Y-CONTROL
ORDER UNIT CONTROL

CONTENTS

1. <u>GENERAL</u>

    1.01   This instruction provides information to be used by Inventory Management when updating Southwestern Inventory Management System (SWIMS) with a Y-Control indicator and quantity.

    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/clients;

        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 Y-Control process.

2. <u>DEFINITIONS</u>

    2.01   Authority Code - Also known as an Authority Number, it is a seven digit number used by the user/client to access COES or PROES. This code/number provides all the data essential to a Supplies Requisition heading such as Title, ship-to address for material, Geographic Location Code, etc. In addition, the information contains certain ordering control features which assist in the safeguarding of company property by controlling who can order and what can be ordered. Authority Codes, or Authority Numbers, can be obtained by submitting a Form FASW-6172 via appropriate lines of organization. There are three different types of Authority Codes in use:

        a.   Standard Authority Numbers can be utilized to order specified material depending on the MU Codes assigned. Use of this card restricts charging materials to the Responsibility Code associated with that number and limits shipment of material to the

address on the Authority Record. The TCWEI code associated with this type of Authority is "01";

b.   Variable Authority Numbers allow cross charging of material expenses to various Responsibility Codes, and allows shipment of material to predetermined addresses as required. The types of material ordered utilizing this number are restricted depending on the MU Codes assigned. Alternate Bell Locations are used with this type of Authority Number. Issuance of these types of numbers is at the discretion of Inventory Management. The TCWEI code associated with this type of Authority is "04";

c.   Blanket Authority Numbers allow cross charging of material expenses to various Responsibility Codes, and allows shipment of material to predetermined address as required. The types of material ordered utilizing these numbers allows ordering of all types of materials, and an MU of 20 allows for maximum quantities to be ordered. For security purposes these numbers will be issued and utilized under the direction of the Procurement Organization only (MDC, TCS, LPO, RDP). The TCWEI code associated with this type of Authority is "09".

2.02   Authority Multiplier - A multiplier quantity used in calculations which determines the allowable volume of material that can be ordered for a particular Authority Card. See Exhibit 1. Authority Card information is found in SWIMS Corporate Code Table 007.

2.03   Alternate Bell Location - A ship-to location loaded in SWIMS Corporate Code Table 007 which, when activated, causes material to be shipped to a designated location other than what is loaded on the Authority Record. See Exhibit 2. The Authority Number for an Alternate Bell Location record begins with a "9", (9XXXXXX). Alternate Bell Location records are used with Variable Authority Numbers.

2.04   Custom Order Entry System (COES) - A mechanized order entry system whereby user's/client's orders are entered via a terminal for stocked material. The orders are collected daily and passed to SWIMS for processing and warehouse selection and shipment. Local Purchasing

Offices (LPOs) and Telephone Company Storerooms (TCSs) are prime users of COES.

2.05   Item Control Multiplier - See Item Multiple.

2.06   Item Multiple - Also known as Item Control Multiplier, is a 35 position field containing multiplier numbers used in conjunction with a Material Usage code (MU) to determine whether a user/client is authorized to order a particular item. If the user/client is authorized the Item Multiple is used in calculating the Total Multiplier. The Item Multiple is found on SWIMS Item User Update screen CSUI, see Exhibit 3.

2.07   Material Usage (MU) Code - Is a two-digit numeric/alpha character assigned to a general job description. The MU code is associated with the use or application of the item that is purchased. The Procurement Catalog of Stock, Nonstock, and TCS Products lists the MU Codes available for use when ordering material along with the general job descriptions associated with that MU.

2.08   Maximum Ordering Quantity - A fixed quantity determined to be a usable amount by the user/client as agreed to between the Inventory Manager and the Departmental Technical Staff. This quantity is used in the calculation of the Maximum Orderable Quantity. The default is 00001. The Maximum Ordering Quantity is found on SWIMS Item User Update screen CSUI, see Exhibit 3.

