MORRISON Telecom Services
A part of MGroupServices

Openreach Free Issue:

HOW TO UNPACK AND RECORD THE RECEIPT OF OPENREACH CABLE

Standard Operating Procedure

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Section 1: Introduction

Purpose

The purpose of this SOP is to explain how to:

- Check, record and store new cable deliveries from Openreach and their suppliers.
- Identify the difference between drums, reels and coils.
- How the different documents aid the unpacking process.

Scope

This SOP is for all **Warehouse Operatives** and **Store's Leads** who receive deliveries from Openreach.

The receipt of stores is in the **SOP, HOW TO UNPACK AND RECORD THE RECEIPT OF OPENREACH STORES.**

This SOP is not for Satellite STAs receiving inter-site transfers.

Responsibilities

It is the responsibility of all **Warehouse Operatives** and **Store's Leads** to receive and record deliveries from Openreach and their third party suppliers

Only those trained in this SOP must unpack deliveries.

Section 2: Deliveries to STAs

Openreach will only deliver to an approved Ship To Address known as an 'STA'. All sites have a unique six-digit **STA code.** For sites operating under the Demand Driven Material Replenishment Resource Planning (DDMRP) process, they will also have a unique **T Location**.

Each STA has a dedicated delivery day, but deliveries *could* arrive on other days.

STAs will fall into one of three categories:

- Restricted – delivery is limited to specific work streams – e.g. GFAST
- DSLAMs – delivery is limited to DSLAMs
- Unrestricted – delivery has no restrictions

Section 3: Advance Ship Notes

The sites operating under DDMRP will receive automatically generated emails relating to their expected delivery from the Openreach mailbox (wmssup@bt.com).

Each document is an **Advance Ship Note** (ASN) and these are emailed to the **contractor's generic stores email.**

Please note that ASNs for cable can arrive before or after the delivery so this cannot be used to record the delivery.

A copy is sent to the National Logistics mailbox.

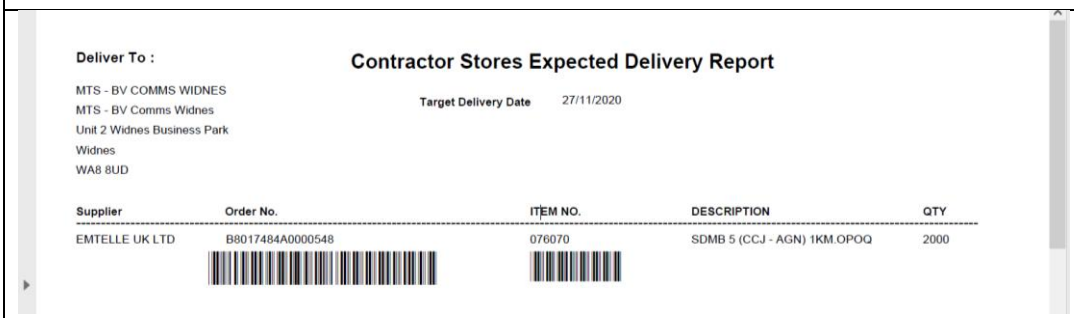
The ASN will consist of two documents containing the same information.

- a **PDF version** of the shipment containing bar codes
- an **Excel document** itemising the delivery in spreadsheet format.

Examples of ASN cable documents below:

Note the two different order numbers.

