

MATERIALS MANAGEMENT HARDWIRED REUSE  
 FUNCTIONS FOR NETWORK ENGINEERING MATERIAL

OPERATING PROCEDURES

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1. GENERAL

1.01 This practice covers and describes procedures associated with the TELCO controlled warehousing and movement of Hardwired Network Engineering Material for reuse.

1.02 When this practice is reissued the reason(s) for reissue will be specified in this paragraph.

2. COMPARISON OF RESPONSIBILITIES

2.01 The Warehouse Supervisor (Materials Management) is responsible for receiving, storing, and shipping of hard-wired equipment. Transportation, hauling and hoisting arrangements, will be made by the Warehouse Supervisor when directed by the Network Engineering Reuse Coordinator. If any problems are identified, the Warehouse Supervisor and Reuse Coordinator should coordinate and resolve them immediately.

2.02 The Reuse Coordinator is responsible for the management of the removal, Intra-Company reuse and Final Retirement of the Central Office Equipment to be stored at the Warehouse location.

2.03 This practice works with BSP Section 790-100-907SW and covers those items displaced under account (122-14) and to be stored in a TELCO controlled warehouse.

3. USE OF THE CENTRAL OFFICE EQUIPMENT FORM SW-6508 FOR REMOVAL AND STORAGE.

3.01 Exhibit 1 depicts the entries to be completed on the SW-6508 by the Removal Engineer or under local agreement this information could be supplied to the warehouse via a copy of the Material Transfer Report (SW-5015) Exhibit 2. In either case the above forms should precede the actual equipment to the warehouse by 30 calendar days to ensure availability of storage space.

The items to note on Exhibit 1 are:

- (1) Area - Engineering Area of responsibility.
- (2) Sheet \_\_\_\_\_ of \_\_\_\_\_ - Number of total pages that fully identify this one main item.
- (3) Stock No. - A unique stock number (numerically assigned by reuse engineer or warehouse supervisor).
- (4) Equipment identity - The "J" Drawing and List or noun name for the material.
- (5) E/W Qty. - The identity of the "equipped with" material and associated quantities.
- (6) Eqpt. Rmvd. From: - The vendors removal order number.
- (7) Telco Order No. - The TELCO Requisition Number for the removal job.
- (8) Start Date - The removal job start date will be helpful to the Warehouse Supervisor in planning the equipment arrival.
- (9) Location - The location of the removal order listing the city, state and office.
- (10) M.T.R. - Any M.T.R., R.M.N., or Purchase Order number that is associated with this material should be identified here.
- (11) Originator - Name & Telephone Number of the Reuse Coordinator responsible for equipment and date the form was originated.

3.02 The copy of the Material Transfer Report used to fill out the SW-6508 for the Engineer should be retained by the warehouse in a separate file and filed by Reference Number for future use.

3.03 Exhibit 2 items for entry on the SW-6508 are as follows:

- a) Telco order number
- b) Vendor order number
- c) Equipment identity
- d) Equipped with items and quantity
- e) Material Transfer Report reference number
- f) Originator
- g) Phone number
- h) Location

4. WAREHOUSE RESPONSIBILITIES FOR FORM SW-6508 USE WHEN REUSE EQUIPMENT IS RECEIVED.

4.01 When the equipment arrives, it will be verified against the SW-6508 by the responsible warehouse person. Exhibit 3 depicts the lines on parts two and three to be completed by the warehouse. If the warehouse originates the SW-6508 all three parts will be completed.

- (12) Date Received - Date equipment received at the warehouse.
- (13) Recv'd By - Name and telephone number of the warehouse person who verified receipt of material.
- (14) Whse. Storage Loc. - The internal warehouse location where the equipment is stored.

4.02 When the above information is completed by the warehouse personnel, the second part will be sent back to the engineer to confirm the receipt and storage of the equipment.

4.03 The third part of the form (SW-6508) will be a card copy which is retained at the warehouse as a locator card for the equipment. The warehouse should file the SW-6508 by stock number for future use.

4.04 If under local agreement the Material Transfer Report method is used, the warehouse will retain copy one of the SW-6508 in anticipation that the same method will be used for eventual shipping information.

5. NETWORK REUSE ENGINEER'S DECISION  
TO SHIP STORED EQUIPMENT

5.01 Exhibit 4 depicts the information furnished by the Reuse Engineer to initiation a transfer of equipment from the warehouse to the Central Office on part number two.

5.02 NOTE: Entries to be completed by the engineer initiating the transfer.

(15) Proposed Ship Date - The ship date requested by the engineer to ship material to the field.

(16) Vendor Order No. - The vendor order number or addition order on which this equipment will be reused.

(17) Telco Order No. - The TELCO requisition number which corresponds with the above vendor number.

(18) R.M.N./M.T.R. No. - The R.M.N. (Return Material Notice) or M.T.R. (Material Transfer Request) whichever is applicable, associated with this addition order number.

(19) Purch. Ord. No. - The purchase order number if applicable.

(20) City - The street address, city, state, and office where the equipment is to be shipped.

5.03 The above information may under local agreement be supplied to the warehouse via a Material Transfer Report which refers to the attached SW-6508 or Photo Copies of SW-6508 depicting the items to be shipped along with the proposed ship date in the explanation box of the Material Transfer Report. See Exhibit 5. The above forms should be forwarded to the warehouse 30 calendar days prior to the proposed ship date to insure that transportation and workforce requirements are coordinated.

6. WAREHOUSE SHIPPING RESPONSIBILITIES

6.01 When the "bottom half" of the second part is completed by the Reuse Engineer (Exhibit 4) and forwarded to the warehouse, the warehouse personnel will note the top-half information and select that item from stock. Pull the third part from the warehouse file and update it with all of the new information the Engineer has supplied on Exhibit 4 and the information you will supply on Exhibit 6. The top-half information is vital to any transaction initiated on the bottom-half and the two should never be separated.

6.02 Exhibit 6 depicts the final entries to be completed by the warehouse;

(21) The date equipment shipped and the name and telephone number of the responsible warehouse employee.

(22) B/L No. - The Bill of Lading number.

(23) Carrier - The carrier used for transportation to the Central Office (Common carrier name, contract carrier name or company truck).

6.03 The completed second part will now be mailed back to the responsible engineer by the warehouse personnel. The updated third part will be filed at the warehouse in a separate file by stock number representing all items which have been shipped from the warehouse.

6.04 If the local agreement is to utilize the Material Transfer Report procedure for this function, the warehouse will utilize the extra copy of the SW-6508 to inform the Engineer when the shipment is made. A completed SW-6508 as depicted in Exhibit 6 will be forwarded to the Engineer.

#### 7. FILING OF THE SW-6508

7.01 It is suggested that the Warehouse personnel file this form by the stock number and retain two separate files. One file for equipment in the warehouse and one file for equipment that has been shipped.

7.02 The Reuse Engineer should file the SW-6508 by equipment identity for future reference.

7.03 The Reuse Engineer should refer to the stock number when corresponding with the warehouse.

7.04 Whatever the local agreement dictates, an effective cross reference file of SW-6508 and Material Transfer Reports should be maintained for future use.

#### 8. CONTAINER IDENTIFICATION LABEL SW-6081

8.01 Exhibit 7 is a copy of the three by five inch yellow label which will identify every box placed on the storage shelf and be filled out by the person who stores that item. This label should be placed so it is visible from the aisle.

8.02 Items to note on Exhibit 7 are:

(24) Stock No. - The unique stock assigned to that box of equipment by the Reuse Engineer or Warehouse Supervisor.

(25) Whse. Storage No. - The warehouse storage location assigned by the receiving warehouse person.

(26) Equipment Identity - Equipment identity of the main item. (Equipped with items (E/W) do not need to be identified on the yellow label.)

8.03 The flow chart Exhibit 8 is to assist you in understanding the distribution of the SW-6508 Form.

#### 9. INVENTORY FORM FOR IDENTICAL MATERIAL

9.01 To facilitate the use of one SW-6508 form when stocking mounting plates or switches that have identical material description, vintage and value the SW-6767 form should be originated simultaneously. The SW-6767 form will only be used when five or more items meet the above criteria.

9.02 The form SW-6767 will be referred to on the top portion of the SW-6508 when items are listed for warehouse storage (See Exhibit 9). Use of the SW-6767 Exhibit 10 will save on handling more SW-6508 forms than necessary. Several lines of the SW-6767 take care of numerous transactions and will extend the use of one SW-6508.

