SELL/ORDER UNIT CONVERSION (SOUCN)

CONTENTS

SECTION		PAGE
1.	GENERAL	2
2.	DEFINITIONS	2
3.	RESPONSIBILITIES	5
4.	SELL/ORDER UNIT CONVERSION (SOUCN)	5
5.	ESTABLISHING A SOUCN IN SWIMS	6
6.	FLOW OF AN ORDER WITH A SOUCN APPLIED FOR ROUTINE ORDERS	8
7.	CONFIRMING ORDER ENTRY FOR NON-ROUTINE ORDERS	10
8.	SELL/ORDER UNIT CONVERSION - 1991 ENHANCEMENT	11
9.	ESTABLISHING A SOUCN USING ENHANCED ROUTINE	12
10.	RELATED DOCUMENTATION	15

EXHIBITS		PAGE
1.	SWIMS - ITEM MASTER INQUIRY	16
2.	CAPRI - STANDARD SUPPLY ITEM CONTRACT INFORMATION	17
3.	SWIMS - INVENTORY MASTER MAINTENANCE	18
4.	SWIMS - INVENTORY SYSTEM SUMMARY INQUIRY	19
5.	SWIMS - ITEM MASTER INQUIRY	20
6.	CAPRI - STANDARD ORDERING UNIT ABBREVIATIONS	21
7.	SWIMS - ITEM MASTER INQUIRY	22
8.	CAPRI - STANDARD SUPPLY ITEM CONTRACT INFORMATION	23
9.	SWIMS - INVENTORY SYSTEM SUMMARY INQUIRY	24
10A.	SWIMS - CAPRI & SWIMS SSI UPDATE	25
10B.	SWIMS - CAPRI & SWIMS SSI UPDATE	26
11.	SWIMS - ITEM MASTER INQUIRY	27
12.	SWIMS - CONFIRMING ORDER ENTRY	28
13.	SWIMS - CONFIRMING ORDER ENTRY	29
14.	SWIMS - CONFIRMING ORDER ENTRY	30
15.	SWIMS - CONFIRMING ORDER ENTRY	31
16.	SWIMS - PURCHASE ORDER LINE INQUIRY	32
17.	SWIMS - ITEM MASTER UPDATE	33

APPENDICES		PAGE
1.	ACRONYMS	34

PROPRIETARY

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

1. GENERAL

1.01 This instruction provides information to be used by Inventory Management when the need arises to load a Sell/Order Unit Conversion (SOUCN) into 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;

c. Deploy resources effectively;

d. Assure SWIMS data base integrity to pass accurate information to downstream systems, and;

e. Promote communications among the various organizations involved in the SOUCN process.

2. DEFINITIONS

2.01 Alternate Unit of Measure - Is the SWIMS Alternate Unit of Measure 1 field which contains the same unit as the CAPRI invoice unit (EA, FT, LB, etc.). Alternate Unit of Measure 1 is the only field transmitted to the SWIMS/CAPRI interface*. Alternate Unit of Measure 2 and Alternate Unit of Measure 3 are for informational use and do not get transmitted to the SWIMS/CAPRI interface. The Alternate Unit of Measure 1 field is found on the SWIMS "Item Master Inquiry" screen, see Exhibit 1.

*Note: With the implementation of the enhanced SOUCN routine, during the first quarter of 1991, the Alternate Unit of Measure 1 field will no longer be transmitted to the SWIMS/CAPRI interface.

PROPRIETARY

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

2.02 Confirming Order - Confirming orders are of two types:

a. Emergency Order - An order called in directly to a contract vendor for immediate shipment of material to the warehouse, thus reducing procurement interval time. A manually generated confirming order is also entered directly into CAPRI, via the CAPRI Confirming Order Entry form, to satisfy bill payment requirements. This bypasses the SWIMS MR system.

b. Spot Buy - When a contract vendor is unable to supply a material need, an alternate source such as a non-contract vendor or distributor is used for immediate shipment of material to the warehouse. A manually generated confirming order is also entered directly into CAPRI, via the CAPRI Confirming Order Entry form, to satisfy bill payment requirements. This bypasses the SWIMS MR system. A spot buy can be made for non-loaded standard supply item (SSI) vendors, and loaded standard supply item vendors.

2.03 Minimum Ordering Quantity (MOQ) - Is the minimum quantity that should be ordered from a vendor. It is usually established for an item as a result of a contractual agreement or a purchase price advantage. For example, a MOQ for an item might be 50 each, whereas the vendor standard package quantity might be 10 each. Note: A MOQ is not synonymous with vendor standard package quantity. The MOQ is found on the CAPRI "Standard Supply Item Price Information" screen, Exhibit 2. It is also found on the SWIMS "Inventory Master Maintenance Inquiry" screen, Exhibit 3, under the heading Minimum Quantity.

2.04 Order Multiple - An order quantity modifier in SWIMS that rounds the order quantity to multiples of the vendor standard package quantity. The order multiple is synonymous with the vendor standard package. The order multiple is found on the SWIMS "Inventory System Summary Inquiry" screen, Exhibit 4.

PROPRIETARY

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

2.05 Routine Order - A SWIMS generated replenishment order for material placed on a vendor without manual intervention.

2.06 Sell/Order Unit Conversion (SOUCN) - The converting of procurement order quantities from vendor order units to disbursement units upon receipt of the material at stocking locations. It is called the Conversion Factor 1 field in SWIMS. The Conversion Factor 1 field is the only field that gets transmitted to the SWIMS/CAPRI interface*. Conversion Factor 2 and Conversion Factor 3 fields do not get transmitted to the SWIMS/CAPRI interface. This conversion to disbursement units passes from SWIMS to CAPRI to the Perpetual Inventory Records. The SOUCN is found on the SWIMS "Item Master Inquiry " screen, Exhibit 5.

*Note: With the implementation of the enhanced SOUCN routine, during the first quarter of 1991, the Conversion Factor 1 field will no longer be transmitted to the SWIMS/CAPRI interface

2.07 Unit of Measure (UOM) - The SWIMS disbursement unit for material shipping from stocking locations to users/clients. Examples include: EA, PK, CT, RL, FT, see Exhibit 6. The UOM is found on the SWIMS "Item Master Inquiry" screen, Exhibit 7, under the heading U/M:.

2.08 Vendor Order Unit - The invoicing unit loaded in CAPRI by which a vendor invoices SWB. For example, EA, PK, RL, etc. The vendor order unit is found on the CAPRI "Standard Supply Item Contract Information" screen, Exhibit 8, under the heading Unit.

2.09 Vendor Standard Package Quantity (VSPQ) - The standard quantity that a vendor uses to package his product. In most cases the Inventory Manager must order from the vendor in multiples of vendor standard package quantity. For example: 1 carton of 24 each, 1 package of 12 rolls, 1 box of 100 each, 1 carton of 12 cans. The vendor standard package quantity is found on the SWIMS "Inventory System Summary Inquiry" screen, Exhibit 9, under the heading Order Multiple.

PROPRIETARY

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

3. RESPONSIBILITIES

3.01 It is the responsibility of the Inventory Manager to review the SW6538, CAPRI & SWIMS SSI Update form, and determine the appropriate SOUCN based on the CAPRI invoice unit and the SWIMS disbursement unit.

3.02 The maintenance of SOUCN factors in SWIMS is the responsibility of the Inventory Manager in coordination with the Departmental Technical Staff, Procurement Contracting, and Procurement Systems and Accounting.

3.03 Close coordination is required among Inventory Management, Departmental Technical Staffs, Procurement Contracting, and Procurement Systems and Accounting to assure that the proper SOUCN is applied as required.

3.04 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 SOUCN process must be performed with care and honesty for the successful management of the business.

4. SELL/ORDER UNIT CONVERSION (SOUCN)

4.01 One of the most misunderstood concepts in an Inventory Management environment is the application of SOUCN factors. An item becomes a candidate for a SOUCN factor when its **disbursement unit**, which is the SWIMS unit of measure, differs from its **vendor order unit**, which is the CAPRI invoice unit.

4.02 SWIMS computer balances are reflected in disbursement units, unit of measure, whereas CAPRI order quantities are expressed in vendor invoice units.

4.03 Sell/Order Unit Conversion factors are critical for two reasons:

a. Procurement order quantities calculated in SWIMS are converted to vendor order units, for

PROPRIETARY

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

appropriate items, by way of Conversion factors;

b. Conversely, Conversion factors are utilized by the receiving programs to update computer balances, on the applicable items, by converting procurement order quantities from vendor order units to disbursement units upon receipt of the material.

4.04 Sell/Order Unit Conversion factors are always established with the objective being the proper updating of computer balances; i.e., the converting of procurement order quantities from vendor order units to disbursement units upon receipt of the material at stocking locations.

4.05 For SWIMS routine orders, SOUCNs are "divide by" when a procurement order is placed;

(SWIMS order quantity) / (SOUCN factor) = CAPRI vendor order quantity

Conversely, SOUCNs are "multiply by" at the time of receiving;

(CAPRI vendor order quantity) * (SOUCN factor) = SWIMS order quantity.

5. ESTABLISHING A SOUCN IN SWIMS

5.01 The Inventory Manager receives a SW6538 from Procurement Contracting to load a new item into SWIMS, or change an existing item, see Exhibit 10A and 10B.