ORDER NO.	CONSIGNMENT	ITEM NO.	QTY	DESCRIPTION	CUST PO NUMBER	SHIP TO NAME	STA CODE	SHIP TO ZIP
B8017484A0000548		076070	2,000	SDMB 5 (CCJ - AGN) 1KM.OPOQ		MTS - BV COMM	520143	WA8 8UD



Deliver To :
MTS - BV COMMS WIDNES
MTS - BV Comms Widnes
Unit 2 Widnes Business Park
Widnes
WA8 8UD

Contractor Stores Expected Delivery Report

Target Delivery Date 27/11/2020

Supplier	Order No.	ITEM NO.	DESCRIPTION	QTY
EMTELLE UK LTD	B8017484A0000548	076070	SDMB 5 (CCJ - AGN) 1KM.OPOQ	2000

ORDER NO.	CONSIGNMENT	ITEM NO.	QTY	DESCRIPTION	CUST PO NUMBER	SHIP TO NAME	STA CODE	SHIP TO ZIP
901918826		067628	600	CABLE PET 100/0.5		MTS - PJS (Orms	507187	L39 2YW

Deliver To :
MTS - PJS (Ormskirk) GFAST
MTS - ORMSKIRK
Unit 6a Old Boundary Way
Ormskirk
L39 2YW

Contractor Stores Expected Delivery Report

Target Delivery Date 26/11/2020

Supplier	Order No.	ITEM NO.	DESCRIPTION	QTY
British Cables	901918826	067628	CABLE PET 100/0.5	600

Also, note how the total amount of cable expected is listed as one line entry, even though this is for multiple drums.

There is no guarantee that drums will arrive in the same week, so you could have a part-delivery.

Cable can arrive on the weekly dedicated-delivery from Openreach's or direct from the supplier on any day.

Print Cable ASNs and keep them in a file awaiting delivery.

Section 4: Daily Status Report

Everyday **National Logistics** will also **email** a copy of the updated **Daily Status Report** to the **contractor's generic stores email** addresses.

Tab 2 of the report will contain a list of the **Open Deliveries** for all STAs.

The **ASNs received should tally with the Open Deliveries** tab of the Daily Status Report.

Some cable ASNs are generated on the evening before the Order Date and others are generated the evening before the Due Date.

Manually raised orders starting VK, PR or FS will not appear on the Daily Status Report, but should appear on an ASN.

National Logistics recommends printing off the Open Deliveries section tab for the relevant T Code the day before the delivery.

Examples of cable shown on the DSR.

Item Co	Item Description	MR/PO	Line Numb	Original Order C	Order Da	Due Dat
90059	36F ULWOH CABLE 11KV 1000M	B8001436 0263947	0001	1000	16-Nov-20	03-Dec-20
90059	36F ULWOH CABLE 11KV 1000M	B8001436 0264016	0001	1000	17-Nov-20	03-Dec-20
90059	36F ULWOH CABLE 11KV 1000M	B8001436 0264217	0001	4000	19-Nov-20	03-Dec-20
90059	36F ULWOH CABLE 11KV 1000M	B8001436 0264299	0001	2000	20-Nov-20	04-Dec-20
92343	COF600 36F UG ONLY 2000M STER	B8001842 0021025	0001	8000	25-Nov-20	09-Dec-20
92343	COF600 36F UG ONLY 2000M STER	B8001842 0021044	0001	2000	26-Nov-20	10-Dec-20

Item Co	Item Description	MR/PO	Line Numb	Original Order C	Order Da	Due Dat
67522	CABLE PET 50/0.5 (IN METRES)	901919215	0001	200	24-Nov-20	30-Nov-20
34468	CABLE PET 2/0.5 (200M REELS)	901919895	0023	5	26-Nov-20	30-Nov-20
55731	CABLE PET 10/0.5 (REEL OF 200M	901919895	0029	6	26-Nov-20	30-Nov-20
55733	CABLE PET 20/0.5 (REEL OF 200M	901919895	0030	2	26-Nov-20	30-Nov-20