9.03 The engineer will then be able to initiate transactions shipping part of these items to the ship to address mailing a photo copy of the SW-6508 to the warehouse supervisor showing a quantity to be shipped (See Exhibit 11). The warehouse supervisor will update the warehouse part of the SW-6767 and the photo copy of the SW-6508 filling in the date shipped, Bill of Lading and Carrier. The warehouse will then update their file copy of the SW-6767 (see Exhibit 12) and return the photo copy of the SW-6508 to the Engineer to show the transaction is complete. The engineer's SW-6767 can then be updated and both parties will have the new available balance.

9.04 This process also, under local agreement, may be accomplished by use of the Material Transfer Report.

#### 10. BILL OF LADING

10.01 It is recommended that a FASW-6152A be completed per Southwestern Bell Practice 744-001-901SW. This is an important document that should contain correct, legible information to enhance prompt delivery, accurate billing, and sufficient information should a claim be necessary. The originator of this form will be whoever the Network Engineer designates responsible for transportation arrangements for that particular order.

10.02 A bill-of-lading should accompany all contracted as well as non-contracted deliveries of C.O.E. Signatures for receipt of the material by the warehouse for a removal order or by the C.O. personnel for a reuse order will appear on the SW-6765 and SW-6766 Hauling and Hoisting Order as well as the supplier freight bill.

10.03 The carrier agent, in many cases the truck driver for the hauling and hoisting firm, will sign the bill-of-lading. The carrier agent's signature will be our receipt for turning over C.O.E. for delivery.

10.04 The originator will be responsible for retaining the top part of the SW-6152A.

10.05 The Bill of Lading should be checked freight cargo collect or prepaid whichever is applicable. The Freight Bill payment group will authorize payment for services rendered. All C.O.E. material should always be listed as "Switchboards or Switchboard Parts, NOI" see Exhibit 13.

10.06 The following information will be entered on the Bill of Lading as shown on Exhibit 13:

1. Name of Carrier - Name of carrier providing transportation.
2. Carrier Number - To be filled in by carrier's agent
3. Shipper's Number - A preprinted number.

4. Date - Date the shipment is received for by the carrier's agent.
5. Consigned To - Name and address where the material is being shipped.
6. Destination City - City, State, Zip Code, and County where the material is being shipped.
7. Shipper - The City, State, Zip Code, and County from where the material is being shipped.
8. Route - The warehouse will leave this blank. The carrier will use this space if two or more carriers are involved.
9. Vehicle Initials and No. - Used only when a rail shipment constitutes a carload.
10. Seal No. - Seal number or serial number, if a seal is used.
11. Freight charges - Either Collect or Prepaid may be utilized depending on local agreements with Network Engineer.
12. Mail Freight Bills To - Southwestern Bell Freight Bill Payment; P.O. Box 78025; St. Louis, Missouri 63178.
13. RCO - The Responsibility Code of originating organization.
14. RCC - Responsibility Code of organization to be charged.
15. ENV - Environmental Code of the organization to be charged.
16. Location Code - Location Code of the organization to be charged.
17. EST, RO, CWO, KCO - The Estimate number, Routine Order, Custom Work Order or Keep Cost Order number to be charged.
18. Function or Account Code - Function or Account Code to be charged.
19. CPR - Continuing Property Record Number only used when provided by Engineer.
20. RMN No. - For reference to the associated Return Material Notice or Material Transfer Report if applicable.
21. No. Pkgs - Number of packages, kinds of packages, such as boxes, pallets, cartons, or pieces, and total weight of those items or that line.
22. Total pieces - Total number of packages listed on form.
23. Total dunnage - not applicable unless material is shipped unpackaged.
24. Total Pallets - Total pallets supporting the items listed on form.

25. Total weight - Combined weight of items listed on form.
26. Signature and address of employee shipping the material.
27. Signature of carrier agent representative.

11. TRANSPORTATION

11.01 This Section covers and describes procedures associated with the movement of Central Office equipment (C.O.E.) between Telco Warehouse and a Central Office (C.O.). Control of warehouse space and delivery schedules will be coordinated between the Warehouse Supervisor, Reuse Engineer, and the Installer or Network Central Office Operations Supervisor. The person initiating the forms SW-6765 Exhibit 14 will be responsible for contacting the contracted Hauling and Hoisting supplier and coordinating the time and date of shipment.

11.02 The Warehouse Supervisor will determine from information supplied by the Engineer, the warehouse space required and the proposed storage interval.

12. COORDINATION

12.01 The Network Reuse Engineer is responsible for requesting coordination for the equipment that requires special handling between the Warehouse Supervisor and the Installer or Network Central Office Operations Supervisor.

12.02 The Installer or Network Engineer has the responsibility, together with the Warehouse Supervisor, to ensure sufficient time is allowed for identifying and arranging for necessary transportation of the equipment in a timely manner to meet the on-job date and/or job completion dates.

12.03 The six part form SW-6765 and SW-6766 overflow Form will be the vehicles used to accomplish the coordination for pick up and delivery of this equipment by a contracted hauling and hoisting vendor.

13. USE OF HAULING AND HOISTING SERVICES

13.01 Those items selected by the Installer or Network Central Office Operations Supervisor as requiring special handling will be the topic of this section. They are the large and/or excessively heavy items that cannot be easily moved, loaded on elevators or carried upstairs and those requiring hoisting to multi-floored Central Offices.

13.02 Exhibits 14 and 15 represent the SW-6765 Form and the SW-6766 which should be originated by the Warehouse Supervisor when equipment requiring special handling has been identified by the Installer or Network Central Office Operations Supervisor. Identification of this equipment might be simply marking the equipment cartons, providing a signed list identified by spec and material item number or assisting the warehouse personnel in filling out the SW-6765 form. For simplicity the Term "Hauling and Hoisting Order" will be used to describe the use of the SW-6765 and SW-6766.

13.03 Exhibit 16 depicts the usage and flow of the Hauling and Hoisting Order forms for a removal order from the C.O. to the Telco Warehouse.

13.04 Exhibit 17 depicts the usage and flow of the Hauling & Hoisting Order form from the Telco Warehouse to the C.O. for an application of reuse C.O.E.

13.05 In both cases the Hauling and Hoisting vendor is responsible not only for the equipment but also the distribution of the Hauling and Hoisting Order Forms and vendors invoice for bill payment.

14. USE OF THE HAULING AND HOISTING ORDER FORMS FOR C.O.E. MOVEMENT FROM THE TELCO WAREHOUSE TO THE C.O.

14.01 Exhibit 18 depicts the information necessary for the supplier to move the material listed from the Telco Warehouse to the C.O. Items to note on Exhibit 18 are:

1. RCO - The originating organization responsibility code.
2. RCC - The responsibility code of the organization to be charged.
3. ENV - Environmental code of the organization to be charged.
4. LOC Code - Location code of the organization to be charged.
5. Engr. Area - The Engineering Area or section responsible for transaction.

6. Date - The date the form was originated.
7. RMN No./Order No. - The Return Material Notice (RMN) number or the Order number associated with this transaction.
8. Supplier - The suppliers name who will be providing the service.
9. Pick Up Point - The address from where the material will be picked up.
10. Loading Platform - This section assists the carrier in determining if this shipment out of the facility will require special handling equipment or personnel.
11. Hoisting Required For - This section will be used to identify any material which should require hoisting.
12. Deliver To - The Name/Title, and address to which the material will be shipped.
13. Loading Platform - This section assists the carrier in determining if the receiving facility will require special handling equipment or personnel.
14. Material To Be Delivered On Job Site - If special delivery arrangements are required this section should be completed appropriately.

15. Total No. of Items - This section should be completed to include the total number of items in the shipment, total weight of the shipment, the heaviest piece of material being shipped and if the weight was determined on Public Scales.

16. Approved By - The name and title of the employee responsible for shipment.

17. Identity of Items Requiring Special Handling - This section should be completed for each piece of material being shipped and should include all requested information.

18. Remarks - Any necessary remarks or special instructions for the vendor.

14.02 The Hauling and Hoisting Order consists of a six part form.

When all the information on the Hauling Hoisting Order is completed and the equipment is ready for shipment, the warehouse is to remove part six "Warehouse Copy (in transit)" and file it with the Bill of Lading. This file will be helpful for reference until the job is complete or in the event of a claim filed against the supplier. Part five will be forwarded to the responsible Network Engineer.

14.03 At this time, the Hauling and Hoisting supplier will load, transport and deliver as prescribed in the contract, the C.O.E. to the Central Office as directed on the Hauling and Hoisting Order.

14.04 When the responsible person at the Central Office receives the C.O.E. from the supplier, a physical inspection will be made of that equipment for damage as well as accuracy. Only when all the equipment has arrived at the prescribed destination will the Network Central Office Operations Supervisor or Installation Supervisor sign and date the bottom of the Hauling and Hoisting Order form.

