

Openreach Free Issue: HOW TO TRANSFER MATERIALS BETWEEN STAS

Standard Operating Procedure

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Section 1: Introduction

Purpose

The purpose of this SOP is to explain how to ship and receive shipments of free issue stock and cable between STAs.

Scope

All sites can transfer materials from:

- An STA to another MTS STA
- An STA to any other satellite MTS STA
- Satellite sites can transfer to any MTS STA
- Satellite sites can transfer to any other MTS satellite site

Responsibilities

It is the responsibility of **Stores Lead's** and **Warehouse Operatives** to complete the paperwork for the associated transfer of stores and cable.

It is the responsibility of MATS users with **Stores Admins** or **Stores Person** roles to transact the shipments and receipts.

It is the responsibility of the **Store's Lead** and **Warehouse Operative** to physically count and check that the transferred stock and cable matches that advised on the paperwork.

Only those trained in this SOP must complete the transactions from Openreach.

Section 2: Inter-Site Shipments

Stock and cable transfers take place between STAs and satellite STAs and in MATS, they are referred to as **shipments**.

The majority of shipments take place between an STA and their child satellite STAs. Satellite STAs do not qualify for their own direct deliveries from Openreach; they must request stock and cable from their parent STA. The cost of transferring materials between STAs is the responsibility of the child site.

Section 3: Documentation

Record the transfer of materials on a **Materials Issue Sheet**.

Once the form is completed, scan a copy to the recipient and file a copy for your records. Send a physical copy with the outgoing delivery.

Ask the receiving STA to scan their **signed copy** back to you for your records.

Goods Issued Sheet Cable and Stock							
Part number	Description	From Location	Estimate No.	Drum / Reel Number (if cable)	Unit of Measure	Qty Issued	Qty Remaining
Issued to (Print Name):		Issued By (Signature):					
Received by(Signature):		Issued By (Print Name):					
UIN:		Issued on MATS by:				Please tick when ready for filing. Please retain for 2 years.	
Date:		Date:				File	

Section 4: Creating a Shipment in MATS

Transferring Stock

Log into MATS and go to **Stock>Ship Stock**

MATS Cable ▾ Stock ▾ Reports ▾ Admin ▾

Ship Stock

*Shipping Site: ▾

*Destination Site: ▾

*Shipment Reference:

Carrier:

Carrier Reference:

Estimated Delivery Date:

Reason: ▾

*Part No	UoM	Issue Multiple	Existing Record(s)	*Location	Current Qty	*Qty Shipped
<input type="text"/> <input type="button" value="X"/>						

Select the **Shipping Site** from the drop-down list.

Select the **Destination Site** from the drop-down list.

Enter a **Shipping Reference** that is easy to understand e.g. *FromJBell*

Enter any **Carrier** details you have and a **Carrier Reference** – e.g. DHL and their reference number.

Select the **Estimated Delivery Date** from the calendar.

Select the **Reason** from the drop-down list.

Using the issue sheet add the Stock items that are being shipped.

Multiple items can be added using the **+** at the end of the last line item.

Click the **Ship** button to complete the transfer in MATS

*Part No	UoM	Issue Multiple	Existing Record(s)	*Location	Current Qty	*Qty Shipped
061469 - MCCS BIX CONNECTOR A X 20	BOX	1	1	Stores	5	2
067408 - COF205 SPLIT CONDUIT PROT 50M	EACH	1	1	Stores	17	2
092109 - HYDRA 9F GREEN 45M. NOKIA FE	EACH	1	1	Stores	30	10

Transferring Cable

Log into MATS and go to **Reports>Asset Details**

Use the check box to select the drums you want to transfer.

Right-click and choose **Ship Cable**.