5.02 The Inventory Manager must review the SW6538 and compare information in the following fields for continuity:

a. Field Standard Package - Which is determined by the Departmental Technical Staff, to determine how the item will be disbursed to the user/client;

b. Description - To determine if there is a recommended disbursement unit;

PROPRIETARY

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

c. Invoicing unit (CAPRI) - To determine how the vendor will invoice SWB;

d. Minimum order quantity (vendor) - To determine the minimum quantity the vendor will sell to SWB;

e. Standard package quantity (vendor) - To determine how the vendor packages material.

5.03 The SWIMS disbursing UOM is routinely taken from the Field Standard Package field.

5.04 If the Field Standard Package unit is inconsistent with appropriate disbursement of the material, the Inventory Manager should consult with the Departmental Technical Staff, Procurement Contract Manager, and/or the vendor to arrive at the appropriate disbursing UOM before attempting to load anything into SWIMS.

5.05 SOUCN factors are of three basic types and are determined as follows:

a. The SOUCN factor is **one** if the vendor order unit is the **same** as the SWIMS disbursement unit;

$$\frac{\text{SWIMS disbursement unit}}{\text{CAPRI vendor order unit}} = \frac{1 \text{ ea.}}{1 \text{ ea.}} = 1$$

b. The SOUCN factor is a **whole number** if the vendor order unit is **larger** than the SWIMS disbursement unit;

$$\frac{\text{SWIMS disbursement unit}}{\text{CAPRI vendor order unit}} = \frac{20 \text{ ea.}}{1 \text{ case}} = 20$$

c. The SOUCN factor is a **fraction** if the vendor order unit is **smaller** than the SWIMS disbursement unit.

$$\frac{\text{SWIMS disbursement unit}}{\text{CAPRI vendor order unit}} = \frac{1 \text{ lb.}}{5 \text{ lb.}} = .2$$

Note: For cable and wire items, SOUCN factors cannot be calculated exactly if they are greater than five digits to the right of the decimal. The SOUCN

PROPRIETARY

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

factor is a 12 position field in the following format: 9999999.99999.

5.06 Once the UOM has been determined the Inventory Manager will load the following information into the SWIMS Item Master Maintenance (CSMM) screen, see Exhibit 11, or the SWIMS Item Master Add screen (CSMA) as appropriate:

a. Unit of measure - which is the SWIMS disbursement unit;

b. Order multiple, if required - usually a multiple of the disbursement unit, of the vendor standard package;

c. Alternate unit of measure 1 - which is the CAPRI invoice unit;

d. Conversion factor 1 - which is the SWIMS "divide by" factor.

5.07 Maintenance of SOUCN factors is the responsibility of Inventory Management in coordination with Departmental Technical Staffs, Procurement Contracting, and Procurement Systems and Accounting.

5.08 Once Sell/Order Unit Conversion Enhancement 1991 is established during the first quarter of 1991, it will replace the process described in Section 5. SWIMS data bases however will continue to read the Alternate UOM 1 and Conversion Factor 1 fields, and it is recommended that these fields continue to be populated. The SWIMS/CAPRI interface <u>will</u> <u>not</u> read Alternate UOM 1 and Conversion Factor 1 after implementation.

6. <u>FLOW OF AN ORDER WITH A SOUCN APPLIED FOR ROUTINE ORDERS</u>

6.01 For illustration purposes, Nail Wire Common Galvanized 6D 5 pound pack (900168899) will be used.

a. SWIMS recommends placing an order on a vendor for a quantity of 60 packs. It recommends packs because the SWIMS UOM is loaded as packs.

PROPRIETARY

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

b. The Inventory Manager reviews the SWIMS recommendation of 60 packs and releases an order.

c. SWIMS/CAPRI Interface converts the 60 packs to 300 pounds based on information loaded in the Alternate Unit of Measure 1 and the Conversion Factor 1 in the Item Master file. (60 pks) / (.2) = 300 lbs.

d. CAPRI generates a purchase order (PO) for 300 pounds.

e. The PO is mailed/transmitted to the vendor for 300 pounds of nails.

f. CAPRI sends feedback to SWIMS acknowledging an order has been placed on a vendor equal to 60 packs.

g. The vendor receives and processes the SWB PO for 300 pounds of nails.

h. The vendor ships 300 pounds of nails to the MDC.

i. The MDC receives 300 pounds of nails on the receiving dock.

j. The MDC receiving personnel update SWIMS balances with one of two methods:

   1. Manually converts 300 pounds to 60 packs and keys 60 packs received into SWIMS, (300 lbs) X (.2) = 60 pks.

   2. Inputs 300 pounds into SWIMS , and SWIMS calculates a receipt of 60 packs, (300 lbs) X (.2) = 60 pks.

k. The PO in SWIMS is closed if the received amount is equal to or greater than the ordered quantity, or the order is Force Closed.

l. SWIMS transmits the receipt transaction to CAPRI for 300 pounds.

m. CAPRI transmits invoice transaction information to SWAPS for the SWIMS receipt of 300 pounds.

PROPRIETARY

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

n. CAPRI authorizes payment of the vendor invoice of 300 pounds if the order quantity, the invoice quantity, and the received quantity match.

o. Upon payment of vendor invoice, SWAPS transmits to DOPAC, the accounting system, updates to the PIR for 60 packs.

7. CONFIRMING ORDER ENTRY FOR NON-ROUTINE ORDERS

7.01 Call-in orders are an essential part of Inventory Management responsibility to alleviate backorders, and provide service to users/clients.

7.02 It must be kept in mind that SOUCNs must be applied for appropriate items each time a call-in order is initiated to assure proper updating of computer balances.

7.03 SOUCN information is entered on the "Confirming Information" section of the Confirming Order Entry form, Exhibit 12.

7.04 Call-in orders are manual confirming Purchase Orders bypassing the SWIMS MR system and are entered directly into CAPRI based on information from the Confirming Order Entry form. The SOUCN can be either **multiply** or **divide**.

7.05 For an item with a vendor order unit the **same** as the SWIMS disbursement unit the "Confirming Information" section of the Confirming Order Entry form would be filled out as follows, see Exhibit 13:

a. CAPRI Quantity ordered = 10
CAPRI Unit = EA
SWIMS Quantity ordered = 10
SWIMS Unit = EA
SOUCN = multiply by 1 (1/M)

7.06 For an item with a vendor order unit **larger** than the SWIMS disbursement unit the "Confirming Information" section of the Confirming Order Entry form would be filled out as follows, see Exhibit 14:

a. CAPRI Quantity ordered = 20

PROPRIETARY

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

CAPRI Unit = EA
SWIMS Quantity ordered = 1
SWIMS Unit = CS
SOUCN = divide by 20 (20/D)

7.07 For an item with a vendor order unit **smaller** than the SWIMS disbursement unit the "Confirming Information" section of the Confirming Order Entry Form would be filled out as follows, see Exhibit 15:

a. CAPRI Quantity ordered = 5
CAPRI Unit = LB
SWIMS Quantity ordered = 1
SWIMS Unit = PK
SOUCN = multiply by 5 (5/M)

7.08 A complementary SWIMS entry must be entered into PRPA to establish a confirming order. This enables receipt of the material into SWIMS. See exhibit 16.

8. SELL/ORDER UNIT CONVERSION - 1991 ENHANCEMENT

8.01 Since the sell/order unit conversion process as it is currently configured is often misunderstood and is somewhat cumbersome to use, a replacement process is being developed for implementation during the first quarter of 1991.

8.02 Due to the fractional conversion factors that are loaded for many items in SWIMS, the calculations that take place in the CAPRI interface often result in quantities being passed to CAPRI that are not multiples of the vendor's standard packaging quantity. When this occurs, manual intervention is required to ensure that the proper quantities are ordered and adjustments must be made before the invoice can be paid.

8.03 To correct the problem as described in paragraph 8.02, three new fields will be added to the CSITMS segment in the SWIMS Item data base, see Exhibit 17.

a. CAPRI UOM - A two character field to contain the CAPRI Unit of Measure (i.e. BX, EA, FT, etc.). An edit will be added to ensure a valid unit of measure exists in this field. This field is read by the SWIMS/CAPRI interface.

PROPRIETARY

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

b. CAPRI Conversion Factor - A nine position numerical field with two decimal places which represents the number of SWIMS units in one vendor unit (if CAPRI M/D indicator equals "M") or the number of vendor units in one SWIMS unit (if CAPRI M/D indicator equals "D"). An edit will be added to ensure that a value greater than zero exists in this field. Format is as follows: 9999999.99. This field is read by the SWIMS/CAPRI interface.

c. CAPRI Multiply/Divide Indicator - A one character field that will contain either an "M" or a "D". This will be used to determine whether the quantity being passed to CAPRI should be multiplied or divided by the CAPRI Conversion Factor. An edit will be added to ensure an "M" or a "D" exists in this field. This field is read by the SWIMS/CAPRI interface.

8.04 Once Sell/Order Unit Conversion Enhancement 1991 is established during the first quarter of 1991, it will replace the process described in Section 5. SWIMS data bases however will continue to read the Alternate UOM 1 and Conversion Factor 1 fields, and it is recommended that these fields continue to be populated. The SWIMS/CAPRI interface will not read Alternate UOM1 and Conversion Factor 1 fields after implementation.

9. ESTABLISHING A SOUCN USING ENHANCED ROUTINE

9.01 The Inventory Manager receives a SW6538 from Procurement Contracting to load a new item into SWIMS, or change an existing item.