14.05 At this point, the Central Office person will remove part three of the Hauling and Hoisting order and file it in the job folder. Parts one, two and four will be retained by the transportation supplier and used for preparing the invoice.

14.06 A three part detailed invoice will be distributed by the supplier for payment. An original invoice will be forwarded along with the original (part 1) Hauling and Hoisting Order to the SWBT Freight Bill Payment Center. The second part of the invoice will be forwarded with the fourth part of the Hauling and Hoisting Order to the originating Materials Management warehouse organization who will verify the charges rendered by the supplier. Part three of the invoice will be forwarded to the Network Engineer, who has five working days from receipt of the bill to call the Freight Bill Payment Center on (314) 247-1125 if a discrepancy is discovered. Part two of the Hauling and Hoisting Order will be retained by the supplier.

14.07 If neither the Network Engineer nor the Materials Management organization respond to the contrary within the five working days, the SWBT Bill Payment Group will pay the invoice for services rendered.

14.08 Any discrepancies in billing will be resolved by the freight bill payment center. Services problems should be referred to the Local Purchasing Organization.

15. USE OF THE HAULING AND HOISTING FORMS FOR C.O.E. MOVEMENT FROM THE CO. TO THE TELCO WAREHOUSE

15.01 Exhibit 16 depicts the flow of a Hauling and Hoisting order for movement of C.O.E. from the Central Office to the warehouse.

15.02 The Hauling and Hoisting order (SW6765) should be completed by the Central Office person responsible for the removal and shipment of this material to the warehouse for storage.

15.03 The Hauling and Hoisting form should be completed as described in Paragraph 14.01 and shown on Exhibit 18.

15.04 The Hauling and Hoisting Order is a six part form (Exhibit 14). When all the information on Exhibit 18 is completed and the removed equipment is ready for the Hauling and Hoisting suppliers handling, the third part "Job Folder Copy" will be removed and filed in the job folder by the responsible Central Office person. Part five the "Engineer Copy" will be removed and forwarded to the responsible Network Engineer.

15.05 The contracted Hauling and Hoisting supplier will load, transport and deliver as prescribed in the contract, the C.O.E. to the Materials Management warehouse as directed on the Hauling and Hoisting order.

15.06 The responsible Materials Management Warehouse person will sign and date the bottom of the Hauling and Hoisting order form after all material has been verified for accuracy or damage. The Warehouse will remove part four "Warehouse Copy (Delivered)" and six "Warehouse Copy (In Transit)" and file them in the received file. At this point, the SW-6508 may be initiated and Sections 3 and 4 of this practice may be referred to.

15.07 Parts one "Bill Payment Copy" and two "Vendor's Copy" will be retained by the transportation carrier and used for preparing the detailed supplier's invoice.

15.08 A three part detailed invoice will be distributed by the carrier for payment. An original invoice will be forwarded along with the original (Part 1) Hauling and Hoisting Order to the SWBT Freight Bill Payment Center. The second part of the detailed invoice will be forwarded to the Materials Management Group who will verify the charges rendered by the supplier. Part three of the invoice will be forwarded to the Network Engineer. Part two of the Hauling and Hoisting Order will be retained by the supplier.

15.09 If neither the Network Engineer nor the Materials Management organization respond to the contrary, the SWBT Bill Payment Group will pay the invoice for services rendered.

15.10 Any discrepancies in billing will be resolved by the freight bill payment center. Service problems should be referred to the Local Purchasing Organization.

16. TRANSPORTATION CLAIMS

16.01 Potential claims of either non-delivery, shortage, loss or damage, will be initiated by the Warehouse Supervisor, Network Central Office Operations or Installer. It is suggested that a phone call, describing the problem, be made immediately to the responsible Network Engineer. This will be followed by initiating a Report of Unsatisfactory shipment describing the nature of the claim and a call to the Carrier's office requesting an official inspection.

16.02 It is very important that the Consignee (person receiving the questionable shipment) sign the vendor's Freight Bill and note any discrepancy.

16.03 The Network Engineer should know whether or not a claim against the Transportation vendor is necessary, the exact nature of the claim and be ready to take responsibility for the following procedures.

16.04 The first step in filing a claim is to assign a unique Claim Number. This may be accomplished by utilizing a block of numbers starting with:

E-STL-001-85 for the St. Louis network

E- would represent an Engineering claim

STL- would identify the St. Louis area

001- would be the first claim of the year

85- would signify the year

16.05 The second step will be to call the Southwestern Bell Telephone Transportation Claims organization and talk to the Tracing Expediting Clerk on 314-247-1763 or 314-247-1764 to initiate a tracer for non-delivery, shortage or loss.

The following information will be requested:

1. Order number
2. Consignee (who it was shipped to)
3. Destination (consignee's address)
4. Supplier (person who shipped the material)
5. Origin (supplier's address)
6. On Job Date
7. Route (Carrier's name)
8. Tracer Request received from and telephone number (caller's name and number)
9. Pieces (total number of pieces involved in the shipment, not just those in question)
10. Weight (total weight of shipment, not just items in question)

11. Material (description of material)
12. Notify (Engineer's name, business phone number and address)
13. Bill of Lading Number
14. Date of the Bill of Lading

The above information is important because in many cases shortage or non-delivery problems can be resolved by the Transportation Claims Supervisor before additional documents are needed.

16.06 Exhibit 19 shows the supporting documents necessary to initiate a claim. The Engineer is responsible for Lines 1 through 14 and the Transportation Claims Group is responsible for Lines 15 through 20 listed on Exhibit 19. A brief explanation of those documents are:

1. Hauling and Hoisting Order - a copy of the signed SW-6765 and SW-6766 used in the transaction.
2. Report of Unsatisfactory shipment - a copy of the report sent by the Consignee (Exhibit 20). Blank forms are on the back of the Warehouse Copy (Delivered) Form SW-6765.
3. Consignee Copy of Freight Bill - the original consignee copy of the freight bill signed, dated and specifying the nature of the claim.
4. SW 6508 or Packing Slip - copy of the Central Office Equipment Inventory form or a packing slip supporting the movement of equipment.

5. Official Inspection letter - a copy of the letter Exhibit 21 supporting original call to the Carrier. This should be written and mailed to the Carrier within three working days of the initial call from the Consignee if an official inspection is denied.
6. Carrier Inspection Report - copy of official report supplied by the carrier on damage claim only.
7. Copy of previous claim correspondence - any previous letters, memos of ongoing problems with the carrier that might be beneficial to this claim.
8. Supporting Photographs - Instant print pictures supplied by the Carrier's Inspector or if necessary photos taken by the Consignee to support damage claim.
9. Consignee Statement of Concealed Damage - a copy of a signed and dated letter describing what the consignee found when the concealed damage was discovered.
10. Repair Bill Itemized - a copy that shows the exact dollar figure necessary to correct the damage. It may be supplied at a later date. The dollar figure must be accurate for fair claim settlement.
11. Statement indicating material can be repaired or salvaged - Exhibit 22 depicts the format used to describe the type of settlement we are seeking from the carrier.

12. A Certified statement on letter-head stationary which identifies the item lost or damaged and its current market value.
  13. Shipper's Statement - a letter from the person responsible for shipping the material stating the condition of questionable items when they were originally shipped.
  14. Request for Claims Investigation or Adjustment of Shipment - this 2 page letter (Exhibits 23 and 24) identifies the Carrier, Engineer, Claims Supervisor, Accounting information for payment, and items in question.
- 16.07 It is recommended the Network Engineer retain copies of the above items 1 through 14, request copies of 15 through 20 on Exhibit 19 as they become available and file all of the above items under the Claim number.
- 16.08 The completed claims package should be forwarded to:

Southwestern Bell Telephone  
Transportation Claims Supervisor  
500 N. Broadway  
Room 1100  
St. Louis, Mo. 63102

EXHIBIT 1

FORM SW-6508

SW-6508  
(12-84)



Retain 5 years, until

AREA Kansas City 1

# CENTRAL OFFICE EQUIPMENT

SHEET 1 OF 1

DATE RECEIVED / / REC'D BY / / PHONE ( ) STOCK NO. 3 VINTAGE

EQUIPMENT IDENTITY 4

J32311G2 L-20

E/W

QTY.

1 ED 30243-33 G7 5

1 ED 31737-32 G6

VALUE \$

M.T.R./R.M.N. NO. 1E-03-323-AA 10

PURCH. ORD. NO.

ORIGINATOR J. Engineer 11

PHONE (816) XXX-XXXX DATE 3-5-84

WHSE. STORAGE LOC.	FOR INSTALLATION IN:
EQPT. RMVD. FROM:	
VENDOR ORDER NO. <u>754321</u> <u>6</u>	
TELCO ORDER NO. <u>37-754321</u> <u>7</u>	
START DATE <u>3-5-84</u> <u>8</u>	
SPEC NO.	ITEM NO.