2.09   Order Entry System (OES) - See Procurement Order Entry System (PROES).

2.10   Pattern Account (PA) - Also known as Commodity Code in SWIMS, is a two-digit number assigned to each item depending on category and usage of material. The combination of the MU Code and the PA Codes assigned to the respective types of stocked material produces billing charges to a predetermined account code based on the information contained within the PA/MU usage table in Procurement Logistics Accounting System (PLAS).

2.11   Procurement Order Entry System (PROES) - A mechanized order entry system whereby users/clients enter their orders for stocked material via Touch Tone^R phone. The orders are collected daily and passed to SWIMS for

warehouse selection and shipment. Use of PROES is detailed in the front section of the Procurement Catalog.

2.12   Standard Packaging Quantity (SPQ) - The Unit of Measure (UOM) quantity that is being <u>disbursed</u> to the user/client. The default is <u>0000001.</u> For example: 1 carton, 1 package, 1 box, 1 each. The <u>disbursement</u> SPQ is not to be confused with the Vendor <u>Standard Package</u> Quantity (VSPQ). The Standard Packaging Quantity is found on SWIMS Item User Update screen CSUI, see Exhibit 3.

2.13   User/client - Any user of Procurement expertise or services. Includes the GHQ Technical Staff, Subject matter experts, and any Southwestern Bell Telephone Company employee that places an order through Procurement.

2.14   Y-Control - Is order unit control. The SWIMS Procurement Order Entry System (PROES) and Custom Order Entry System (COES) have the ability to detect and correct certain errors made by users/clients when ordering stocked material using an incorrect order unit. For example, the user/client orders 300 feet of wire when he/she actually requires one spool of 300 feet. Y-Control computes this error and reduces the quantity to one spool.

2.15   Y-Control Indicator - The indicator used to designate that an item is or is not on Y-Control. Valid entries are "Y" for yes and "N" for no. The default is "N". The Y-Control Indicator is found on SWIMS Item User Update screen CSUI, see Exhibit 3.

2.16   Y-Control Quantity - The number of pieces in the disbursement unit. For example, 1 package containing 24 each would be loaded as 0000024. Twenty four is the number of pieces in 1 package, with package being the disbursement unit. Default is 0000000. This field must be populated if the Y-Control Indicator is equal to "Y". The Y-Control Quantity is found on SWIMS Item User Update screen CSUI, see Exhibit 3.

3. RESPONSIBILITIES

    3.01   It is the responsibility of Inventory Management to identify stocked items to be placed on Y-Control status.

    3.02   It is the responsibility of the Departmental Technical Staff, in conjunction with State committees, to determine the most appropriate Maximum Ordering Quantity.

    3.03   It is the responsibility of Inventory Management to load and maintain a Y-Control Indicator, Y-Control quantity, and Maximum Ordering Quantity into SWIMS for appropriate items.

    3.04   Close coordination is required among Inventory Management, Departmental Technical Staffs, and Procurement Contracting, to assure that the proper Y-Control is applied when needed.

    3.05   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 Y Control process must be performed with care and honesty for the successful management of the business.

4. Y-CONTROL

    4.01   The purpose of Y-Control, order unit control, is to detect and correct certain errors made by users/clients when ordering stocked material using an incorrect order unit.

    4.02   Y-Control performs its function in the PROES and COES systems when a user/client enters an order into SWIMS for stocked material.

    4.03   When activated, Y-Control adjusts erroneous user/client order quantities either up or down depending on the nature of the order unit error.

    4.04   Y-Control may be activated by the Inventory Manager when the following conditions are encountered:

    a.   A change is made in the Unit of Measure, for example:

        1.   From Each to Pack,

        2.   From Foot to Coil,

        3.   From Case to Each,

    b.   New items added to the SWIMS data base;

    c.   Any case where the user/client can become unclear as to what the proper disbursing Unit Of Measure is.