9.02 The Inventory Manager must review the SW6538 and compare information in the following fields for continuity:

a. Field Standard Package - Which is determined by the Departmental Technical Staff, to determine how the item will be disbursed to the user/client;

PROPRIETARY

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

b. Description - To determine if there is a recommended disbursement unit that should be part of the description.

c. Invoicing unit (CAPRI) - To determine how the vendor will invoice SWB;

d. Minimum order quantity (vendor) - To determine the minimum quantity the vendor will sell to SWB;

e. Standard package quantity (vendor) - To determine how the vendor packages material.

9.03 The SWIMS disbursing UOM is routinely taken from the Field Standard Package field.

9.04 If the Field Standard Package unit is inconsistent with appropriate disbursement of the material, the Inventory Manager should consult with the Departmental Technical Staff, Procurement Contract Manager, and/or the vendor to arrive at the appropriate disbursing UOM before attempting to load anything into SWIMS.

9.05 SOUCNs can be either **multiplication** or **division** factors. The decision for applying either a multiplication or a division SOUCN factor and the quantity of the factor, is determined in the following ways:

a. If the SWIMS disbursement unit is **smaller** than the CAPRI vendor order unit, the CAPRI M/D indicator will be a "D" and the conversion factor will be the number of SWIMS units in one vendor unit.

Example: If an item's SWIMS disbursement unit is EA (each) and its CAPRI vendor order unit is CT (carton) and each carton contains 100 each, a conversion factor of 100 would be applied, and the M/D indicator would be a "D". For every carton received, the computer balance would be updated by 100 each.

(100 EA)/(100)= 1 CT.
Where:
(100 ea) = SWIMS order quantity;
/ = Divide Indicator;

PROPRIETARY

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

(100) = Conversion Factor;
1 CT = CAPRI Order Quantity.

b. When the SWIMS disbursement unit is **larger** than the CAPRI vendor order unit, the M/D indicator will be an "M", and the conversion factor will be the number of CAPRI units in one SWIMS disbursement unit.

Example: If the SWIMS disbursement unit is CT (carton) and its CAPRI vendor order unit is EA (each), and each carton contains 100 each, a conversion factor of 100 would be applied, and the M/D indicator would be a "M". For every carton received, the computer balance would be updated by one SWIMS disbursement unit.

(1 CT)*(100)= 100 EA.
Where:
(1 CT) = SWIMS order quantity;
* = Multiply Indicator;
(100) = Conversion Factor;
100 EA = CAPRI Order Quantity.

c. When the SWIMS disbursement unit is **equal** to the CAPRI vendor order unit, the M/D indicator will be an "M", and the conversion factor will be a one.

Example: If the SWIMS disbursement unit is EA (each), and its CAPRI vendor order unit is EA (each), a conversion factor of 1 would be applied, and the M/D indicator would be a "M".

(1 EA)*(1)= 1 EA
Where:
(1 EA) = SWIMS order quantity;
* = Multiply Indicator;
(1) = Conversion Factor;
1 EA = CAPRI Order Quantity.

9.06 Maintenance of the SOUCN factors is the responsibility of the Inventory Management in coordination with Departmental Technical Staffs, Procurement Contracting, and Procurement Systems and Accounting.

PROPRIETARY

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

10. RELATED DOCUMENTATION

10.01 CAPRI & SWIMS SSI Update Form SW-6538 Workbook.

10.02 Adding Or De-Stocking Items At The Materials Distribution Center (MDC), SW 748-100-900.

10.03 Procurement Purchasing Manual.

PROPRIETARY

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

EXHIBIT 1
SWIMS - ITEM MASTER INQUIRY

```
                                        ITEM MASTER INQUIRY                    RCS400-I
04/05/91 - 12:59:09                                          CREATE DATE  09/17/83
ITEM ID: 900168899                                           UPDATE DATE  08/17/90
      DESCRIPTION                                  PRINT LAST ACTIVITY
000   NAIL WIR COM GLV  6D5LBPK                      Y      08/29/86
001 O MIM ORDER 50/STD PKG-10/5LB PKS                N      08/17/90
002 O DESTOCK AT T90 PER N.M. 7-11-89                N      08/17/90
006 O 2 IN.  FOR WOODEN INSULATOR PINS IN            N      08/17/90
U/M: PK     ORDER MULTIPLE:          10  WEIGHT:          .00000 U/W:
VENDOR: 389600        PART ID:                                  MFR:
CONTROL DESCRIPTION: NAIL WIR COM GLV  6D5LBPK                  PRINT IND:  Y
DETAIL MESSAGE CODES:                        BUYER ID: 00L      1099 CODE:  99
INVENTORY METHOD: P  PRICE IND:  1   COMMODITY CODE: 0017      FORECAST:   Y
      UNIT PRICE:         5.12000    QTY VARIANCE %: 10.000    SHELF LIFE:   9
     SAFETY/FIFO: N                  HAZARDOUS: N
ALTERNATE U/M 1: LB      CONVERSION FACTOR 1:          .20000
              2:                          2:
              3:                          3:
CAPRI UOM: LB        CAPRI CONVERSION FACTOR:       5.00    CAPRI M/D IND: M
              PG. S A WD P MIC-CODE. SIC-CODE.. AIC C FRT-CLS..
USER DATA :   017 N C 00 Y                     042 0 E95950
                                      PF4=NEXT ITEM
ITEM: 900168899               SEQ:    PF5=P/N XREF     PF6=DESC PF7=USER
                                                              CMD:
```

PROPRIETARY

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

EXHIBIT 2
CAPRI- STANDARD SUPPLY ITEM CONTRACT INFORMATION

```
     04/05/91  V11.0   STANDARD SUPPLY ITEM CONTRACT INFORMATION          12:59:32
 ITEM ID          DESCRIPTION          ITEM LAST UPDATED: 02/23/90    ITEM DEL
900168899   NAIL/WIRE COMMON GLV  6D                  ORD TYPE    STK/NON STK S
                                                                      DISP

UNIT  P/A  MIC          EXTC  APPROV    GCC       ECC    CAT PRT BUYER INSP HAZ
 LB    17               523     1       3315     21300     Y    00227
CONTRACT DEL    COPY CONTRACT TO ITEM ID          CONTRACT LAST UPD: 02/23/90
CONTRACT TYPE  START DATE  EXPIRE DATE  EXTEND DATE  VENDOR  LOC  CD  ML
C2378C0          030190      022893                  389600     A
COMMITMENT QTY   AMOUNT    LOW LIMIT   MIN STOCK  MAX STOCK    ALLOC MECH RCD
                                                                      Y
AUTH LEAD TIME 4   PO ATTACH     PRIORITY IND    TERMS
FOB:QUAL OR MTHD PAY PC CITY LINDENWOLD          ST NJ ZIP 08021      CNTRY
CONTRACT BALANCE 0000000.00  NO. OF TIMES ORDERED 000004  LAST ORDERED 032191
          CONTRACT-TO-DATE                       LPO USE
            QUANTITY     DOLLARS        1 52   2      3      4      5      6
ORDERED  000001000.00 000000760.00      7      8      9     10     11     12
RECEIVED 000000750.00 000000570.00     13     14     15
OWED     000000250.00 000000190.00
VPN                   RMKS
MAIN MENU -PF1  PRIM TBL MENU -PF2  NEXT ITEM            -PF3  CAT DESC -PF6
NEXT CONTRACT          -PF4 CURR PRICE INFO -PF5 FUTURE PRICE -PF7 TO COPY -S/R
```

PROPRIETARY

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

EXHIBIT 3
SWIMS - INVENTORY MASTER MAINTENANCE INQUIRY

```
                                  INVENTORY MASTER MAINTENANCE   AS OF 02/91 02/22/91

ITEM ID:         900168899 01 CLA                                      ACTION: INQUIRY
DESCRIPTION:     NAIL WIR COM GLV  6D5LBPK                 DATA: ORDER QUANTITY

       **** METHOD ****    * MIN/MAX *  ****  MINIMUM  ***    **** MAXIMUM  ****
        TYPE      QTY       TYPE   INHB      MIN QTY  PERIOD      MAX QTY  PERIOD

ORDER    E         .00 (I) 2 (I)     (I)        50.00   .00 (I) 9999999.00   .00 (I)
FORCING CONTROL:

ORDER MULTIPLE:              10 (I)
SCRAP FACTOR:           0.0000 (D) SCRAP QUANTITY:              0 (D)
ITEM ORDER COST:       18.0000 (1) CARRY COST FACTOR:         .40 (1)
EOQ K VALUE:              .00 (D) UNIT COST:              4.29000 (I)

DISCOUNT 1: QUANTITY:          0 (D)    COST:       0.00000 (D)
DISCOUNT 2: QUANTITY:          0 (D)    COST:       0.00000 (D)
DISCOUNT 3: QUANTITY:          0 (D)    COST:       0.00000 (D)

BATCH ADJUSTMENT FACTOR:             .00 (D)
ANNUAL PRODUCTION CAPACITY:  999999999 (D)

                                                                        CMD:
```