LOCATION Kansas City / /  
CITY Kansas City / /  
STATE MO / /  
OFFICE Toll / /

PROPOSED SHIP DATE / / SHIP TO: VENDOR ORDER NO. / / OFFICE / /  
TELCO ORDER NO. / / ADDRESS / /  
R.M.N./M.T.R. NO. / / CITY / / STATE / /

PURCH. ORD. NO. / / PURCH. ORD. NO. / /  
B/I NO. / / CARRIER / /  
SHIPPED BY / /  
PHONE ( ) / /

DATE SHIPPED / /

NOTES:

COPY 1

OFFICIAL FILE COPY if red; retention

FA Form SW5015  
(Rev. 4-80)

Exhibit 2

Sheet 1 of 1 Sheets

**MATERIAL TRANSFER REPORT**  
**REPORT OF TRANSFERS, ADJUSTMENTS AND RECLASSIFICATIONS**  
**LAND, BUILDINGS, AND CENTRAL OFFICE OR LARGE PBX EQUIPMENT**



790-100-5305W

Charge Transportation To:  Removal (Transferred From) Order  Installation (Transferred To) Order

Transferred To (Debit) 222 Anystreet Address (No. and Street) St. Louis, Missouri City and State Zip Code 63043		Transferred From (Credit) Toll Office 333 Street Address (No. and Street) 1st Floor Room No. Kansas City, Missouri City and State Zip Code 64116		Originator's Tel. Number (816) - XXX-XXXX Reference Number: IE-03-323-AA Other Reference: Form No. _____ Date _____ Form No. _____ Date _____	
Marked For: <b>a</b> Quantity 37-754321 Requisition: 37-754321 W.E. Order: 754321 S.P.F.C./E.C. 754321	Est./Order Account S.P.F.C./E.C. 754321	Shipped Via & Carrier's Name No. & Type Container Description of Material or Other Charges Transferred Tax Ratio Composite Factor (6a) or Loading Factor (6b) # Unit Price As Billed (4) Total Material Cost (5) = (1) x (4) Net Amount (Encircle Credits) Material Salvage = (5) x (6a) In Place Cost = (5) x (6b) x (7) Memo Account Indicator Year Placed 100.1 (10) *Source Code *Dept. Code Location Code (11) Expenditure Type Code (14) Account Code (12) Func. Code/Env. Code (15) Responsibility Code Charged (16)	Removal Order 754321 REMOVAL ACCOUNT S.P.F.C./E.C.	Shipped By: _____ Date _____ Received By: _____ Date _____	
PREPARED BY: J. Engineer Title _____ Date _____	JOB ENGINEER: RC-0 _____ Date _____	# INDICATE C For Composite Factor For Estimate Factor E For Office Factor A For Area Factor * Acctg. Use Only			
APPROVED: Initials _____ Date _____ Title _____		FOR USE OF ACCOUNTING DEPARTMENT Month Taken Into Acct. _____ Source Number _____ Pack Number _____			

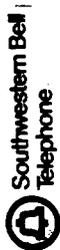
ACCOUNTING DEPARTMENT / JOB FOLDER/INSTALLER COPY/FILE COPY

EXHIBIT 3

FORM SW-6508

SW-6508  
(12-84)

SHEET 1 OF 1



Retain 5 years, until

DATE RECEIVED 3/26/84

AREA Kansas City

# CENTRAL OFFICE EQUIPMENT

REC'D BY P. Quency 13

PHONE (816) XXX-XXXX STOCK NO. 1001

WHSE. STORAGE LOC. D 1 1 9 A 14

EQUIPMENT IDENTITY VINTAGE

EQT. RMVD. FROM: FOR INSTALLATION IN:

J 32311G2 L-20

VENDOR ORDER NO. 754321

E/W

TELCO ORDER NO. 37-754321

QTY. 1 ED 30243-33 G7

START DATE 3-5-84

1 ED 31737-31 G6

VALUE \$

SPEC NO. ITEM NO.

LOCATION CITY Kansas City

M.T.R./R.M.N. NO. 1E-03-32.3-AA

STATE MO

PURCH. ORD. NO.

OFFICE Toll

ORIGINATOR J. Engineer

PROPOSED SHIP DATE

PHONE (816) XXX-XXXX DATE 3-5-84

SHIP TO:

OFFICE

VENDOR ORDER NO.

ADDRESS

TELCO ORDER NO.

CITY

R.M.N./M.T.R. NO.

STATE

DATE SHIPPED

PURCH. ORD. NO.

B/L NO.

NOTES:

SHIPPED BY

CARRIER

PHONE ( )

COPY 1

OFFICIAL FILE COPY if red; retention

SW-6508  
(12-84)

SHEET 1 OF 1



Retain 5 years, until  
DATE RECEIVED  
3/26/84

# AREA Kansas City CENTRAL OFFICE EQUIPMENT

REC'D BY P. Quency PHONE (816) XXX-XXXX STOCK NO. 1001

D 1 1 9 A

WHSE. STORAGE LOC. \_\_\_\_\_  
EQUIPMENT IDENTITY: \_\_\_\_\_  
J 32311G2 L-20

EQT. RMVD. FROM:  
VENDOR ORDER NO. 754321

TELCO ORDER NO. 37-754321

START DATE 3-5-84

SPEC NO. \_\_\_\_\_ ITEM NO. \_\_\_\_\_

LOCATION Kansas City /  
CITY MO /  
STATE To11 /  
OFFICE \_\_\_\_\_

M.T.R./R.M.N. NO. 1E-03-323-AA

PURCH. ORD. NO. \_\_\_\_\_

ORIGINATOR J. Engineer

PHONE (816) XXX-XXXX DATE 3-5-84

VALUE \$ \_\_\_\_\_

PROPOSED SHIP DATE  
8/15/84 15

SHIP TO:

VENDOR ORDER NO. 712345

TELCO ORDER NO. 37-712345

R.M.N./M.T.R. NO. 1E-08-324-AA

PURCH. ORD. NO. 19

B/L NO. \_\_\_\_\_

CARRIER \_\_\_\_\_

SHIPPED BY \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

OFFICE To11

ADDRESS 111 Street

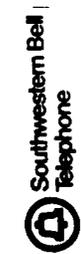
CITY Kansas City STATE MO

NOTES:

COPY 1

OFFICIAL FILE COPY if red; retention \_\_\_\_\_





Retain 5 years, until

DATE RECEIVED  
3 / 26 / 84

# AREA CENTRAL OFFICE EQUIPMENT

Kansas City

SW-6508  
(12-84)

SHEET 1 OF 1

REC'D BY P. Quency PHONE ( 816 ) XXX-XXXX STOCK NO. 1001

WHSE. STORAGE LOC. D 1 1 9 A

FOR INSTALLATION IN:

EQPT. RMVD. FROM:  
VENDOR ORDER NO.  
754321

TELCO ORDER NO.  
37-754321

START DATE  
3-5-84

SPEC NO. ITEM NO.

EQUIPMENT IDENTITY

J 32311 G2 L-20

E/W

QTY.

1 ED 30243-33 G7

1 ED 31737-31 G6

VALUE \$

M.T.R./R.M.N. NO. 1E-03-323-AA

PURCH. ORD. NO.