4.05   Y-Control is activated in SWIMS by the Inventory Manager upon loading the following information on the Corporate System User Maintenance (CSUM) screen:

    a.   "Y" in the Y-Control Indicator field;

    b.   A quantity in the Y-Control Quantity field;

        1.   This quantity is the number of units in the standard package, for example:

            a.   One standard coil of wire 300 feet in length, 300 feet is the quantity;

            b.   One carton of 25 each, 25 is the quantity.

    c.   A quantity in the Maximum Ordering Quantity field.

        1.   It must be noted that the quantity in the Maximum Ordering Quantity field is determined by agreement between the Departmental Technical Staffs and Inventory Management.

        2.   The Departmental Technical Staffs coordinate with State committees to determine a recommended Maximum Ordering Quantity.

4.06   Once users/clients are familiar with ordering in the proper order unit, Y-Control can be removed from the affected item(s). However, it is recommended that the Y-Control remain intact permanently especially if there is potential for confusion as to what the proper UOM is for an item. A good example where there can be confusion

as to what the UOM is for an item is Wire. A UOM for Wire can be: feet, coils, spools, reels, and boxes.

5. ITEM PROCESSING LOGIC

5.01 Quantity check. See Exhibit 4.

a. Multiply the Authority Multiplier (from the Authority Record SWIMS Table 007) by the Item Control Multiplier (from the Item record CSUI) to get the TOTAL MULTIPLIER.

1. (Authority Multiplier) * (Item Control Multiplier) = TOTAL MULTIPLIER

b. Multiply the Maximum Ordering Quantity (from the Item Record CSUI) by the Total Multiplier to get the MAXIMUM ORDERABLE QUANTITY.

1. (Maximum Quantity) * (Total Multiplier) = MAXIMUM ORDERABLE QUANTITY

c. If the Maximum Orderable Quantity is equal to or greater than the actual order quantity, read the Standard Packaging Quantity field in the Item Record.

1. If the quantity ordered is a multiple of the Standard Packaging Quantity, send multiple of the Standard Packaging Quantity.

2. If the quantity ordered is not a multiple of the Standard Packaging Quantity, round the quantity up to the next higher multiple of the Standard Packaging Quantity.

d. If the Maximum Orderable Quantity is less than the actual order quantity, read the Y-Control indicator in the Item Record.

1. If the Y-Control indicator is equal to "Y", and if the quantity ordered is a multiple of the number in the Y-Control Quantity field, then divide the quantity ordered by the number in the Y-Control Quantity field. Quantity is

adjusted to a multiple of the quantity in the Y-Control field.

2.   If the Y-Control indicator is equal to "Y", and the quantity ordered <u>is not a multiple</u> of the number in the Y-Control Quantity field, then reduce the quantity ordered to the Maximum Orderable Quantity.

3.   If the Y-Control indicator is equal to "N" reduce the quantity ordered to the Maximum Orderable Quantity.

6. <u>PROCESSING EXAMPLES</u>

6.01   Total Multiplier:

    a.   Authority Multiplier = 5
          Item Control Multiplier = 1

    b.   (Authority Multiplier) * (Item Control Multiplier) = Total Multiplier

    c.   (5) * (1) = 5

6.02   Maximum Orderable Quantity:

    a.   Maximum Quantity = 200
          Total Multiplier = 5

    b.   (Maximum Quantity) * (Total Multiplier) = Maximum Orderable Quantity

    c.   (200) * (5) = 1000

6.03   Quantity ordered by user/client is a multiple of the Standard Packaging Quantity:

    a.   Total Multiplier = 5   (5)*(1)
          Maximum Orderable Quantity = 1000   (200)*(5)
          Actual order quantity = 600
          Standard Packaging Quantity = 100

b. Since the actual order quantity is a multiple of the
Standard Packaging Quantity, 600 will ship to the
user/client.

6.04   Quantity ordered by user/client is not a multiple of the
Standard Packaging Quantity:

a. Total Multiplier = 5   (5)*(1)
Maximum Orderable Quantity = 1000   (200)*(5)
Actual order quantity = 15
Standard Packaging Quantity = 100

b. Since the actual order quantity is not a multiple of
the Standard Packaging Quantity, the user/client
order will be rounded up to 100.

