

RETURNING NON-STOCKED MATERIAL  
RETURNED MATERIAL NOTICE (RMN)  
FA FORM SW-6381

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1. GENERAL

1.01 This practice describes the procedure to be followed in returning materials to the Materials Distribution Center, (MDC) which are not covered by Section 745-011-902SW, Returning Stock Material. Return of scrap material to a Material Reprocessing and Consolidation (MARC) Center will be made in accordance with Section 745-010-901SW.

1.02 This section is re-issued to:

(a) Delete references to Corporate Warehouse.

(b) Revise the Shipping Label (SW-9571) and the Shipping Tag (SW-9572) to reflect corporate changes as a result of divestiture.

(c) Revise the Return Material Notice (RMN) (FA Form SW-6381).

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- 1.03 This section lists general categories of other items which may be returned to the MDC via the RMN, FA Form SW-6381 and describes the procedure for returning non-stocked material.
- 1.04 The former Corporate Warehouse which will be identified in this practice as the Materials Distribution Center is located at the following location:

DALLAS TEXAS

1325 Cornell Road  
Lancaster, Texas 75134

- 1.05 In general, all scrap material should be returned to the MARC Center, all other returns will go to the MDC. If in doubt as to whether an item should be returned for re-use or to the MARC Center as scrap, consult MDC personnel located at the MDC.
- 1.06 Empty cable reels should be returned to the Cable warehouse from which the cable was obtained. Listed below are the areas served by the MDC and the address for returning cable reels. (See Section SW 620-050-949 "Return Empty Cable Reels" for detailed instructions).

NORTH TEXAS, OKLAHOMA, ARKANSAS, WESTERN KANSAS

Southwestern Bell Telephone Co.  
5331 E. Mockingbird Lane  
Dallas, Texas 75206

SOUTH TEXAS

Southwestern Bell Telephone Co.  
2032 Mansard  
Houston, Texas 77054

MISSOURI, EASTERN KANSAS

Southwestern Bell Telephone Co.  
2061 Hitzert Ct.  
Fenton, Missouri 63026

- 1.07 Areas served by a TCS will send returns to the TCS for consolidation and return to the MDC. Areas not served by a TCS will send all returns directly to the MDC.

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1.08 Credit will be issued to the user if the item/items are placed in stock, either as new/unused or as unrepaired (eventual repair).

2. RMN FA Form SW-6381, (Exhibit 1) is to be used for returning the following to the MDC.

(a) Non-stocked new or unused material.

(b) Cable reels, excluding 420 and 487 types. (See Section SW 620-050-949 "Returning Empty Cable Reels" for detailed instructions.)

(c) Non-stocked major and minor items of tools and test sets.

(d) Major and minor items of outside construction supplies (See Section 745-010-901SW, DISPOSITION AND RETURN OF SCRAP MATERIALS.)

(e) Scrap wire, cable, etc.

(f) Central Office Equipment (COE), Large PBX or OCS Voice items.

(g) Claims for material returned to the MDC.

2.01 Used non-stocked items should be shipped to 14035 Distribution Way, Dallas Texas, 75234 using RMN (FA Form SW-6381).

2.02 Unused non-stock items should be designated as "new" and shipped to Distribution Way on RMN FA Form SW-6381.

2.03 Stocked new and unused material except COE and specific estimate jobs, should be returned to MDC, using the Form SW-6913. (See Section 745-011-902SW.)

NOTE: "New or unused" means that the item is in its original shipping carton with original unbroken seal.

3. PREPARATION OF THE RETURNED MATERIAL NOTICE  
(RMN FA Form SW-6381)

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3.01 RMN FA Form SW-6381 shall be prepared in the following manner:

- (a) Complete the ship to location to which the material is being returned.
- (b) Enter the title and complete address of the person responsible for returning the material.
- (c) Enter the number of boxes, bundles, or cartons to be returned.
- (d) Enter the Authority Number, R.M.N. number, page number, number of pages, date shipped and the carrier handling the shipment.
- (e) Include telephone number. (See Paragraph 4.05.)

