

PROCUREMENT OF AUTHORITY NUMBERS
SOUTHWESTERN INVENTORY MANAGEMENT SYSTEM
(SWIMS)

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1. GENERAL

- 1.01 This practice is issued to establish the procedures to be followed when requesting, updating and/or canceling authority numbers for use in obtaining materials, supplies, and equipment through the Southwestern Inventory Management System (SWIMS).
- 1.02 This practice is reissued to:
- (a) Revise Form FASW-6172 Request for Authority Number;
 - (b) Revise Form FASW-6172A Summary List Of Changes To Authority Numbers;
 - (c) Revise Form SW-6159 and
 - (d) Revise addresses and titles.

Whenever this practice is reissued, the reason(s) for reissue will be listed in paragraph

- 1.03 Authority Numbers are used to order stock materials via the Southwestern Inventory Management System (SWIMS) utilizing Procurement Order Entry System (PROES), and Custom Order Entry (COE) through the Local Purchasing Offices (LPOs or the Material Distribution Center (MDC) in Lancaster TX.
- 1.04 Requests for Authority Numbers for users outside of Southwestern Bell Telephone Company should be referred to:

Manager-Regulatory Matters
One Bell Center, 36-W-07
St. Louis, MO 63101.

2. DEFINITION OF TERMS

- 2.01 Authority Number - A seven digit number used to order material via the Southwestern Inventory Management System (SWIMS). Six digits are assigned by the Manager-Inventory Management and the seventh digit (check digit) is assigned by the system. There are three different types of Authority Numbers in use today:
- (a) Standard Authority Numbers are used to order specified material depending on the MU Codes assigned. Use of this card restricts charging materials to the Responsibility Code associated with that number and limits shipment of material to the address on the Authority Record.
 - (b) Variable Authority Numbers allow cross charging of material expenses to various Responsibility Codes, and allows shipment of material to predetermined addresses as required. The types of material ordered utilizing this number are restricted depending on the MU Codes assigned. Issuance of Variable Authority Numbers is at the discretion of Inventory Management. SW6159 - Bell Location Record Worksheet (Exhibit 3) is required when a requesting a Variable Authority Number.

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- (c) Blanket Authority Numbers allow cross charging of material expenses to various Responsibility Codes, and allows shipment of material to any address, as required. Blanket Authority Numbers allow ordering of all types of materials. For security purposes, Blanket Authority Numbers will be issued and used under the direction of the Procurement Organization only.

NOTE: The Procurement Order Management System (POMS) and Client POMS use Blanket Authority Numbers assigned to the serving LPO. Restrictions for alternate accounting and locations are determined through the POMS database when the client is loaded.

- 2.02 Material Usage (MU) Code - A two-digit numeric/alpha character code assigned to a general job description. The MU Code is associated with the use or application of the item that is purchased. The Procurement Catalog of Stock, Non-stock, and TCS Products lists the MU Codes available for use when ordering material along with the general job descriptions associated with that MU.
- 2.03 Pattern Account (PA) - A two-digit number assigned to each item depending on category and usage of material. The combination of the MU Code and the PA Codes assigned to the respective types of stocked material produces billing charges to a predetermined account code based on the information contained within the PA/MU usage table in Procurement Logistics Accounting System (PLAS).
- 2.04 Field Reporting Code (FRC) - An alpha/numeric code that identifies specific accounting for certain expenditures that are used in reporting time; and material applicable to construction, maintenance or retirement of telephone plant. The Accounting Handbook Telephone Plant, Sections V27.101.2 and V27.103, provide specific information for FRCs.

3. RESPONSIBILITIES

- 3.01 This section provides information pertaining to the associated responsibilities in requesting, processing, approving, and issuing of Authority Numbers.
- 3.02 Originator - It is the responsibility of the originator to prepare the FASW-6172 (Exhibit 1). The originator must prepare the FASW-6172 under the following conditions:
 - (a) Requesting new Authority Numbers.
 - (b) Changes in existing Authority Numbers The Authority Number holder is responsible for preparing a FASW-6172 when information contained on the authority record requires updating, (e.g. Responsibility Code, Geographic Location Codes, MU Code, reporting location or title changes etc.). The FASW-6172A Summary List Of Changes Authority Numbers (Exhibit 2), may be used when processing multiple changes, (i.e. responsibility Code changes), in lieu of completing multiple FASW-6172 forms. Due to the effect that material charging has on the corporate accounts, prompt attention should be given to the updating of authority records. Failure to forward proper updated information could result in disabling of the Authority Number.
 - (c) Canceling an existing Authority Number. Upon completion of the FASW-6172 by the originator, approval must be obtained from the users District Level Manager or

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above. Upon receiving approval, the FASW-6172 is forwarded to the appropriate personnel as outlined in Section 4 of this document for verification.

- 3.03 The Procurement Authority Number Control Center (PANCC), located within the Inventory Management group, is responsible for processing all requests to assign, change or cancel Authority Numbers. The PANCC has the following major responsibilities:
- (a) Review Form FASW-6172 for proper approval.
 - (b) Enter the request into SWIMS as outlined in Inventory Management Methods Section II.
 - (c) When processing authority records the PANCC associate will note date entered, Authority Number assigned if new request, changes made if existing Authority Number, and initial the FASW-6172 or FASW-6172A.
 - (d) The PANCC will forward a copy of the FASW-6172 or FASW-6172A associated with new authority records to the originating District Manager within five (5) work days noting that the information requested was complete. The original is retained by the PANCC for their records.