6.05   Y-Control is YES and quantity ordered by user/client is a
multiple of the number in the Y-Control Quantity field:

a. Total Multiplier = 5   (5)*(1)
Maximum Orderable Quantity = 5   (1)*(5)
Actual order quantity = 200
Y-Control Quantity = 50

b. Since the actual order quantity is a multiple of the
number in the Y-Control field, (200/50=4), the
user/client order will be reduced to 4.

6.06   Y-Control is YES and quantity ordered by user/client is
not a multiple of the number in the Y-Control Quantity
field:

a. Total Multiplier = 45   (5)*(9)
Maximum Orderable Quantity = 45   (1)*(45)
Actual order quantity = 65
Y-Control Quantity = 10

b. Since the actual order quantity is not a multiple of
the number in the Y-Control field, the user/client
order will be reduced to 45, the Maximum Orderable
Quantity.

6.07   Y-Control is NO and quantity ordered by user/client is a
multiple of the Standard Packaging Quantity:

a. Total Multiplier = 5   (5)*(1)
Maximum Orderable Quantity = 1000   (200)*(5)

Actual order quantity = 300
Standard Packaging Quantity = 100

b.   Since the actual order quantity is a multiple of the number in the Standard Packaging Quantity field, 300 will ship to the user/client.

6.08   Y-Control is NO and quantity ordered by user/client is not a multiple of the Standard Packaging Quantity:

a.   Total Multiplier = 5   (5)*(1)
     Maximum Orderable Quantity = 1000   (200)*(5)
     Actual order quantity = 1012
     Standard Packaging Quantity = 100

b.   Since the actual order quantity is not a multiple of the number in the Standard Packaging Quantity field, 1000 will ship to the user/client.

7. <u>RELATED DOCUMENTATION</u>

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

     7.02   Procurement Catalog - See front section regarding Procurement Order Entry System (PROES).

     7.03   Procurement of Authority Numbers Southwestern Inventory Management System (SWIMS), SW 743-001-901.

EXHIBIT 1
SWIMS - CORPORATE TABLES INQUIRY

```
                              CORPORATE TABLES INQUIRY              RMM400 C
TABLE ID..: 007
TABLE NAME: SHIP TO/AUTHORITY CODES
CODE VALUE: 20102200000000000

            TITLE:  DIST STF MGR I A                    CHK-DIGIT: 3
    SHIP TO NAME:  SOUTHWESTERN BELL
         ADDRESS:  707 N ROBINSON RM-714
            CITY:  OKLAHOMA CITY      STATE: OK  ZIPCODE: 73102
   CONTACT PHONE:  CONTACT PH
       GEO. LOC.:  RR0000
        RCO CODE:  SA1032000
     TRUCK ROUTE:  04AHH
       T & R IND:  PR
  TAX JURIS CODE:
           TCWEI:  01
 AUTH MULTIPLIER:  3
      COMPANY ID:
           MUCC1:  3315  MUCC2:       MUCC3:       MUCC4:       MUCC5: 0000
           MISC1:  MISC LINE 1
           MISC2:  MISC LINE 2

TABLE ID: 007  CODE: 20102200000000000  SEQ: 0008
                                                            CMD:
```

EXHIBIT 2
SWIMS - CORPORATE TABLES MAINT

```
                          CORPORATE TABLES MAINT                  RMM41C M
TABLE ID..: 007
TABLE NAME: SHIP TO/AUTHORITY CODES
CODE VALUE: 910111000000000000

           TITLE:  ..                              CHK-DIGIT: 3
    SHIP TO NAME:  SOUTHWESTERN BELL TEL
         ADDRESS:  213 S ERSKINE                    REPAIR IND:
            CITY:  SEQUIN           STATE: TX  ZIPCODE: 78155-6121
   CONTACT PHONE:  2144645364
       GEO. LOC.:  XX0858
        RCO CODE:  S97510000
     TRUCK ROUTE:  SANART
       T & P IND:  PT
   TAX JURIS CODE:
           TCWEI:
  AUTH MULTIPLIER:
      COMPANY ID:
           MUCC1:        MUCC2: 0000  MUCC3:       MUCC4:       MUCC5:
           MISC1:  YV 2/21/91
           MISC2:  NCTE-TX

TABLE ID:     CODE:                    SEQ:
                                                    CMD:
```