3.02 When an item is being returned, enter the complete description, code number, and list number, if applicable, in the description portion of the RMN, (FA Form SW-6381) and PID (Product Identification Number-9 Digit). Carefully count the items of each type, description, and show the quantities in the respective column.

3.03 Functional Accounting information shall be entered as follows:

- (a) Responsibility Code-Originating - enter the responsibility code of the organization originating the RMN (FA Form SW-6381) and normally to be credited with the returns.
- (b) Location Code - enter the location code of the organization to be credited with the returns.
- (c) Environment Code (EC) - enter if an EC has been assigned.
- (d) CPR (Accounting FA only) -
  - 1. When a field account code (C,X,M,R) is shown in column headed "Function or Account Code to be Credited," an entry may be required in CPR space.

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2. When a function code is shown in column headed "Function or Account Code to be Credited," the function code shall be preceded by an F.

(e) Responsibility Code-Charged - enter the responsibility code of the organization to be credited with the returns if different than the responsibility code-originating, otherwise leave space blank. A prepared RMN (FA Form SW-6381) is provided in Exhibit 2.

NOTE; If a TCS is originating the RMN (FA Form SW-6381), the Responsibility Charged "must" be completed. This "cannot" be a Material Management Responsibility code.

#### 4. PACKING

- 4.01 Return Materials sent to the MDC, Dock # 2 should be on pallets. Do not ship in hampers.
- 4.02 Provide adequate protection for the material or equipment to be shipped. Proper packaging will facilitate handling, lessen physical loss and reduce damages which result in high repair costs.
- 4.03 If possible, use packing material salvaged from incoming equipment cabinets, data sets, booths, etc. for use in returning like items to the MDC.
- 4.04 Prepare a label (SW-9571) or a tag (SW-9572) for each piece, container or bundle (See Exhibit 4). Show on the label or tag the R.M.N. number(s) and number of pieces in shipment. Serially number all containers beginning with No. 1.
- 4.05 Enter on RMN (FA Form SW-6381) the number of containers, bundles, etc. Show shipping date and name of carrier. Be sure to put your signature, date and telephone number on the RMN (FA Form SW-6381).
- 4.06 Place the original copy of the RMN's (FA Form SW-6381) on container No. 1. Label in the "Packing Slip" envelope. (MUST BE VISIBLE) (See paragraph 5.05)

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5. SHIPPING VIA COMMON CARRIER

- 5.01 Return shipments should normally weigh 100 lbs. or more to benefit from freight rates.
- 5.02 Prepare FA Form SW-6152A, Bill of Lading (B/L), listing under the correct freight classification, the containers in the shipment. Preparation of this form provides a field receipt from the carrier for the shipment. Be sure empty crates, hampers, reels, etc. are properly listed to take advantage of special rates granted for return of empty containers. Sign the B/L as provided in two places. (See Section 744-001-901SW PREPARATION AND DISTRIBUTION OF BILL OF LADING for detailed instructions.)
- 5.03 Material returned to the Materials Distribution Center or the MARC Center should be shipped freight charges collect, marking the appropriate block on the Bill of Lading. The line on the Bill of Lading indicating "Mail Freight Bill To" should be completed with the following information "TDSI- Southwestern Bell, P.O. Box 5830, St. Louis, Mo. 63134."
- 5.04 Request carrier to pick up shipment and obtain signature of carrier's agent on the B/L. Copies of the Bill of Lading should be distributed as follows:
- (a) The original copy, after the items have been receipted for by the carrier's agent and signed by the shipper, should be retained by the shipper for a period of three years.
  - (b) The duplicate or second copy, also carrying the signatures of both shipper and agent, shall be given to the carrier's agent as the shipping order.
  - (c) The triplicate or third copy shall also be given to the carriers agent as a copy to be attached to carrier's freight bill when submitted for payment.
  - (d) The fourth copy shall be forwarded to Asst. Mgr., Traffic Control, 500 N. Broadway, Room 800, St. Louis, Missouri 63102.

