

Glossary of Acronyms and Definitions

Administrator	MATS user role that has administrator access in MATS. This role allows the Administrator to create new users, sites, etc. in addition to make changes to stock related to user error and audit results.
ASC	Automated Supply Chain One of Openreach's IT systems for stock management
ASN	Advance Ship Note The manifest containing the list of Stock Keeping Units being supplied to a Ship To Address
Audit	An inventory count confirming an item code, quantity and location on a scheduled date
Buffer Stock	A quantity of Stock Keeping Units held as a reserve to safeguard against unforeseen shortages and future demands.
Champion	The volunteer member within the change management project to support and facilitate change
COSHH	Control of Substances Hazardous to Health
Deputy Stores Lead	The Deputy Stores Lead is the nominated person who becomes the main point of contact for the Client (Openreach) for stores related communications In the absence of the National Stores Lead
DDMRP	Demand Driven Material Replenishment Resource Planning The system by which stock is automatically replenished for SKUs with a Trigger Point, Replenishment Quantity and Total Inventory Buffer
Document Repository	An electronic location where documents are stored for ease of use by all users
DSR	Daily Status Report A report that contains two tabs: Tab 1 is 'Stock Status' contains the list all of the Stock Keeping Units which are built in ASC for each T location; Tab 2 is 'Open Orders' and contains a lists all Open Orders generated by DDMRP and some manual orders. It does not contain any Open Orders manually raised that begin with VK, PR or FS
D14	A request to Openreach for their Supply Chain to investigate shortages and missing items in a delivery which have been advised on an Advance Ship Note
Engineer	A person involved in building the Openreach network.
FISOP	Free-Issue Standard Operating Procedure
Free-issue stock	Materials supplied by the Client (Openreach) to the Managed Service Provider free of charge, but subject to financial charges for losses and thefts
FS	Fast Service An order that has created due to being demand being critical and carries a heavy surcharge
H&D	Heavy & Dirty . Materials used by civils teams which are not supplied free of charge. X synthetic codes on OptiMUS

IMC	Inventory Management Centre
Issue Multiple	The quantity of stock transacted relative to the Unit of Issue / Unit of Measure. E.g. bag of 10, one thousand metres, box of 20.
KIM	Cable Inventory Management The stock system supplied by Acumentive and inherited from Openreach which is used by Morrison Telecom Services to primarily record free-issue transactions.
Materials	Any item of stock of cable
MATS	Morrison Asset Tracking System The stock system supplied by Acumentive to replace KIM which is end-of-life.
MR	Manifest Request
MSP	Managed Service Provider The company granted free-issue stock on behalf of the Client (Openreach)
MTS	Morrison Telecom Services
National Logistics	The team responsible for all communications between MTS and the Client (Openreach) for stock related issues.
National Stores' Lead	The nominated person who is the main point of contact for the Client (Openreach) for stores related communications for all the Ship to Addresses. This includes all MTS stores and all supplier stores.
O8	Another one of Openreach's IT systems for stock management
PPE	Personal Protective Equipment - equipment that will protect the user against health or safety risks at work
PO	Purchase Order
PR	Planner Request An order raised by a Openreach Engineer
Replens Qty	Abbreviation for Replenishment Quantity
Satellite Site	A site which is linked to its parent Ship to Address via a T Code. The quantity of stock held for each SKU at the Satellite Site and the Parent STA are displayed in Daily Status Report as one combined quantity.
SHEQ	Safety, Health, Environment and Quality
SHEQ Team	The team in Morrison Telecom Services responsible for training and managements of SHEQ related activities
SIPOC	Suppliers, Inputs, Process, Outputs and Customer
SKU	Stock Keeping Unit Pronounced 'skew' is a unique code that is assigned to a product for the purpose of inventory management and ease of record-keeping.

SOP	Standard Operating Procedure a set of instructions that describes all the relevant steps and activities of a process or procedure to ensure consistency
STA	Ship To Address The term used by Openreach to identify a site that is entitled to free-issue materials
STA Code	6 digit unique finance code allocated a Ship To Address
Stores Hub	The centre of activity in a stores
Store's Lead	The person who is the main point of contact in the Ship To Address
Stores Person	MATS user role that restricts operations to a limited number of sites or functions
T Code	Transport Code A unique reference used by Openreach Transport linked to a Ship to Address
TIB	Total Inventory Buffer The maximum quantity of material expected to be used in a 3-week period
Trigger	Trigger Point The point at which materials are automatically triggered to be re-ordered
UIN	Unique Identification Number Sometimes referred to an EIN (Engineer Identification Number). A 9 digit number allocated by Openreach for personnel who have been inducted on the Openreach contract
Uol	Unit of Issue Physical measurement of count or quantity (e.g. each, bag, box, metre)
UoM	Unit of Measure Physical measurement of count or quantity (e.g. each, bag, box, metre)
VK	Vendor Kanban The name of the ordering system used by Openreach prior to the Demand Driven Material Replenishment Process
VMI	Vendor Managed Inventory Inventory supplied by Openreach's suppliers but via Openreach
Warehouse Operative	Any person who is tasked with physical activities in the stores
WO Est	Work Order Estimate A combination of letters and numbers linked to BT Job Ref that contains information relating to the work required by Openreach