PROPRIETARY

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

EXHIBIT 4
SWIMS - INVENTORY SYSTEM SUMMARY INQUIRY

```
                                    INVENTORY SYSTEM                    RIA400-I
04/05/91 - 13:53:04                SUMMARY INQUIRY
 LOCATION..: CLA 01                                  METHOD: P  TYPE: P
 ITEM ID..: 900168899                                U/M...: PK
 ITEM DESC: NAIL WIR COM GLV  6D5LBPK

COSTING METHOD..: 1 NEW COST METHOD:   (1-STD, 2-AVGE, 3-CURRENT, 4-ZERO)
STANDARD COST...:          4.29        BIN/ROW...:
AVERAGE COST....:          4.29        NEXT COUNT: 041591
CURRENT COST....:           .00        FREQUENCY.:   3
SELLING PRICE...:          3.36        PRINT DEST: CLA
MINIMUM REORDER:             29        AVGE LEAD.:  28
MAXIMUM REORDER:            119        ACTL LEAD.:  32
ORDER MULTIPLE.:             10        SUB TYPE..:   NORMAL ITEM
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 %
     N

NEXT LOCATION: CLA 01                          PF04=NEXT ITEM FOR LOCATION
NEXT ITEM ID.: 900168899                       PF05=NEXT LOCATION FOR ITEM
                                                                   CMD:
```

PROPRIETARY

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

EXHIBIT 5
SWIMS - ITEM MASTER INQUIRY

```
                                    ITEM MASTER INQUIRY                    RCS400-1
04/05/91 - 13:53:26                                        CREATE DATE  09/17/83
ITEM ID: 900168899                                         UPDATE DATE  08/17/90
      DESCRIPTION                                  PRINT LAST ACTIVITY
000   NAIL WIR COM GLV  6D5L3PK                      Y     08/29/86
001 0 MIM ORDER 50,STD PKG-10,5LB PKS                N     08/17/90
002 0 DESTOCK AT T90 PER N.M. 7-11-89                N     08/17/90
006 0 2 IN.  FOR WOODEN INSULATOR PINS IN            N     08/17/90
U/M: PK     ORDER MULTIPLE:        10  WEIGHT:          .00000 U/W:
VENDOR: 389600        PART ID:                                MFR:
CONTROL DESCRIPTION: NAIL WIR COM GLV  6D5L3PK                PRINT IND:  Y
DETAIL MESSAGE CODES:                      BUYER ID: 00L      1099 CODE:  99
INVENTORY METHOD: P  PRICE IND:  1   COMMODITY CODE: 0017     FORECAST:   Y
      UNIT PRICE:        5.12000     QTY VARIANCE %: 10.000   SHELF LIFE:   9
     SAFETY/FIFO: N                    HAZARDOUS: N
ALTERNATE U/M 1: LB      CONVERSION FACTOR 1:         .20000
              2:                          2:
              3:                          3:
CAPRI UOM: LB       CAPRI CONVERSION FACTOR:       5.00    CAPRI M/D IND: M
              PG. S A WD P MIC-CODE. SIC-CODE.. AIC C FRT-CLS..
USER DATA :   017 N C 00 Y                     042 0 E95950
                                    PF4=NEXT ITEM
ITEM: 900168899              SEQ:   PF5=P/N XREF     PF6=DESC PF7=USER
                                                          CMD:
```

PROPRIETARY

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

EXHIBIT 6
STANDARD ORDERING UNIT ABBREVIATIONS

STANDARD ORDERING UNIT ABBREVIATIONS

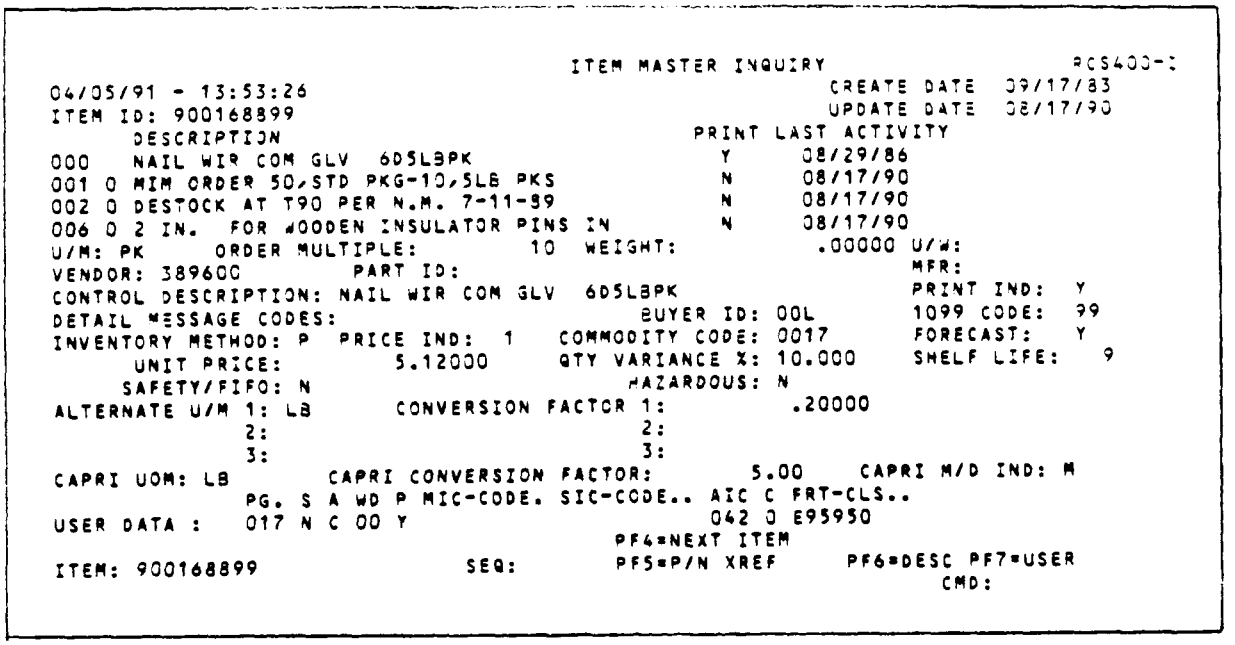
(Not all-inclusive)

DENOMINATION	ABBREVIATION	DENOMINATION	ABBREVIATION
Bag	BG	Kits	KI
Bale	BA	Linear Foot	LF
Block	BL	Load	NL
Banks	BK	Lot	LO
Barrel	BR	Meters	MR
Bars	BI	Milligrams	ME
Board Feet	BF	Millimeter	MM
Books	BS	Mixed	MX
Bottle	BT	Ounce	OZ
Box	BX	Package	PK
Bundle	BD	Pads	PD
Cans	CN	Pails	PA
Car	NC	Pair	PR
Carboys	CB	Pallet (Lift)	PL
Carton	CT	Piece	PC
Case	CA	Pint	PT
Centimeter	CM	Pound	LB
Crate	CP	Quart	QT
Coil	CO	Reams	RM
Cone	CJ	Reels	RE
Container	CH	Roll	RL
Cubic Foot	CF	Set	ST
Cubic Inch	CI	Sheets	SH
Cartridge	CQ	Skeins	SW
Cubic Yard	CY	Sleeve	SL
Cylinder	CL	Spool	SP
Drum	DR	Square	SQ
Each	EA	Square Foot	SF
Envelopes	EN	Square Inch	SI
Foot	FT	Square Yard	SY
Gallon	GA	Strips	SR
Hanks	HA	Trailer	NT
Hours	HR	Tank	TK
Inch	IN	Tubes	TU
Jars	JR	Vials	VI
Keg	KE	Yard	YD

PROPRIETARY

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

EXHIBIT 7
SWIMS - ITEM MASTER INQUIRY



```
                                    ITEM MASTER INQUIRY                    PCS400-I
04/05/91 - 13:53:26                                        CREATE DATE  09/17/83
ITEM ID: 900168899                                         UPDATE DATE  08/17/90
      DESCRIPTION                                    PRINT LAST ACTIVITY
000   NAIL WIR COM GLV  6D5LBPK                        Y     08/29/86
001 0 MIM ORDER 50,STD PKG-10,5LB PKS                  N     08/17/90
002 0 DESTOCK AT T90 PER N.M. 7-11-89                  N     08/17/90
006 0 2 IN.  FOR WOODEN INSULATOR PINS IN              N     08/17/90
U/M: PK     ORDER MULTIPLE:        10  WEIGHT:          .00000 U/W:
VENDOR: 389600        PART ID:                                MFR:
CONTROL DESCRIPTION: NAIL WIR COM GLV  6D5LBPK                 PRINT IND:  Y
DETAIL MESSAGE CODES:                          BUYER ID: 00L   1099 CODE:  99
INVENTORY METHOD: P  PRICE IND:  1   COMMODITY CODE: 0017     FORECAST:   Y
      UNIT PRICE:        5.12000     QTY VARIANCE %: 10.000   SHELF LIFE:   9
     SAFETY/FIFO: N                    HAZARDOUS: N
ALTERNATE U/M 1: LB      CONVERSION FACTOR 1:         .20000
              2:                          2:
              3:                          3:
CAPRI UOM: LB       CAPRI CONVERSION FACTOR:       5.00    CAPRI M/D IND: M
              PG. S A WD P MIC-CODE. SIC-CODE.. AIC C FRT-CLS..
USER DATA :   017 N C 00 Y                     042 0 E95950
                                    PF4=NEXT ITEM
ITEM: 900168899               SEQ:  PF5=P/N XREF     PF6=DESC PF7=USER
                                                          CMD:
```