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- 5.05 Copies of the RMN (FA Form SW-6381) should be distributed as follows:
- (a) Affix the original copy visibly, on pallet No.1, in the "Packing Slip" envelope. (See Paragraph 4.06.)
  - (b) Affix copy two visibly on pallet number two in the packing slip envelope.
  - (c) Affix copy three visibly on pallet number three in the packing slip envelope.
  - (d) Affix copy four visibly on pallet number four in the packing slip envelope. If more than four pallets, complete a separate RMN (FA Form SW-6381) and follow a through d. This will aid in identifying materials and users for proper credit if applicable.
  - (e) Retain the duplicate of copy four in your file for reference and proof of delivery for a period of three years.
- 5.06 Locations served by contract haulers must establish security measures and receipting arrangements adequate to ensure protection against loss and theft.

6. MATERIAL RETURNED TO THE MATERIALS DISTRIBUTION CENTER

- 6.01 The Warehouse Operations group will forward RMN's (FA Form SW-6381) covering returns to the Information Center for filing.
- 6.02 The Warehouse Operations group will review the shipment, packing and general conditions to see that adequate protection is provided.
- 6.03 The Warehouse Operations group will notify the TCS/Field location regarding faulty packing found upon receipt of shipment.

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EXHIBIT 3  
CATEGORY LABEL SW-6914

SHIP TO: <b>SOUTHWESTERN BELL TELEPHONE</b>
1325 Cornell Road (Dock #2) <span style="float: right;">Lancaster, Texas 75134</span>

DATE SHIPPED \_\_\_\_\_ NUMBER OF CARTONS THIS CATEGORY \_\_\_\_\_  
 RMN NO. \_\_\_\_\_

SECTION 1 - CHECK APPROPRIATE BOX	SECTION 2 - CHECK APPROPRIATE BOX
<input type="checkbox"/> OCS - TELSETS <input type="checkbox"/> DATA/TELETYPE	<input type="checkbox"/> NEW AND UNUSED
<input type="checkbox"/> COIN	<input type="checkbox"/> UNREPAIRED
<input type="checkbox"/> NDS	
<input type="checkbox"/> OTHER SPECIFY: _____	

- FROM -

CREDIT AUTHORITY NO. \_\_\_\_\_ CREDIT RCC \_\_\_\_\_  
 NAME/TITLE \_\_\_\_\_  
 STREET \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 LOCATION CODE \_\_\_\_\_ TEL. NO. \_\_\_\_\_

OTHER RELATED RETURN DOCUMENTS ENCLOSED  
 IN PACKING ENVELOPE ATTACHED TO OUTSIDE PACKAGE. SW-6914  
(Rev. 12-88)

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EXHIBIT 4  
SHIPPING TAG



BSP SW 745-011-901

Form SW-9572  
(Rev 7-85)

**SOUTHWESTERN BELL  
TELEPHONE COMPANY**

**FROM:** \_\_\_\_\_

Title: \_\_\_\_\_ Loc. Code \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(Check (✓) only one item per form)

- Material returned on claim.
- New/Unused Material returned for credit, subject to approval.
- Material returned on engineering complaint No. \_\_\_\_\_
- Material returned for credit and repair (Rubber gloves, blankets, etc.)
- Recovered IW cable, cable connectors.
- Used telephone set cords (visibly good).
- Scrap frame wire.
- Other scrap wire or cable.
- Other

Shipm't Consists of: \_\_\_\_\_ Bundles \_\_\_\_\_ Coils \_\_\_\_\_ Containers  
\_\_\_\_\_ Reels

This is Pkg. No. \_\_\_\_\_ of \_\_\_\_\_ Pkgs. R.M.N. No. \_\_\_\_\_  
S.R.N. No. \_\_\_\_\_

— TO —

MATERIALS DISTRIBUTION CENTER OR  MARC CENTER

\_\_\_\_\_  
CITY STATE ZIP

Attn: \_\_\_\_\_

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