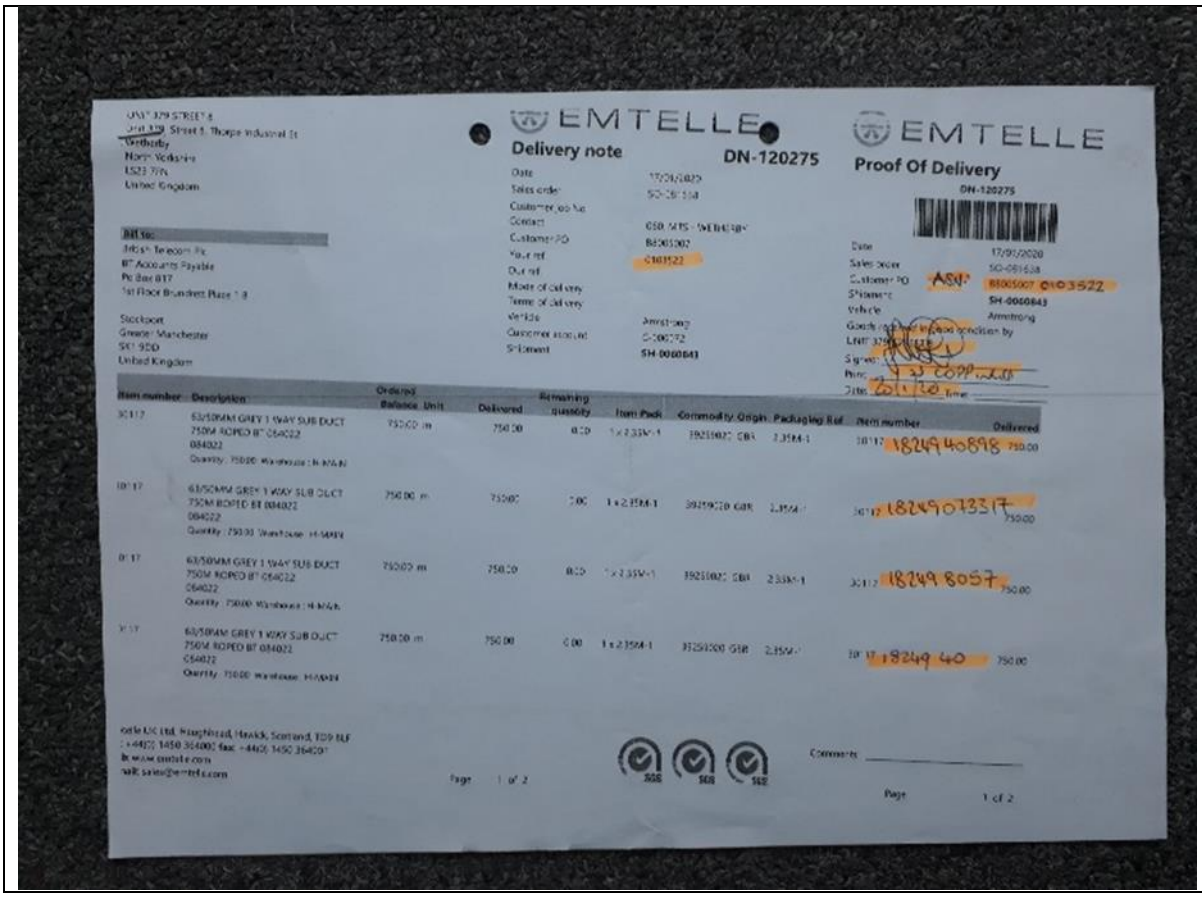
Section 5: Delivery

If the site has a forklift truck then the site is responsible for unloading the cable. If the site does not have a fork lift truck the delivery will be on a vehicle with a Moffatt and the driver will unload.

The delivery from Openreach will not have a delivery note.

NOTE:* Your signature is confirmation to the driver that he has made a delivery. *You are not signing to say the delivery has been checked and is correct.

Deliveries from third party suppliers will supply a Delivery Note.



Cable ID numbers

Cable drums have an identification number printed or scored into the drum and this must be recorded as it required for registering the drum or reel on MATS.

If there is a delivery note, record the drum numbers on the paperwork – see example above.