ORIGINATOR J. Engineer

PHONE ( 816 ) XXX-XXXX DATE 3-5-84

LOCATION  
CITY Kansas City

STATE MO

OFFICE Toll

PROPOSED SHIP DATE

8 / 15 / 84

SHIP TO:

VENDOR ORDER NO. 712345

TELCO ORDER NO. 37-712345

R.M.N./M.T.R. NO. 1E-08-324-AA

PURCH. ORD. NO. 22

B/L NO. 028428

CARRIER

Consolidated

CITY Kansas City STATE MO

OFFICE Toll

ADDRESS 111 Street

21

22

23

SHIPPED BY J. Jones

PHONE ( 816 ) XXX-XXXX

COPY 1

OFFICIAL FILE COPY If red; retention

EXHIBIT 7

**STOCK NO.** 1001 (24) SW-6081

**WHSE.  
STORAGE NO.** D119A (25)

**EQUIPMENT  
IDENTITY** J32311G 2 - L20 (26)

EXHIBIT 8

SW-6508 DISTRIBUTION

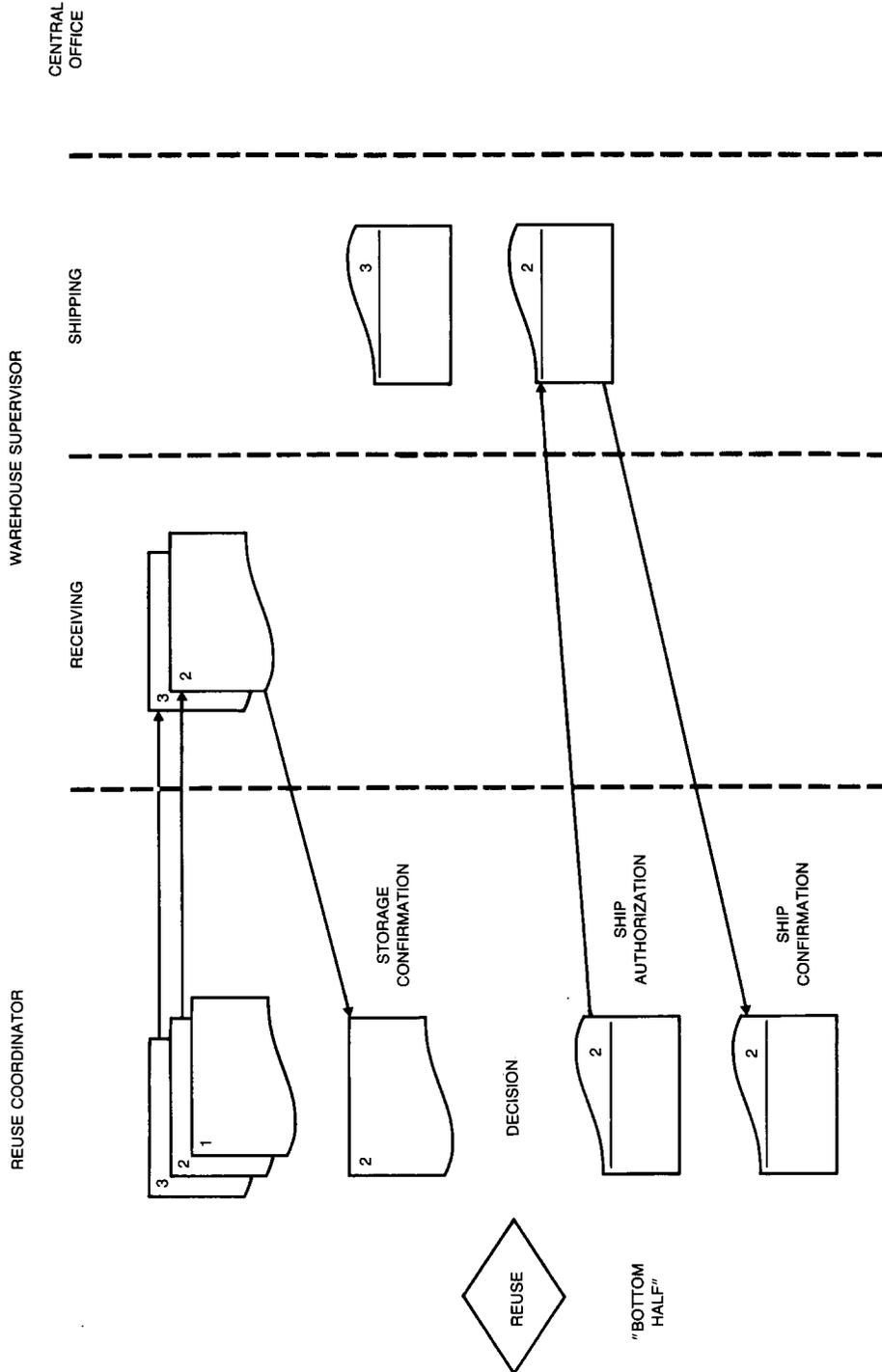
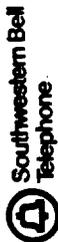


EXHIBIT 9

FORM SW-6508

SW-6508  
(12-84)

SHEET 1 OF 2



Retain 5 years, until \_\_\_\_\_

DATE RECEIVED  
5 / 1 / 84

**AREA** Kansas City  
**CENTRAL OFFICE EQUIPMENT**

REC'D BY P. Quency PHONE ( 816 ) XXX-XXXX STOCK NO. 1002

EQUIPMENT IDENTITY \_\_\_\_\_ VINTAGE \_\_\_\_\_

WHSE. STORAGE LOC. D 1 1 9 B  
See attached SW-6767

FOR INSTALLATION IN:

EQPT. RMVD. FROM: \_\_\_\_\_  
VENDOR ORDER NO. 754322  
E/W For multi-item description  
QTY. and available quantities

TELCO ORDER NO. \_\_\_\_\_  
37-754322

START DATE 4-15-84  
SPEC NO. \_\_\_\_\_ ITEM NO. \_\_\_\_\_

VALUE \$ \_\_\_\_\_

M.T.R./R.M.N. NO. 1E-03-324-AA

LOCATION Kansas City  
CITY \_\_\_\_\_

STATE MO  
OFFICE Toil

PURCH. ORD. NO. \_\_\_\_\_  
ORIGINATOR J. Engineer  
PHONE ( 816 ) XXX-XXXX DATE 4-15-84

PROPOSED SHIP DATE \_\_\_\_\_  
SHIP TO: \_\_\_\_\_  
VENDOR ORDER NO. \_\_\_\_\_ OFFICE \_\_\_\_\_  
TELCO ORDER NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_  
R.M.N./M.T.R. NO. \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

DATE SHIPPED \_\_\_\_\_  
PURCH. ORD. NO. \_\_\_\_\_  
B/L NO. \_\_\_\_\_

SHIPPED BY \_\_\_\_\_  
PHONE ( )

NOTES: \_\_\_\_\_

CARRIER \_\_\_\_\_

COPY 1

OFFICIAL FILE COPY if red; retention \_\_\_\_\_

SW 6767  
(6/84)

SHEET NO. 2

**CENTRAL OFFICE EQUIPMENT - IDENTICAL MULTI-ITEM FORM**



RETENTION PERIOD - 5 YEARS

**EQUIPMENT IDENTITY**

J1A084 DB1 L-1

TOC 7400

IA0 Truck - ESS

STOCK NO. 1002

VINTAGE 1978

VALUE \$ 76.66

	AVAILABLE QUANTITY	M.T.R. REF. NO.	DATE	INITIALS	QTY RCVD.	QTY SHIPPED	REMARKS
STARTING BALANCE	95	1E-03-324-AA	5-1-84	P.O.	95		
TRANSACTION							
BALANCE							
TRANSACTION							
BALANCE							
TRANSACTION							
BALANCE							
TRANSACTION							
BALANCE							
TRANSACTION							
BALANCE							
TRANSACTION							
BALANCE							

OFFICIAL FILE COPY if red; retention

EXHIBIT 11

FORM SW-6508

SW-6508  
(12-84)

SHEET 1 OF 2



Retain 5 years, until \_\_\_\_\_

# AREA Kansas City CENTRAL OFFICE EQUIPMENT

DATE RECEIVED  
5 / 1 / 84

REC'D BY \_\_\_\_\_ P. Quency \_\_\_\_\_ PHONE (816) XXX-XXXX STOCK NO. 1002

WHSE. STORAGE LOC. D 1 1 9 B

FOR INSTALLATION IN:

EQPT. RMVD. FROM:  
VENDOR ORDER NO.  
754322

EQUIPMENT IDENTITY

See attached SW-

E/W For Multi-Item Description

QTY. and available quantities

VINTAGE \_\_\_\_\_

TELCO ORDER NO.  
37-754322

START DATE  
4-15-84

SPEC NO. \_\_\_\_\_ ITEM NO. \_\_\_\_\_

VALUE \$ \_\_\_\_\_

LOCATION  
CITY Kansas City

M.T.R./R.M.N. NO. 1E-03-324-AA

STATE MO

PURCH. ORD. NO. \_\_\_\_\_

ORIGINATOR J. Engineer

OFFICE To11

PHONE ( 816 ) XXX-XXXX DATE 4-15-84

PROPOSED SHIP DATE

5 / 8 / 84

SHIP TO:

VENDOR ORDER NO. 712346

OFFICE To11

QTY. of  
20

TELCO ORDER NO. 37-712346

ADDRESS 111 Street

R.M.N./M.T.R. NO. 1E-03-324-AA

DATE SHIPPED  
/ /

PURCH. ORD. NO. \_\_\_\_\_

CITY Kansas City STATE MO

B/L NO. \_\_\_\_\_

NOTES:

SHIPPED BY \_\_\_\_\_ CARRIER \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

COPY 1

OFFICIAL FILE COPY if red; retention \_\_\_\_\_

SW 6767  
(684)

SHEET No. 2

**CENTRAL OFFICE EQUIPMENT - IDENTICAL MULTI-ITEM FORM**



**EQUIPMENT IDENTITY**

J1A084 DB1 L-1  
 TOC 7400  
 IA0 Trunk - ESS

STOCK NO. 1002  
 VINTAGE 1978  
 VALUE \$ 76.66

AVAILABLE QUANTITY	M.T.R. REF. NO.	DATE	INITIALS	QTY RCVD.	QTY SHIPPED	REMARKS
STARTING BALANCE 95						
TRANSACTION	1E-03-325-AA	5-8-84	J.J.		20	
BALANCE 75						
TRANSACTION						
BALANCE						
TRANSACTION						
BALANCE						
TRANSACTION						
BALANCE						
TRANSACTION						
BALANCE						
TRANSACTION						
BALANCE						

OFFICIAL FILE COPY if red; retention

EXHIBIT 13

FORM FASW-6152A

**Southwestern Bell** **STRAIGHT BILL OF LADING — SHORT FORM — ORIGINAL — Not Negotiable** FASW6152A (4-84)

744-001-901SW RECEIVED subject to the classifications and tariffs in effect on the date of issue of this Bill of Lading.