ID	Asset Type	Drum	Part No	Part No Description	UoM	Qty	Loctype	STA	Site	Location	Last Activity
36MBT7330	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	21-12-2020
36MBT7735	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020
36MBT3930	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020
36MBT5562	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020
36MBT7113	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020
36MBT7140	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020
36MBT3918	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020
36MBT5844	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020
36MBT3989	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020
36MBT5835	Cable	CABLE DRUM G	092511	36F ULWOH CABLE ST 11KV 2KM	METR	2,000	Fixed	502272	T10 MTS - Biantyre (Scotland)	Cable Store	18-12-2020

The **Ship Cable** window will open and from here populate the remaining fields.

Ship Cable

*Shipping Site: T10 MTS - Biantyre (Scotland) | *Destination Site: [Empty] | *Shipment Reference: [Empty]

Carrier: [Empty] | Carrier Reference: [Empty] | Estimated Delivery Date: [Calendar Icon]

Reason: [Dropdown]

ID: [Empty]

36MBT3930 | 36MBT7330 | 36MBT7735

COUNT 3

Select the **Destination Site** from the drop-down list.

Enter a **Shipping Reference** that is easy to understand but it must be different to the one used for stock shipped at the same time e.g. *CablefromJBell*

Enter any **Carrier** details you have and a **Carrier Reference** – e.g. DHL and their reference number.

Select the **Estimated Delivery Date** from the calendar.

Select the **Reason** from the drop-down list.

Click the **Ship** button to complete the transfer in MATS.

Section 5: Receiving a Shipment in MATS

Once the receiving site has physically checked the shipment against the transfer document, the receiving site must notify the transferee of any discrepancies as soon as possible as this will affect audit results. Scan and return the signed form via email keeping a copy for your own records.

Any shortages will have to be receipted back to the issuing site. Additional stock received will require additional transfer to be made.

The next step is to receive the shipment in MATS.

Receiving Stock Transfers

Log into MATS and go to the **Stock>Receive Stock Shipment**

Select the **Receiving Site** from the drop-down.

Select the appropriate **Shipment Reference** from the available list

If a partial quantity was received, then only enter the **Qty Received**

If all were delivered click **Received All** against each item

Click the **Receive** button to complete the transfer

Part No	UoM	Issue Multiple	Shipped Qty	Received All	*Qty Received	*Put to Location
092109 - HYDRA 9F GREEN 45M. NOKIA FELT	EACH	1	10	<input checked="" type="checkbox"/>	10	PCPs
067408 - COF205 SPLIT CONDUIT PROT 50M	EACH	1	2	<input checked="" type="checkbox"/>	2	DSLAM
061469 - MCCS BIX CONNECTOR A X 20	BOX	1	2	<input checked="" type="checkbox"/>	2	DSLAM

Receiving Cable Transfers

Log into MATS and go to **Cable>Receive Cable Shipment**

Use the check box to select the first drum, right-click and choose **Receive Cable Shipment**.

ID	Ship Ref	Type	Date Shipped	Source STA	Source Site	Destination Site	Carrier	Carrier Ref	Est. Del. Date	Drum
<input checked="" type="checkbox"/>	RIS2PJ0151220	Cable	16-12-2020 10:34:25	454225	T95 MTS - Risby (SEN)	T95 MTS - PJS (Ormskirk) GFAST				CABLE DRUM R6
<input type="checkbox"/>	RIS2PJ008122020CAB...	Cable		225	T06 MTS - Risby (SEN)	T95 MTS - PJS (Ormskirk) GFAST				CABLE DRUM R6
<input type="checkbox"/>	RIS2PJ008122020CAB...	Cable		225	T06 MTS - Risby (SEN)	T95 MTS - PJS (Ormskirk) GFAST				CABLE DRUM R6

The Receive Cable Shipment window will open:

Receiving Site: T95 MTS - PJS (Ormskirk) GFAST

Receiving Location: [Dropdown menu]

ID: 901917437006

Buttons: Receive, Cancel

COUNT 1

Select the cable storage location from the **Receiving Location** list.

Repeat for any other cable assets received as part of the same transfer.

Section 6: Document Retention Policy

Retain the documentation in Transfer File for easy reference. The retention period for stores documents is two full calendar years.