PROPRIETARY

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

EXHIBIT 8
CAPRI - STANDARD SUPPLY ITEM CONTRACT INFORMATION

```
     04/05/91  V11.0   STANDARD SUPPLY ITEM CONTRACT INFORMATION          12:59:32
 ITEM ID          DESCRIPTION          ITEM LAST UPDATED: 02/23/90    ITEM DEL
900168899   NAIL/WIRE COMMON GLV  6D                    ORD TYPE    STK/NON STK S
                                                                        DISP

UNIT  P/A  MIC          EXTC  APPROV    GCC      ECC   CAT PRT BUYER INSP HAZ
 LB    17               523     1      3315     21300     Y    00227
CONTRACT DEL    COPY CONTRACT TO ITEM ID            CONTRACT LAST UPD: 02/23/90
CONTRACT TYPE  START DATE  EXPIRE DATE  EXTEND DATE  VENDOR  LOC  CD  ML
C2378CO          030190      022893                  389600     A
COMMITMENT QTY   AMOUNT    LOW LIMIT   MIN STOCK  MAX STOCK    ALLOC MECH RCD
                                                                      Y
AUTH LEAD TIME 4   PO ATTACH     PRIORITY IND    TERMS
FOB:QUAL OR MTHD PAY PC CITY LINDENWOLD          ST NJ ZIP 08021      CNTRY
CONTRACT BALANCE 0000000.00  NO. OF TIMES ORDERED 000004  LAST ORDERED 032191
          CONTRACT-TO-DATE                       LPO USE
           QUANTITY     DOLLARS        1 52   2      3      4      5      6
ORDERED  000001000.00 000000760.00     7      8      9     10     11     12
RECEIVED 000000750.00 000000570.00    13     14     15
OWED     000000250.00 000000190.00
VPN                   RMKS
MAIN MENU -PF1  PRIM TBL MENU -PF2  NEXT ITEM            -PF3  CAT DESC -PF6
NEXT CONTRACT          -PF4 CURR PRICE INFO -PF5 FUTURE PRICE -PF7 TO COPY -S/R
```

PROPRIETARY

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

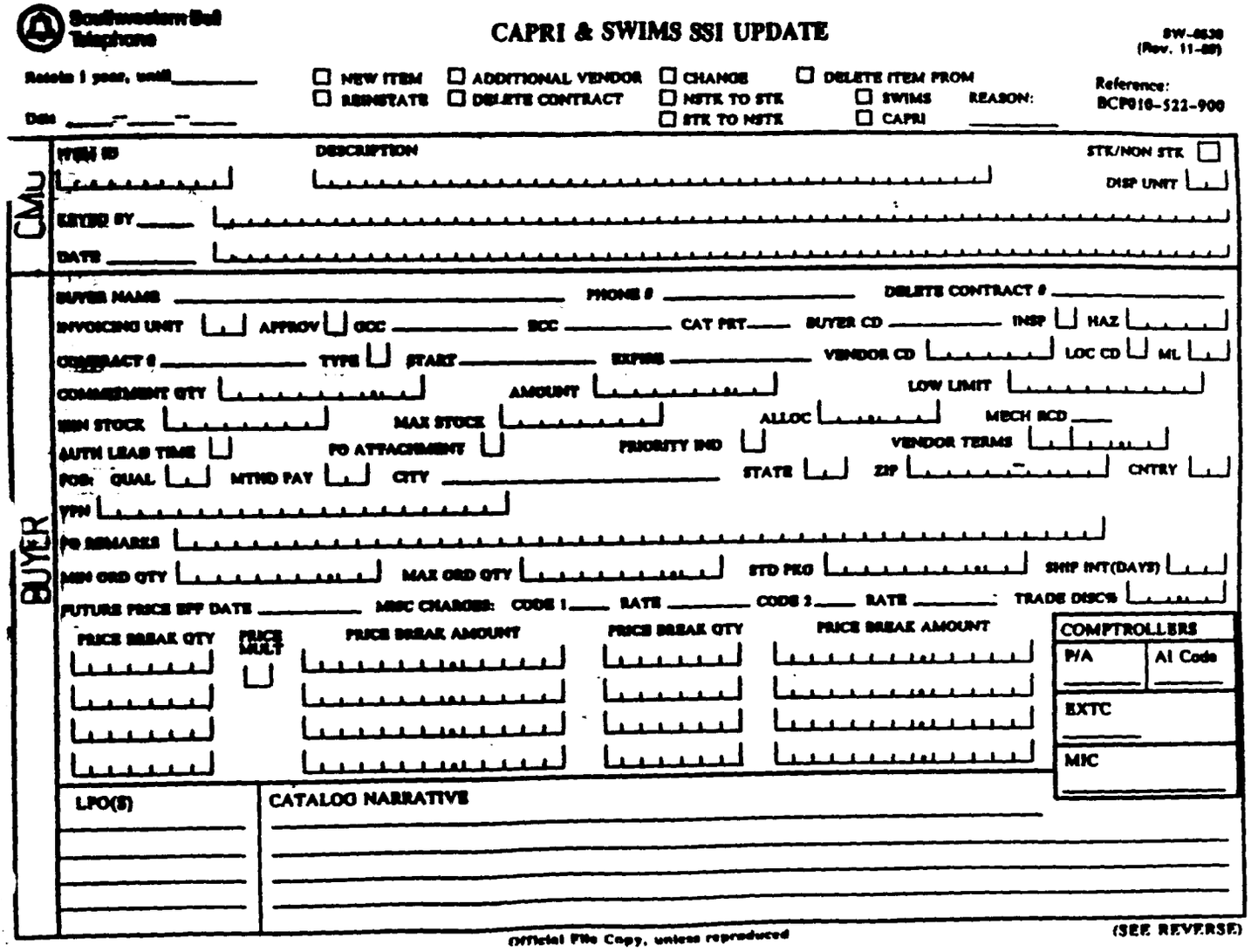
EXHIBIT 9
SWIMS - INVENTORY SYSTEM SUMMARY INQUIRY

```
                                    INVENTORY SYSTEM                    RIA400-I
04/05/91 - 13:54:36                SUMMARY INQUIRY
 LOCATION..: CLA 01                                  METHOD: P  TYPE: P
 ITEM ID..: 900168899                                U/M...: PK
 ITEM DESC: NAIL WIR COM GLV  6D5L3PK

COSTING METHOD..: 1 NEW COST METHOD:   (1-STD, 2-AVGE, 3-CURRENT, 4-ZERO)
STANDARD COST...:        4.29          BIN/ROW...:
AVERAGE COST....:        4.29          NEXT COUNT: 041591
CURRENT COST....:         .00          FREQUENCY.:   3
SELLING PRICE...:        3.36          PRINT DEST: CLA
MINIMUM REORDER:           29          AVGE LEAD.:  28
MAXIMUM REORDER:          119          ACTL LEAD.:  32
ORDER MULTIPLE.:           10          SUB TYPE...:   NORMAL ITEM
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 %
    N

NEXT LOCATION: CLA 01                      PF04=NEXT ITEM FOR LOCATION
NEXT ITEM ID.: 900168899                   PF05=NEXT LOCATION FOR ITEM
                                                                  CMD:
```

PROPRIETARY

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

EXHIBIT 10A
CAPRI & SWIMS SSI UPDATE



Southwestern Bell Telephone

CAPRI & SWIMS SSI UPDATE

SW-4830 (Rev. 11-89)

Retain 1 year, until _____

Date ____-____-____

☐ NEW ITEM ☐ ADDITIONAL VENDOR ☐ CHANGE ☐ DELETE ITEM FROM
☐ REINSTATE ☐ DELETE CONTRACT ☐ NSTK TO STK ☐ SWIMS REASON: _____
☐ STK TO NSTK ☐ CAPRI

Reference: BCP010-522-900

CMU

ITEM ID | DESCRIPTION | STK/NON STK ☐ | DISP UNIT

ENTRD BY _____

DATE _____

BUYER

BUYER NAME _____ PHONE # _____ DELETE CONTRACT # _____

INVOICING UNIT | APPROV | GOC _____ SCC _____ CAT PRT _____ BUYER CD _____ INSP | HAZ

CONTRACT # _____ TYPE | START _____ EXPIRE _____ VENDOR CD | LOC CD | ML

COMMITMENT QTY | AMOUNT | LOW LIMIT

MIN STOCK | MAX STOCK | ALLOC | MECH RCD

AUTH LEAD TIME | PO ATTACHMENT | PRIORITY IND | VENDOR TERMS

FOB: QUAL | MTHD PAY | CITY _____ STATE | ZIP | CNTRY

VPN

PO REMARKS

MIN ORD QTY | MAX ORD QTY | STD PKG | SHIP INT(DAYS)

FUTURE PRICE EFF DATE _____ MISC CHARGES: CODE 1 ____ RATE _____ CODE 2 ____ RATE _____ TRADE DISC%

PRICE BREAK QTY	PRICE MULT	PRICE BREAK AMOUNT	PRICE BREAK QTY	PRICE BREAK AMOUNT

COMPTROLLERS

P/A	Al Code

EXTC

MIC

LPO(S)

CATALOG NARRATIVE

Official File Copy, unless reproduced

(SEE REVERSE)

PROPRIETARY

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

EXHIBIT 10B
CAPRI & SWIMS SSI UPDATE

BUYER, TECH STAFF OR ORIGINATOR

NAME (Print) _____ TITLE _____ TEL. NO. _____

TECH STAFF SIGNATURE(S) _____ DATE(S) _____

DESCRIPTION OF ITEM _____

HOW IS ITEM USED _____

☐ STOCK REQUEST

STOCKING LOCATIONS	LANCASTER	FENTON	TCS # ____
INITIAL DEMAND			
MONTHLY DEMAND			
INITIAL STOCKING INTERVAL (DATE)			