NAME OF CARRIER: ABC Moving and Storage (1) SCAC: CARRIER'S NO: (2) SHIPPER'S NO: A581204 (3) DATE: (4) / /

CONSIGNEE TO: Joe P. Supervisor (5) XXXX Baxter Rd. STREET ADDRESS

DESTINATION CITY: Ballwin (6) MISSOURI STATE ZIP: 63011 COUNTY: St. Louis County

SHIPPER: SOUTHWESTERN BELL TELEPHONE CO. (7) 222 Anystreet St. Louis Missouri 63043 St. Louis Co.

ROUTE: (8) VEHICLE INITIALS: (9) NO: SEAL NO: (10) CONSOLIDATION NO: FREIGHT CHARGES:  PREPAID  COLLECT (11)

MAIL FREIGHT BILLS TO: (12) Southwestern Bell Freight Bill Payment P.O. Box 78025 St. Louis, Missouri 63178

RCC: (13) SXXXXXXX (14) SXXXXXXX (15) ENVY: (16) AAXXXX (17) EST. NO. CWO. KCO: (18) FUNCTION OR ACCOUNT CODE: (19) CPR CODE (ACCT. FA ONLY): (20) RMY NO:

NO. PKGS.	* KIND OF PKG.	DESCRIPTION OF ARTICLE	WEIGHT	CLASS OR RATE	NO. PKGS.	* KIND OF PKG.	DESCRIPTION OF ARTICLE	WEIGHT	CLASS OR RATE
	BDLS. BOXES	ANCHORS, Guy, Iron			2	ctns.	STRAND Steel Wire	3,000	
	BOXES	ARRESTERS, Lightning or Parts					SWITCHBOARDS or Switchboard Parts, NOI		
	BOXES	BATTERIES, Dry Cell, Not Spent				BOXES	TAPE, Insulating or CLOTH, Insulating, NOI		
	BAGS	BOLTS, Iron NOI				BOXES	TELEPHONE SETS or Parts, NOI		
	BOXES	WASHERS, Iron					TELETYPEWRITERS or Parts, NOI		
		BOOTHES, Telephone, Aluminum, S.U.					TOOLS, NOI		
	BOXES	BOXES, Cable Terminal, Steel or TERMINALS, Cable or Parts					WIRE, Brass, Bronze, Copper or Copper Clad Steel		
	BAGS	BDLS. BRACKETS, Insulator, Wood or PINS, Insulator Wood				COILS	WIRE, Iron, NOI		
	COILS	REELS CABLE, Electric Copper, NOI					STATIONERY:		
	COILS	REELS CABLE, Lead Cov., Copper or CABLE, Lead Cov., Copper, Armd.				BOXES	FORMS, Printed, NOI		
	BOXES	CABLE JOINTS, NOI				BOXES	STATIONERY, NOI		
	BOXES	CLAMPS, Wire Guy Iron					SCRAP, CABLE, COPPER, Lead Covered FOR REMELTING ONLY		
	PCS.	CROSSARMS, Wood or BRACES, Crossarm, Wood					SCRAP, BRONZE OR COPPER FOR REMELTING ONLY (Includes scrap wire or cable not lead covered)		
	PCS.	CROSSARMS, Wood With Braces or Insulator Pins Attached					SCRAP LEAD FOR REMELTING ONLY		
	BOXES	ELECTRICAL Appliances NOI							
	BDLS.	HANDLES, Wooden, NOI O.T. In the Rough							
		LADDERS, Wood and Steel Combined, NOI							
	PCS.	BDLS. PIPE LEAD, Plain							
		BATTERY, Elec. Storage, wat. filled with acid, corrosive material, UN2794:							
		- 100 lbs. or less, act. val. NX \$2.00/lb.							
		- 100 lbs. or less, act. val. exc. \$2.00/lb.							
		- weighing over 100 lbs. each							
	BDLS. BOXES	POLE or TRANSMISSION LINE CONSTRUCTION MATERIAL							
	PCS.	STEEL							
	BOXES	RADIO OR ELECTRONIC FUSES, NOI RELEASED TO VALUE NOT EXCEEDING \$1.50 PER LB.							
	BOXES	RECTIFIERS, NOI							
	BDLS.	RODS, Anchor, Guy Iron							
	BDLS.	SHOVELS, Steel or Wood Combined							
	PKG.	SOLDER, NOI							

TOTAL PIECES (22) 2 TOTAL DUNNAGE (23) TOTAL PALLETS (24) 2 TOTAL WEIGHT (25) 3000 Lbs.

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to Applicable regulations of the Department of Transportation.

This is to certify that destination of empty reels or cylinders or hampers is a point from which filled reels or cylinders or hampers moved by (Rail) (Truck) freight service Charges are guaranteed

SOUTHWESTERN BELL TELEPHONE CO., Shipper  
Per: Joe P. Supervisor  
Permanent Postoffice Address of Shipper: 222 Anystreet (26)

Carrier Agent (27) Per: \_\_\_\_\_  
Agent must sign

The receipted original shall be retained by the shipper. The duplicate shall be retained by the Agent.

RETENTION PERIOD - 3 YEARS RETAINED BY ORIGINATOR OFFICIAL FILE COPY IF RED; RETENTION \_\_\_\_\_

EXHIBIT 14

FORM SW-6765



Hauling-Hoisting Order

SW 6765 6/64

PAGE \_\_\_\_ OF \_\_\_\_

R.C.O. \_\_\_\_\_ R.C.C. \_\_\_\_\_ ENV. \_\_\_\_\_ LOC. CODE \_\_\_\_\_

Engr. \_\_\_\_\_ R.M.N. NO. \_\_\_\_\_  
Area \_\_\_\_\_ Date \_\_\_\_\_ Order No. \_\_\_\_\_

**RENDER BILLING TO** **SOUTHWESTERN BELL FREIGHT BILL PAYMENT**  
**P.O. BOX 78025**  
**ST. LOUIS, MISSOURI 63178**

SUPPLIER

Name \_\_\_\_\_  
Street \_\_\_\_\_  
Address \_\_\_\_\_  
Town, State \_\_\_\_\_  
Zip Code \_\_\_\_\_

Deliver to \_\_\_\_\_  
Street \_\_\_\_\_  
Address \_\_\_\_\_  
Town, State \_\_\_\_\_

Phone No. \_\_\_\_\_  
Loading Platform  Trucking Zone \_\_\_\_\_

Remarks \_\_\_\_\_

Pick up point \_\_\_\_\_

Title \_\_\_\_\_  
Street \_\_\_\_\_  
Address \_\_\_\_\_  
Town, State \_\_\_\_\_  
Zip Code \_\_\_\_\_

Loading Platform  Trucking Zone \_\_\_\_\_ Floor \_\_\_\_\_

Hoisting required for All  Part  (See (below))  
None

MATERIAL TO BE DELIVERED ON JOB SITE

Date \_\_\_\_\_

Between the hours of: \_\_\_\_\_ and \_\_\_\_\_

Total No. of Items \_\_\_\_\_ Total Weight (LBS) \_\_\_\_\_

Heaviest Piece if rate is affected (LBS) \_\_\_\_\_ Weigh on Public Scale

Approved by Name and Title \_\_\_\_\_

Identity of Items Requiring Special Handling.