EXHIBIT 3
SWIMS - ITEM USER UPDATE

```
                            ITEM USER UPDATE                    RCS445-X
                                                        CREATE DATE  90038
ITEM ID: 700088172
      DESCRIPTION: WIRE,AERIAL SERVICE 2/22 F RE 600FT


      STANDARD PACKAGING QUANTITY: 0003001
      MAXIMUM ORDERING QUANTITY..: 0001C   .   .   .   .   .   .
      ITEM MULTIPLE...............:   DL 110111101001000000009000090000000000
      Y-CONTROL INDICATOR.........: Y
      Y-CONTROL QUANTITY..........: 0000600
      UNIT OF MEASURE PACKAGE SIZE LENGTH: 00 FT 00 IN
                                    WIDTH.: 00 FT 00 IN
                                    HEIGHT: 0C FT 00 IN
      STANDARD PACKAGE SIZE........LENGTH: 00 FT 00 IN
                                    WIDTH.: 00 FT 00 IN
                                    HEIGHT: 0C FT 00 IN
      STATE/SUB PURCHASING INDICATOR:



ITEM: 700088172                        PF4=NEXT ITEM  PF5=P/N XREF  PF6=DESC
                                                            CMD:
```
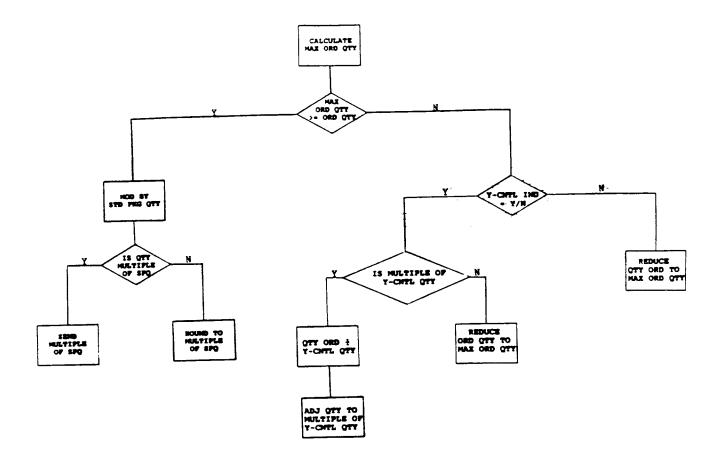
EXHIBIT 4
ITEM PROCESSING FLOW

EXHIBIT 5
ACRONYMS

1.	CAPRI	COMPUTER ASSISTED PURCHASING RECEIVING AND INVOICING
2.	COES	CUSTOM ORDER ENTRY SYSTEM
3.	CSUI	CORPORATE SYSTEM USER INQUIRY
4.	CSUM	CORPORATE SYSTEM USER MAINTENANCE
5.	LPO	LOCAL PURCHASING OFFICE
6.	MDC	MATERIALS DISTRIBUTION CENTER
7.	MU	MATERIAL USAGE
8.	OES	See PROES
9.	PROES	PROCUREMENT ORDER ENTRY SYSTEM
10.	RDP	REMOTE DISTRIBUTION POINT
11.	SPQ	STANDARD PACKAGING QUANTITY
12.	SSI	STANDARD SUPPLY ITEM
13.	SWIMS	SOUTHWESTERN INVENTORY MANAGEMENT SYSTEM
14.	TCS	TELEPHONE COMPANY STOREROOM
15.	TCWEI	TELEPHONE COMPANY WESTERN ELECTRIC INDICATOR
16.	UOM	UNIT OF MEASURE
17.	VSPQ	VENDOR STANDARD PACKAGE QUANTITY