CAT PRT IND ☐ Y ☐ PARTIAL ☐ HARDCOPY ☐ OSS

☐ NON-STOCK REQUEST
ITEM SHOULD BE LOADED FOR THE FOLLOWING LPO(S): _____

REPLACEMENT FOR EXISTING ITEM? ☐ Y ☐ N IF YES, WHAT IS DESC OF REPLACED ITEM? _____

ITEM ID OF REPLACED ITEM _____

DISPOSITION _____

FIELD STD PEG _____ TYPE OF ITEM ☐ SAFETY ☐ SEASONAL ☐ CONST ☐ HAZARDS ☐ PERMILS

MANUFACTURING LOCATION _____

REPAIR LOCATION _____

KEEP LIST ☐ MANUAL/QTY _____ ☐ ALL ☐ CALCULATED

SWIMS

MIN MAX QUANTITY

ITEM CONTROL NUMBERS

FREIGHT CLASS

ROUTING		
Audit #		
	IN	OUT
Contracting/LPO		
CMO		
Comptrollers		
CMO		
*Inventory Mgmnt.		
Contracting/LPO		

* FOR STOCK ITEMS ONLY

ROUTING	NON-STOCK TO STOCK ☐ STOCK TO NON-STOCK ☐
Audit #	
	IN / OUT
Contracting	
CMO	
Inventory Mgmnt.	
Contracting	

_____ MANAGER - INVENTORY MANAGEMENT _____ DATE

_____ DISTRICT MGR. - INVENTORY MANAGEMENT _____ DATE

PROPRIETARY

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

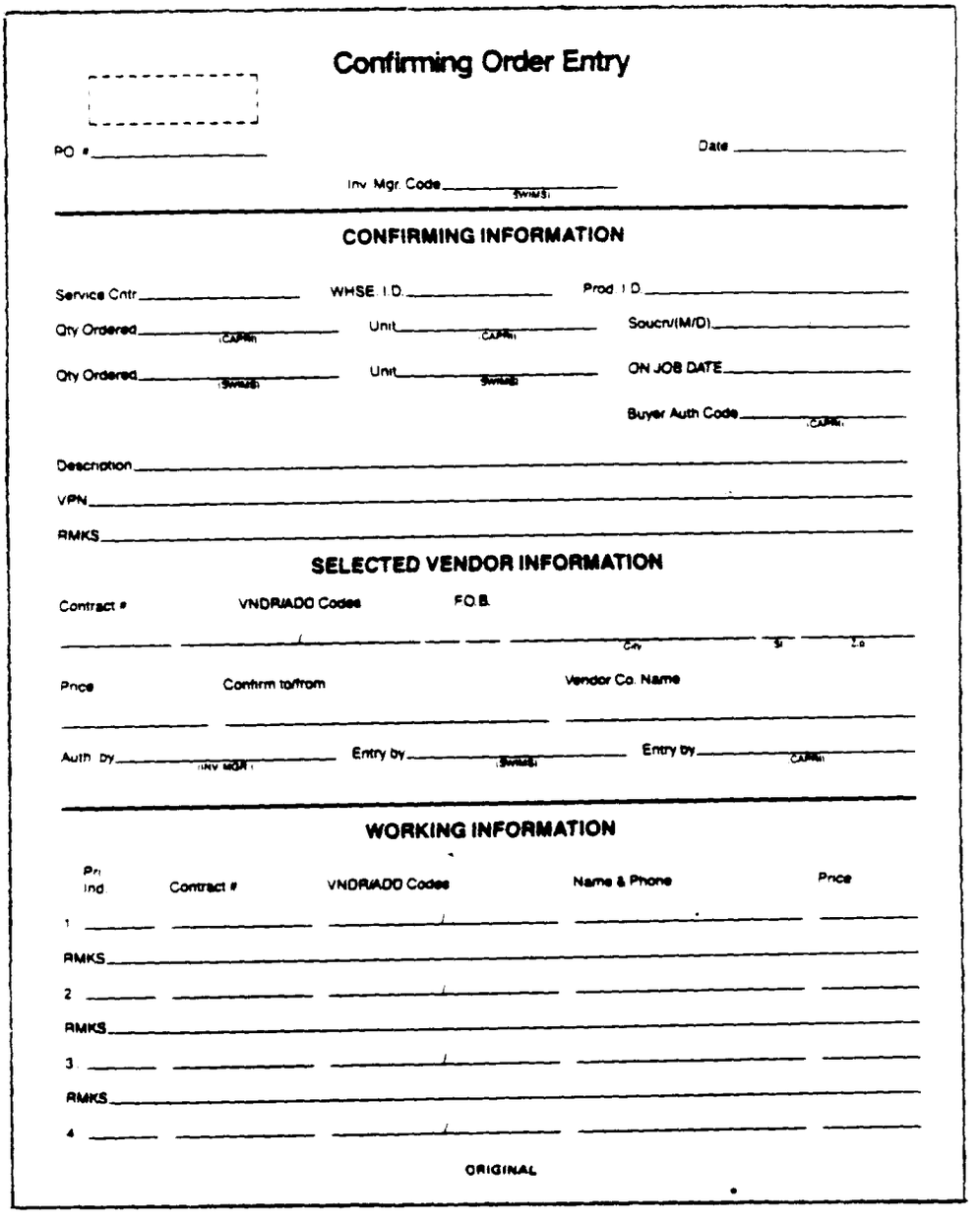
EXHIBIT 11
SWIMS - ITEM MASTER INQUIRY

```
                                    ITEM MASTER INQUIRY                    RCS400-I
04/05/91 - 13:54:58                                        CREATE DATE  09/17/83
ITEM ID: 900168899                                         UPDATE DATE  08/17/90
      DESCRIPTION                                  PRINT LAST ACTIVITY
000   NAIL WIR COM GLV  605LBPK                      Y     08/29/86
001 0 MIN ORDER 50,STD PKG-10,5LB PKS                N     08/17/90
002 0 DESTOCK AT T90 PER N.M. 7-11-89                N     08/17/90
006 0 2 IN.  FOR WOODEN INSULATOR PINS IN            N     08/17/90
U/M: PK     ORDER MULTIPLE:        10  WEIGHT:          .00000 U/W:
VENDOR: 389600        PART ID:                                 MFR:
CONTROL DESCRIPTION: NAIL WIR COM GLV  605LBPK                 PRINT IND:  Y
DETAIL MESSAGE CODES:                        BUYER ID: 00L     1099 CODE:  99
INVENTORY METHOD: P  PRICE IND:  1   COMMODITY CODE: 0017     FORECAST:   Y
      UNIT PRICE:        5.12000    QTY VARIANCE %: 10.000   SHELF LIFE:   9
     SAFETY/FIFO: N                  HAZARDOUS: N
ALTERNATE U/M 1: LB      CONVERSION FACTOR 1:         .20000
              2:                          2:
              3:                          3:
CAPRI UOM: LB       CAPRI CONVERSION FACTOR:       5.00    CAPRI M/D IND: M
              PG. S A WD P MIC-CODE. SIC-CODE.. AIC C FRT-CLS..
USER DATA :   017 N C 00 Y                     042 0 E95950
                                    PF4=NEXT ITEM
ITEM: 900168899              SEQ:   PF5=P/N XREF     PF6=DESC PF7=USER
                                                          CMD:
```

PROPRIETARY

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

EXHIBIT 12
CONFIRMING ORDER ENTRY



Confirming Order Entry

PO # _____ Date _____

Inv Mgr Code _____ (SWBT)

CONFIRMING INFORMATION

Service Cntr _____ WHSE I.D. _____ Prod I.D. _____

Qty Ordered _____ (CAPRI) Unit _____ (CAPRI) Soucn/(M/D) _____

Qty Ordered _____ (SWBT) Unit _____ (SWBT) ON JOB DATE _____

Buyer Auth Code _____ (CAPRI)

Description _____

VPN _____

RMKS _____

SELECTED VENDOR INFORMATION

Contract # VNDR/ADD Codes F.O.B.