J and List	Spec	Work Item	Weight (LBS)	Hoisting Required (Y, N)	Floor Destination

(IF MORE SPACE IS NEEDED USE FORM SW-6766)

Received by \_\_\_\_\_ Date \_\_\_\_\_

**BILL PAYMENT COPY 1**

OFFICIAL FILE COPY IF RED; RETENTION \_\_\_\_\_

**VENDOR'S COPY 2**

**DUPLICATE - ADMINISTRATIVE RETENTION ONLY**

**JOB FOLDER COPY 3**

**DUPLICATE - ADMINISTRATIVE RETENTION ONLY**

**WAREHOUSE COPY (DELIVERED) 4**

**DUPLICATE - ADMINISTRATIVE RETENTION ONLY**

**ENGINEER'S COPY 5**

**DUPLICATE - ADMINISTRATIVE RETENTION ONLY**

**WAREHOUSE COPY (IN TRANSIT) 6**

**DUPLICATE - ADMINISTRATIVE RETENTION ONLY**



C.O.E. HARDWARE MOVEMENT FROM MATERIAL MANAGEMENT WAREHOUSE TO CENTRAL OFFICE

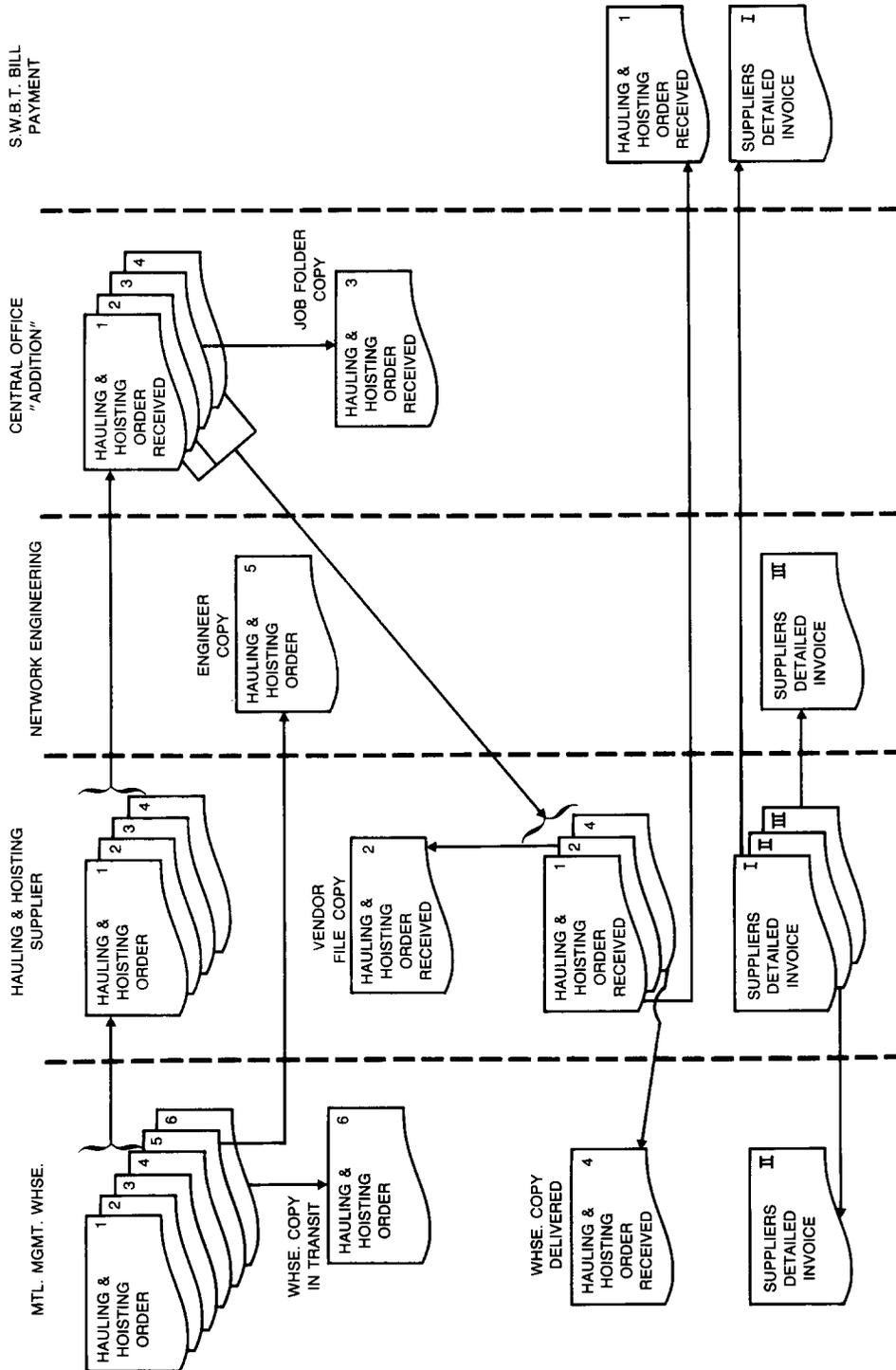


EXHIBIT 17

C.O.E. HARDWARE MOVEMENT FROM CENTRAL OFFICE TO MATERIAL MANAGEMENT WAREHOUSE

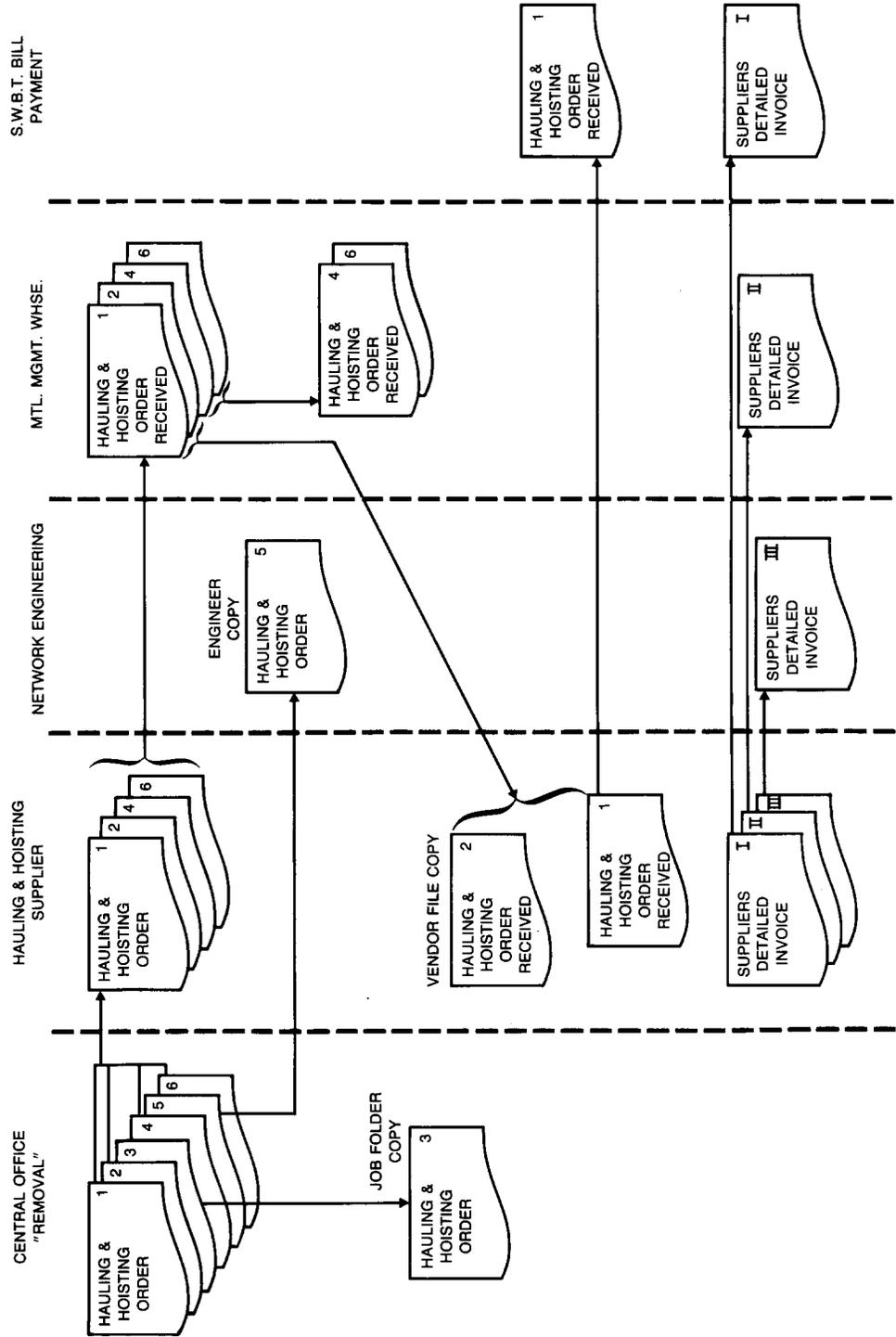


EXHIBIT 18

FORM SW-6765



Hauling-Hoisting Order

SW 6765 (6/84)