4. PROCESSING OF FASW-6172/FASW-6172A

- 4.01 Requests for Authority Numbers are forwarded to the originator's District Manager or above for authorization. This includes Authority Numbers that are new, changed or canceled. After proper authorization has been received, the FASW-6172 is then forwarded to the following address:

PANCC
1010 Pine, 11th Floor
St. Louis, Missouri 63101.

- 4.02 When processing changes in existing Authority Numbers the originator must complete the FASW-6172 or FASW-6172A and perform the following steps:
- (a) Forward for proper authorization any changes (i.e., Responsibility Code, Geographic Location Code, MU Code, address, phone number, etc.), then
 - (b) Send to the PANCC for entry into SWIMS at the address indicated in 4.01 above.
- 4.03 When canceling any existing Authority Number(s), the completed FASW-6172 or FASW-6172A is processed as in 4.01, above.

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5. USE OF AUTHORITY NUMBERS

- 5.01 Detailed instructions covering the use of Authority Numbers and the ordering of material and supplies, can be found in the Procurement Catalog for Stock, Non-stock and TCS Products.
- 5.02 When ordering stocked Exempt Plant Supplies from the MDC via the Authority Number routine, all purchases must be charged to a second level Responsibility Code or lower. This will allow all material charges to clear to the appropriate final account based on the appropriate plant labor hours by second level Responsibility Code originating.
- 5.03 Each Authority Number issued becomes the responsibility of the organization to which it is assigned. Therefore, it is necessary to allow only authorized personnel to use these numbers.

6. SEMIANNUAL REVIEWS

- 6.01 Inventory Management will forward copies of all authority records to the responsible Division Managers on a semiannual basis to be reviewed for accuracy. These records are reviewed for correct Responsibility Codes, Geographic Location Codes, MU Codes, etc. Users should correct discrepancies via the FASW-6172 or FASW-6172A and forward to the PANCC as outlined in Section 4 of this document.

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EXHIBIT 1 FASW-6172-MATERIALS ORDERING AUTHORITY NUMBER REQUEST

(To order minor exempt materials, must use second-level or lower, PLAN time-reporting R

8. NUMBER OF EMPLOYEES TO BE SERVED BY THIS AUTHORITY NUMBER _____

9. MATERIAL USAGE CODES: See Procurement Catalog, Section V, yellow pages for Field

* The same MU may not be requested more than once per Authority Number. Separate r

A. Select up to four MUs:* 1. MU ____ 2. MU ____ 3. MU ____

B. Circle one action: Add/Delete Add/Delete Add/D

C. Circle one supplies type: Mtls/Tools/Cable/Forms Mtls/Tools/Cable/Forms Mtls/Ti

REMARKS: _____

REQUESTOR'S SIGNATURE

DISTRICT

10. NAME: _____

11. NAME: _____

TITLE: _____

TELEPHONE: () _____

ADDRESS: _____

CITY: _____

TELEPHONE: () _____

SIGNATURE: _____ Date: _____

SIGNATURE: _____

Ref: SW 743-001-901

☐ Official File Copy, If C

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EXHIBIT 2 FASW-6172A-SUMMARY LIST OF CHANGES TO AUTHORITY NUMBERS


COMMENTS: _____

REQUESTOR'S SIGNATURE _____ DISTRI _____

NAME: _____ NAME: _____
TITLE: _____ TITLE: _____
ADDRESS: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ CITY: _____
TELEPHONE: () TELEPHONE: ()
SIGNATURE: _____ DATE _____ SIGNATURE: _____

Ref: SW 743-001-901 ☐ Official File Copy, unless

EXHIBIT 3 SW 6159-BELL LOCATION RECORD WORKSHEET

	Southwestern Bell Telephone	BELL LOCATION RECORD WORKSHEET
Retention Period: Active, plus 2 years		
TYPE OF REQUEST (Check one):		
<input type="checkbox"/> CREATE NEW BELL LOCATION NUMBER (Complete Fields 2-12)		
<input type="checkbox"/> CANCEL BELL LOCATION NUMBER (Complete Fields 1-12)		
<input type="checkbox"/> CHANGES TO EXISTING BELL LOCATION NUMBER (Complete Fields 1, 11, 12, plus those requiring action)		
1	BELL LOCATION NUMBER ASSIGNED: <u>9</u>	
2	TITLE: _____	
3	SHIP TO NAME: S W BELL TEL CO.	
4	SHIP TO ADDRESS: _____	
5	CITY: _____	
6	STATE: ____	
7	ZIP CODE: _____ - _____	
8	TELEPHONE: (____) _____ - _____	
9	GEO. LOCATION CODE: _____	
10	RESPONSIBILITY CODE: _____	
(PANCC USE ONLY)		
REMARKS: _____		
MISC2: _____		
11	12	
REQUESTOR'S SIGNATURE	DISTRICT MANAGER'S AUTHORIZATION	
NAME: _____	NAME: _____	
TELEPHONE: (____) _____	TITLE: _____	
SIGNATURE: _____ Date: _____	ADDRESS: _____	
	CITY: _____ STATE: _____ ZIP: _____	
	TELEPHONE: (____) _____	
	SIGNATURE: _____ DATE: _____	
SEND AUTHORIZED REQUESTS TO: PANCC (PROCUREMENT AUTHORITY NUMBER CONTROL CENTER) 1010 PINE, 11th FLOOR ST. LOUIS, MISSOURI 63101 (314) 235-5761		
ENTRY BY: _____ DATE: _____		
Ref: SW 743-001-901		
<input type="checkbox"/> Official File Copy, If Checked In Red		
SW-6159 (Rev. 9-96)		

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