_____ _____ / _____ City _____ St _____ Zip

Price Confirm to/from Vendor Co. Name

_____ _____ _____

Auth by _____ (Inv Mgr) Entry by _____ (SWBT) Entry by _____ (CAPRI)

WORKING INFORMATION

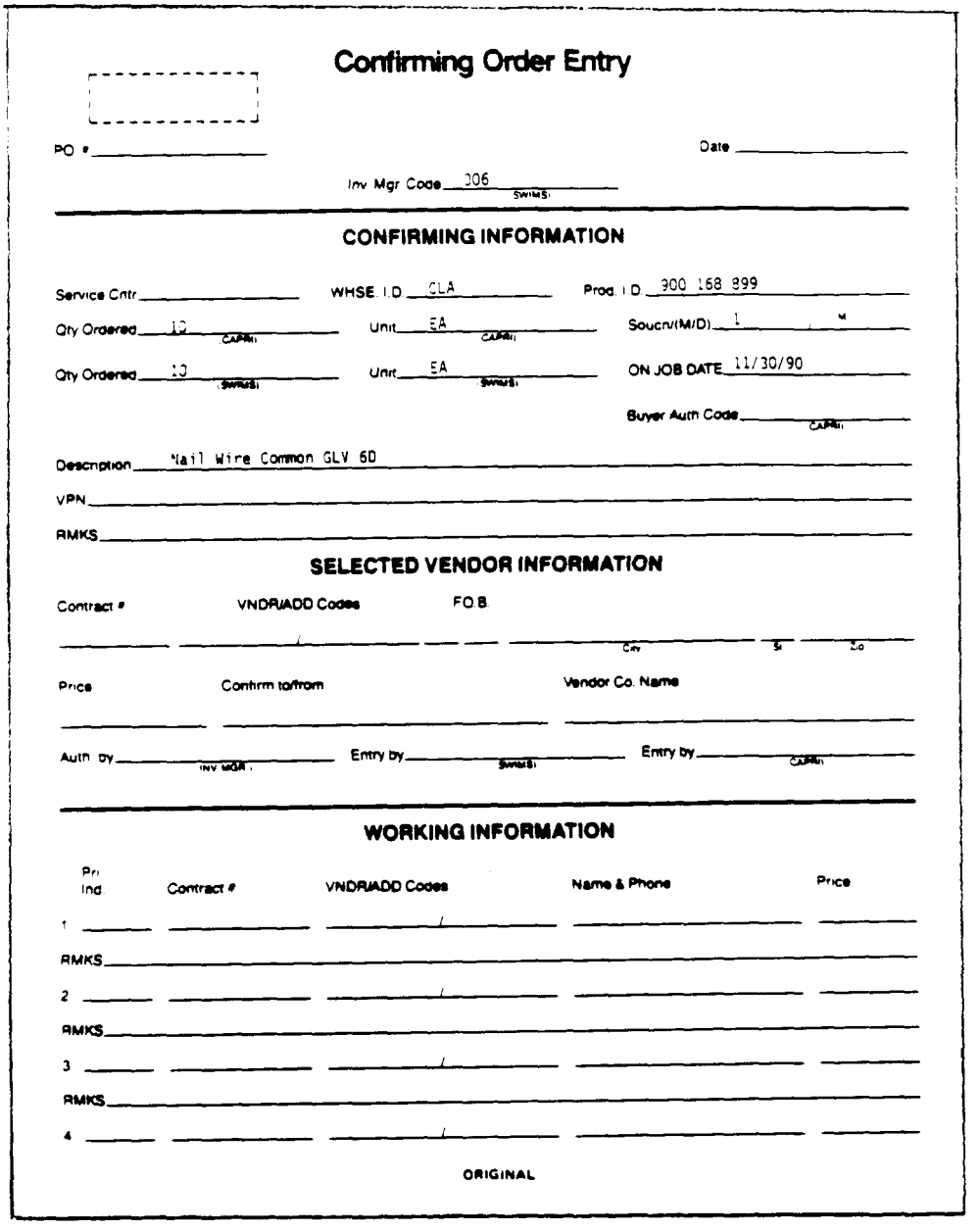
Pri Ind	Contract #	VNDR/ADD Codes	Name & Phone	Price
1		/		
RMKS				
2		/		
RMKS				
3		/		
RMKS				
4		/		

ORIGINAL

PROPRIETARY

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

EXHIBIT 13
CONFIRMING ORDER ENTRY



Confirming Order Entry

PO # _____ Date _____

Inv Mgr Code 006 (Switch)

CONFIRMING INFORMATION

Service Cntr _____ WHSE I.D. CLA Prod. I.D. 900 168 899

Qty Ordered 12 (CAPRI) Unit EA (CAPRI) Soucn/(M/D) 1 M

Qty Ordered 10 (Switch) Unit EA (Switch) ON JOB DATE 11/30/90

Buyer Auth Code _____ (CAPRI)

Description Mail Wire Common GLV 6D

VPN _____

RMKS _____

SELECTED VENDOR INFORMATION

Contract # VNDR/ADD Codes F.O.B.

_____ / _____ City St Zip

Price Confirm to/from Vendor Co. Name

_____ _____ _____

Auth by _____ (Inv Mgr) Entry by _____ (Switch) Entry by _____ (CAPRI)

WORKING INFORMATION

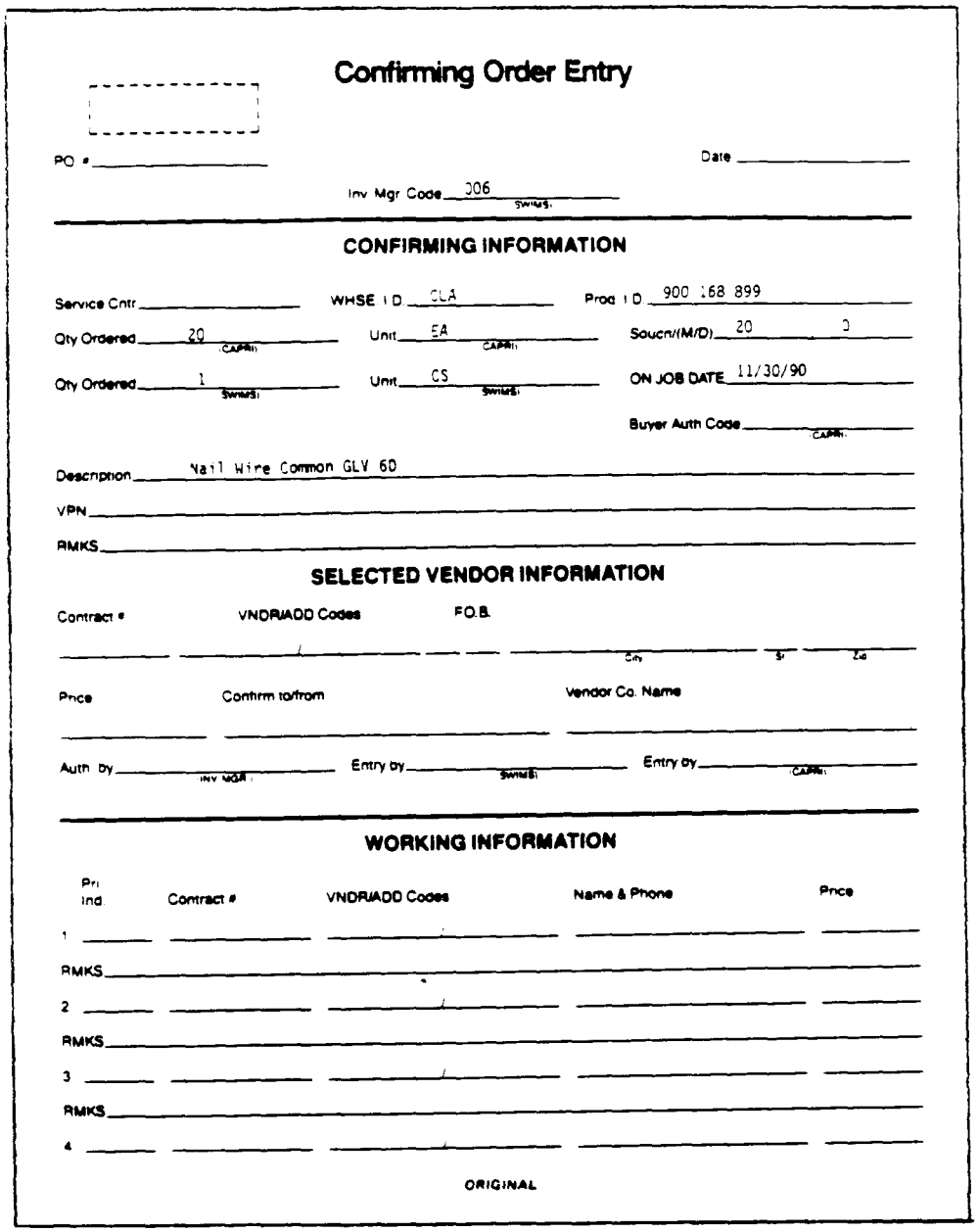
Pri Ind	Contract #	VNDR/ADD Codes	Name & Phone	Price
1		/		
RMKS				
2		/		
RMKS				
3		/		
RMKS				
4		/		

ORIGINAL

PROPRIETARY

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

EXHIBIT 14
CONFIRMING ORDER ENTRY



Confirming Order Entry

PO # _____ Date _____

Inv Mgr Code 006 (Switch)

CONFIRMING INFORMATION

Service Cntr _____ WHSE I D CLA Prod I D 900 168 899

Qty Ordered 20 (CAPIN) Unit EA (CAPIN) Soucn/(M/D) 20 0

Qty Ordered 1 (Switch) Unit CS (Switch) ON JOB DATE 11/30/90

Buyer Auth Code _____ (CAPIN)

Description Nail Wire Common GLV 60

VPN _____

RMKS _____

SELECTED VENDOR INFORMATION

Contract # VNDR/ADD Codes F.O.B.