PAGE 1 OF 1

R.C.O. SXXXXXXX (1) R.C.C. SXXXXXXX (2) ENV. X (3) LOC. CODE AAXXXX (4)  
 Engr. Area St. Louis (5) Date 6-5-84 R.M.N. NO. 771234 Order No. 7

RENDER BILLING TO

**SOUTHWESTERN BELL FREIGHT BILL PAYMENT**  
**P.O. BOX 78025**  
**ST. LOUIS, MISSOURI 63178**

SUPPLIER

Name ABC Moving & Storage (8)  
 Street 1111 Street  
 Town, State Overland, MO 63XXX  
 Zip Code 12  
 Deliver to Ballwin Central Office  
 Street XXXX Baxter Rd.  
 Address 13  
 Town, State Ballwin, MO 63011  
 Phone No. 314-391-XXXX  
 Loading Platform  13 Trucking Zone

Pick up point Loading Dock #3 Door (9)  
 Title Staff Supv.-Materials Mgmt.  
 Street 222 Anystreet  
 Address 10  
 Town, State St. Louis, MO 64043  
 Zip Code 11  
 Loading Platform  10 Trucking Zone Floor  
 Hoisting required for All  Part  (See (below))  
 None  11

MATERIAL TO BE DELIVERED ON JOB SITE

Date 6-11-84  
 Between the hours of: 8 a.m. and 3:30 p.m. (14)

Total No. of Items 2 Total Weight (LBS) 3,000  
 Heaviest Piece if rate is affected (LBS) 1,800 15 Weigh on Public Scale

Remarks 18

Approved by 16 Name and Title W. H. Supervisor-Staff Supv.-Materials Management

Identity of Items Requiring Special Handling.

J and List	Spec	Work Item	Weight (LBS)	Hoisting Required (Y, N)	Floor Destination
<u>17</u>					
J99335V-1	L-1		1,200	Y	2nd floor
J99335T-1	L-1		1,800	Y	2nd floor

(IF MORE SPACE IS NEEDED USE FORM SW-6766)

Received by \_\_\_\_\_ Date \_\_\_\_\_

BILL PAYMENT COPY

OFFICIAL FILE COPY IF RED; RETENTION \_\_\_\_\_

## EXHIBIT 19

## TO SUPPORT CLAIM FOR TRANSPORTATION BETWEEN A MTL. MGMT. WHSE. AND A C.O.

DOCUMENTS	ENGINEER SUPPLIED INFORMATION			TYPE OF CLAIM		
	NON-DELIVERY	SHORTAGE	DAMAGE	NON-DELIVERY	SHORTAGE	DAMAGE
1. Hauling and Hoisting Order (Copy of all pages)	x	x	x			
2. Report of unsatisfactory shipment	x	x	x			
3. Consignee copy of Freight Bill (signed and designating problem on all copies)		x	x			
4. Central Office Equipment Inventory Form (SW 6508) or Packing Slip		x	x			
5. Official inspection letter	x	x	x			
6. Carrier inspection report (supplied by carrier)	x	x	x			
7. Copy of previous claim correspondence (if applicable)	x	x	x			
8. Support photographs			x			
9. Consignee statement of concealed damage (signed letter of explanation)			x			
10. Repair bill itemized (could be supplied at a later date)			x			
11. Statement indicating material can be repaired or salvaged			x			
12. Certified statement of equipment value	x	x	x			
13. Shippers statement (concealed damage) (letter stating material was good when shipped)			x			
14. Request for claims investigation or adjustment of shipment	x	x	x			
TRANSPORTATION SUPPLIED INFORMATION						
15. Tracer File (SW-1731) (Information taken over the phone)	x	x	x			
16. Bill-of-Lading FASW 6152A	x	x	x			
17. Notice of filing loss and damage	x	x	x			
18. Consignee statement (proof of loss statement)	x	x	x			
19. Claim Form SW 1831	x	x	x			
20. Copy of original paid freight bill		x	x			



EXHIBIT 21



**Southwestern Bell**

Dear Sir:

This official inspection letter confirms telephone conversation dated \_\_\_\_\_ between \_\_\_\_\_ of your office and \_\_\_\_\_ of our office in which a carrier inspection was requested.

CARRIER \_\_\_\_\_

DATE SHIPPED \_\_\_\_\_

PRO NUMBER \_\_\_\_\_

DATE INSPECTION REQUESTED \_\_\_\_\_

DATE CARRIER DECLINED INSPECTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Respectfully yours,

EXHIBIT 22

STATEMENT INDICATING MATERIAL CAN BE REPAIRED OR SALVAGED

STATEMENT OF CLAIM

Date \_\_\_\_\_

Claim Number \_\_\_\_\_

Order Number \_\_\_\_\_

Description of Material \_\_\_\_\_

Total Number of Cartons \_\_\_\_\_ Total Weight \_\_\_\_\_

Point of Origin \_\_\_\_\_

Consigned to: \_\_\_\_\_

Shipped via: \_\_\_\_\_

Pro Number \* \_\_\_\_\_ Car Number \* \_\_\_\_\_

Seal Number \* \_\_\_\_\_ Bill of Lading \_\_\_\_\_

\* To Be Filled in by Transportation Claims Supervisor

Receipt of Material disclosed the following:

\_\_\_\_\_ Non-Delivery \_\_\_\_\_ Shortage \_\_\_\_\_ Damage

If Damaged, Suggested Disposition of Material:

\_\_\_\_\_ Repaired \_\_\_\_\_ Junked \_\_\_\_\_ Retained by Carrier

AMOUNT OF CLAIM

<u>Qty.</u>	<u>Material</u>	<u>Estimated Unit Price</u>	<u>Total</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Salvage Allowance (Repairs of Necessary Material) \_\_\_\_\_

Cost: \_\_\_\_\_  
Labor Cost: \_\_\_\_\_  
Total: \_\_\_\_\_

\_\_\_\_\_  
Name Title Date

EXHIBIT 23

Request For Claims Investigation or Adjustment of Shipment



**Southwestern Bell**

Vendor Name \_\_\_\_\_

S.W.B.T.  
Engineer

Vendor Address \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

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

Street \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Below is shown information regarding shipment.

Claim No. \_\_\_\_\_

Will you please investigate and inform us of the disposition made of the claim.

Req. No. \_\_\_\_\_

Order No. \_\_\_\_\_

S.W.B.T. Transportation Phone  
Claims Supervisor

Transportation Cost: \_\_\_\_\_

Ship To: \_\_\_\_\_

Remarks \_\_\_\_\_

Street \_\_\_\_\_

Return Auth. # \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Expenditure Type Code: \_\_\_\_\_

Responsibility Code-Originating	Responsibility Code Charged	EC	Location Code	Est., RO, CWO, KCO	CPR Code

Claim Items	Quantity	*Reason for Request	Func. Code or Acct. Code	**Disposition Desired by SWBT Co.	Amount of Retribution from vendor
1. _____					\$ _____
2. _____					
3. _____					
4. _____					
5. _____					

Transportation Charges Incurred For Claim Items \$ \_\_\_\_\_

Vendor Retribution Total \$ \_\_\_\_\_

\*E.G. S-Shortage. N.D.-Non-Delivery, DGD-Damaged

\*\*E.G. If Damaged R-Repair J-Junk R.C.-Retained by Carrier If Non-Delivery or Shortage % of Retribution.

EXHIBIT 24

REQUEST FOR CLAIMS INVESTIGATION OR ADJUSTMENT OF SHIPMENT

Remarks

Use Additional Page If This Space Is Not Sufficient

\_\_\_\_\_  
No. of Boxes, Packages, etc., Received                      Did Shipment Show Signs of Rough Handling

\_\_\_\_\_  
Did No. of Boxes, Packages, etc., Agree with Shipping Receipt                      Was Notation of Damage Freight on Express Bill

\_\_\_\_\_  
Was Notation of Shortage Made on Freight or Express Bill

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	<u>Claim Withdrawal</u>		<u>Claim Settled</u>		<u>Disposition Noted</u>
Signed _____	For vendor      Date	Signed _____	For vendor      Date	_____	Date      Claims Coord.

Signed _____	SWBT Tel. Corp.      Date	Signed _____	SWBT Tel. Corp.      Date	_____
Title _____		Title _____		

Claim Settlement Amount \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Note: See Schedule of Authorizations guidelines for the individual authorized to sign for the Claim Settlement Amount.

CLAIMS COORDINATOR FINAL COPY

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