by the alpha character "A" followed by six random numbers.	Gray	800-232-2747
Brintec Corporation (Brand-Rex Company)	BR-X-99999 "BR", followed by a variable alpha character, followed by five random numbers.	Light Green	800-645-0025
Celwave Systems, Inc.	C-99999 "C", followed by seven random numbers.	Dark Blue	800-626-4456
Ericsson, Inc.	X99999 Alpha character of "S" or "L" followed by five random numbers.	Black	800-255-3054
Essex Group, Inc.	E999999 "E" followed by six random numbers.	Blue	800-637-5848
General Cable Company	XX99999 Any two alpha characters followed by five random numbers.	Dark Green	800-325-3925

SW 745-011-903

SWBT Yellow Reels

Serial numbers were designed to give you certain information about the reel. On SWBT reels the first numeric character indicates the reel type. Note the chart below.

**SWR09999 = 413	SW49999 = 416
SW19999 = 440	SW59999 = 417
SW29999 = 414	SW69999 = 420
SW39999 = 415	

* In all instances a "9" represents a numeric character. An "X" represents an alpha character.

** The 413 reels SWBT currently owns were previously owned by another company. The "R" alpha character will be located in the serial number to note the reel was rehabilitated.