_____ _____ / _____ _____ _____ (City) _____ (St) _____ (Zip)

Price Confirm to/from Vendor Co. Name

_____ _____ _____

Auth by _____ (Inv Mgr) Entry by _____ (Switch) Entry by _____ (CAPIN)

WORKING INFORMATION

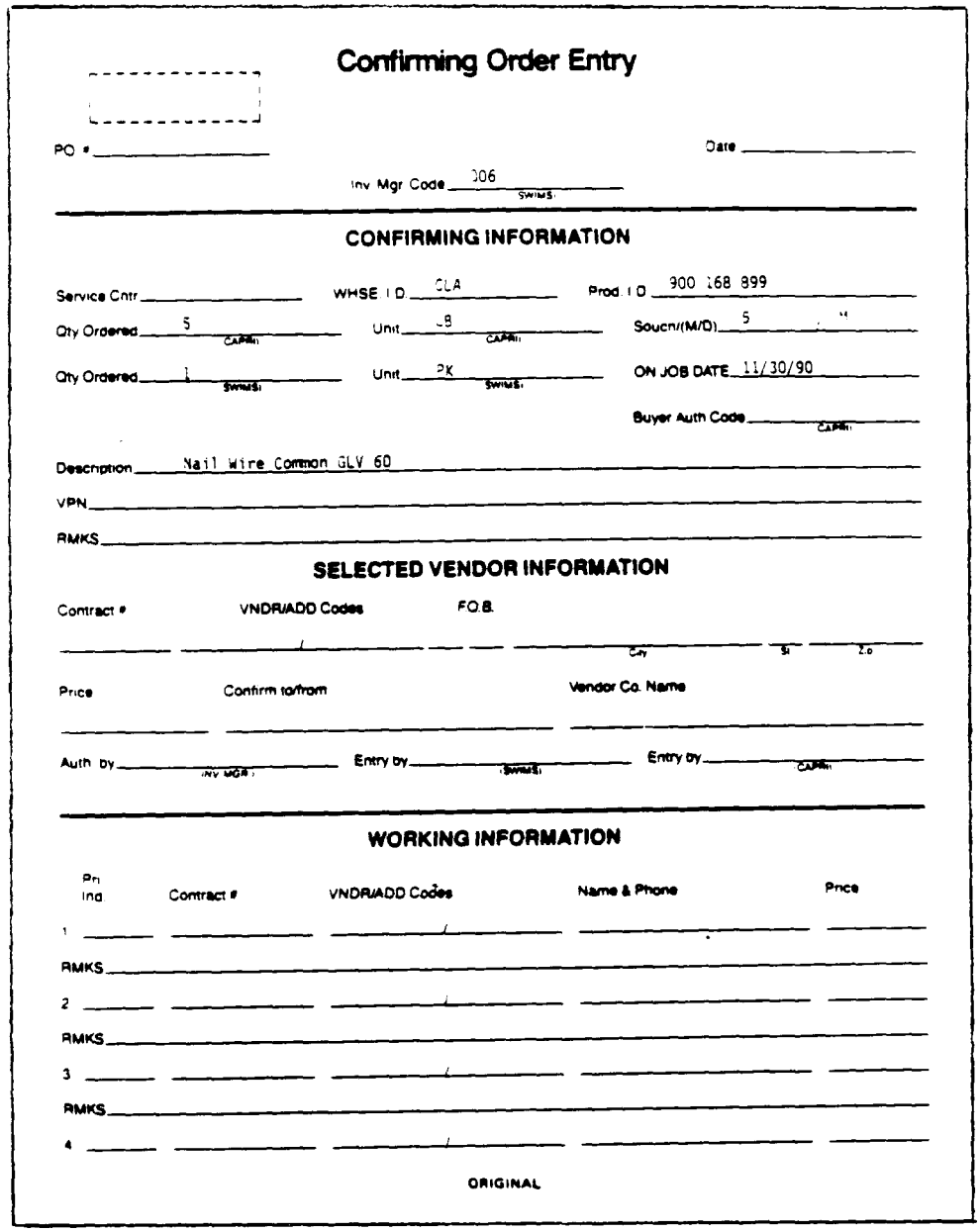
Pri Ind	Contract #	VNDR/ADD Codes	Name & Phone	Price
1		/		
RMKS				
2		/		
RMKS				
3		/		
RMKS				
4		/		

ORIGINAL

PROPRIETARY

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

EXHIBIT 15
CONFIRMING ORDER ENTRY



Confirming Order Entry

PO # _____ Date _____

Inv Mgr Code 306 (SWBMS)

CONFIRMING INFORMATION

Service Cntr _____ WHSE I D CLA Prod. I D 900 168 899

Qty Ordered 5 (CAPMS) Unit CB (CAPMS) Source(M/D) 5

Qty Ordered 1 (SWBMS) Unit PK (SWBMS) ON JOB DATE 11/30/90

Buyer Auth Code _____ (CAPMS)

Description Nail Wire Common GLV 60

VPN _____

RMKS _____

SELECTED VENDOR INFORMATION

Contract # VNDR/ADD Codes F.O.B.

_____ _____/_____ _____ City St Zip

Price Confirm to/from Vendor Co. Name

_____ _____ _____

Auth by _____ (Inv Mgr#) Entry by _____ (SWBMS) Entry by _____ (CAPMS)

WORKING INFORMATION

	Pri Ind	Contract #	VNDR/ADD Codes	Name & Phone	Price
1			/		
RMKS					
2			/		
RMKS					
3			/		
RMKS					
4			/		

ORIGINAL

PROPRIETARY

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

EXHIBIT 16
SWIMS - PURCHASE ORDER LINE INQUIRY

```
                                   PURCHASE ORDER                          RPR500-I
04/05/91 - 13:56:31                LINE INQUIRY
CO...: SWBT PUR GROUP: SWBT    VENDOR.: CAPRI
PO NO: C P5259560                       COMPANY  PURCHASING
LINE.: 0001                    SHIP TO: 000012 - SW BELL TEL CO        LTLROCK
OPEN                                             REVIEW/EXPEDITE NOTES
COMMODITY.....: 0017           DESC...: NAIL WIR COM GLV  6D5LBPK
                               ITEM...: 900168599
BUYER: 00L                     LOC....: CLA C1
                QUANTITY/PRICING                        DATES/CODES
UNIT PRICE....:       4.13     ORIGIN.: INVNTRY  NEEDED BY...: 04/21/91
PRICE VARIANCE:                                  PROMISED BY.:
QTY VARIANCE..:        10.000 %                  LAST PRINTED:
QTY ORDERED...:            50   UOM....: PK     CREATED ON..: 03/21/91
QTY RECEIVED..:             0   AS OF..:        PURCH CODE..: 00
QTY RETURNED..:             0                   PRIORITY....: 08
QTY INVOICED..:             0   AS OF..:        MESSAGES....:
INVOICE TOTAL.:           .00                         M/R REFERENCE
              BUYER REVIEW/EXPEDITE               NO..: DRP CLA 91079 0006
REVIEW........:          TRKG: 001 LATE REPORT    LINE: 0022
EXPEDITE......: 01/11/00 TRKG: 001 LATE REPORT    REQ.: DRP

PO NO: C P5259560          LINE: 0001 PF5=GL DIST PF8=LINE/ITEM PF9=RECEIPTS
                                                          CMD:
```

PROPRIETARY

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

EXHIBIT 17
SWIMS - ITEM MASTER INQUIRY

```
Date 8/17/90

                                ITEM MASTER UPDATE                      RCS420-M
 08/16/90 - 15:34:14                                    CREATE DATE  10/16/89
 ITEM ID: SPOONER4                                      UPDATE DATE  08/15/90
       DESCRIPTION                              PRINT LAST ACTIVITY
 000   DW UOM TEST ITEM4                          Y     08/14/90


 U/M: BX      ORDER MULTIPLE:          1  WEIGHT:                  U/W:
 VENDOR:                PART ID:                                   MFR:
 CONTROL DESCRIPTION: DW UOM TEST ITEM4                            PRINT IND:  Y
 DETAIL MESSAGE CODES:                          BUYER ID: 00A      1099 CODE:
 INVENTORY METHOD: P  PRICE IND:  1   COMMODITY CODE: 0001       FORECAST:   N
       UNIT PRICE:        1.00000     QTY VARIANCE %:           SHELF LIFE:
      SAFETY/FIFO: N                   HAZARDOUS: N
 ALTERNATE U/M 1: FT      CONVERSION FACTOR 1:          .00166
               2:                              2:
               3:                              3:
 CAPRI UOM: XX       CAPRI CONVERSION FACTOR: 9999999.99    CAPRI M/D IND: X
              PG. S A WD P MIC-CODE. SIC-CODE.. AIC C FRT-CLS..
 USER DATA :
                                        PF4=NEXT ITEM
 ITEM: SPOONER4                 SEQ:    PF5=P/N XREF     PF6=DESC PF7=USER
                                                                 CMD:
```

Note: The Bold Faced fields shown above are the three new fields that need to be added to the CSITMS segment (11 bytes total).

PROPRIETARY

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

APPENDIX 1

ACRONYMS

1.	CAPRI	Computer Assisted Purchasing Receiving & Invoicing.
2.	CSITMS	Corporate System Item Master Segment.
3.	DOPAC	Disk Oriented Property & Cost (system).
4.	MDC	Materials Distribution Center.
5.	MOQ	Minimum Order Quantity.
6.	MR	Material Requisition.
7.	PIR	Perpetual Inventory Record.
8.	SOUCN	Sell/Order Unit Conversion.
9.	SSI	Standard Supply Item.
10.	SWAPS	Southwestern Accounts Payable System.
11.	SWIMS	Southwestern Inventory Management System.
12.	UOM	Unit Of Measure.
13.	VSPQ	Vendor Standard Package Quantity.
14.	+	Addition
15.	-	Subtraction
16.	*	Multiply
17.	/	Divide

PROPRIETARY

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