Goods Received Note

All cable must be recorded on a Goods Received Note for the purpose of registering the drums on MATS

Goods Received Note
Cable

MORRISON Telecom Services

Please tick when ready for filing

File		Retain for 2 years

From Supplier: BT / Marlin / Emtelle
Other Supplier:

Please circle, as appropriate

Perform Self Check on MATS after booking in. Email any errors to national.logistics@morrisonts.co.uk DO NOT try and correct

Attach any delivery notes / copies of ASNs to this form

Order Number (Copy and Paste into MATS from Advance Ship Note or Daily Status Report)	Drum ID (Scored on Drum) or Reel ID (Use Order Number and then hyphen 1, hyphen 2, etc.)	Drum Type (Refer to Drum Sizes tab)	Drum Owner (Find on the drum or Daily Status Report)	Part number	Description	Put away location	Qty Received	Registered on MATs tick or intital

Received (Signature): _____ Registered in on MATS (Signature): _____

Date: _____ Date: _____

Example of completed form:

Goods Received Note
Cable

MORRISON Telecom Services

Please tick when ready for filing

File		Retain for 2 years

From Supplier: (BT) / Marlin / Emtelle
Other Supplier:

Perform Self Check on KIM after booking in. Email any errors to national.logistics@morrisonts.co.uk

Attach any delivery notes / copies of ASNs to this form

Order Number Enter in KIM in Order Ref	Drum ID (Scored on Drum) Reel ID	Drum Type	Drum Owner	Item Code	Item Description	Put away location	Qty Received	Registered on KIM ✓
B8001842-0018900	36BBT 7956	C DRUM	BCC	092343	36F COF600	UNIT 14	2K	
	" 7933		"	"				
	" 7930		"	"				
	" 7936		"	"				
	" 7929		"	"				
	" 7949		"	"				
	" 7954		"	"				
	" 7944		"	"				
	" 8154		"	"				
	" 7926		"	"				
	" 7941		"	"				
	36MBT 2437		STERLITE	092511	36F ULW014			
	" 2432		"	"				
	" 2461		"	"				
	" 2435		"	"				

Received (Signature): _____ Booked in on KIM (Signature): _____

Date: 01/7/20 Date: 2/7/20

Section 6: Finding Order Numbers on the Drum Label

Photograph each drum label to aid the registration process and provide a record for checking and reporting errors. **Save a copy of the photographs in a Word document in the shared drive, as you may need to refer to later if there is an invoice query.** Give the files names the order number and the date to aid finding them, if required – e.g. 'B8001436 0262770 - 30.10.20'.

There are various types of order numbers:

MR/PO: 9-digits number generated automatically by Openreach system

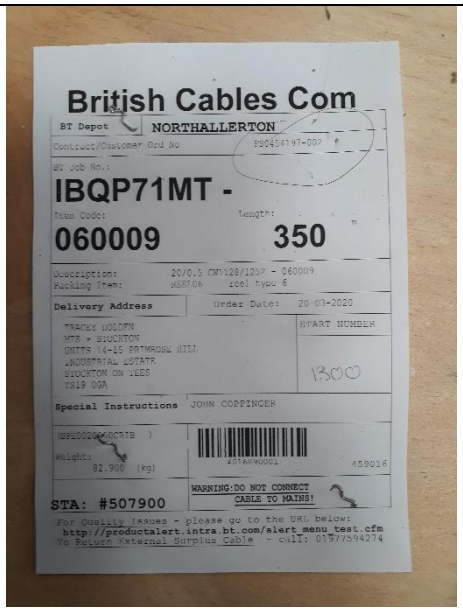
B8: 16-digit blanket order numbers found on cable drums

VK: Items which have been ordered on the old 'Vendor Kanban' process

For every drum or reel the following checks need to be completed:

- The correct cable has been suppled
- The length in meterage is recorded
- The order number is correct
- The drum number is recorded
- The reels are assigned a unique ID number.

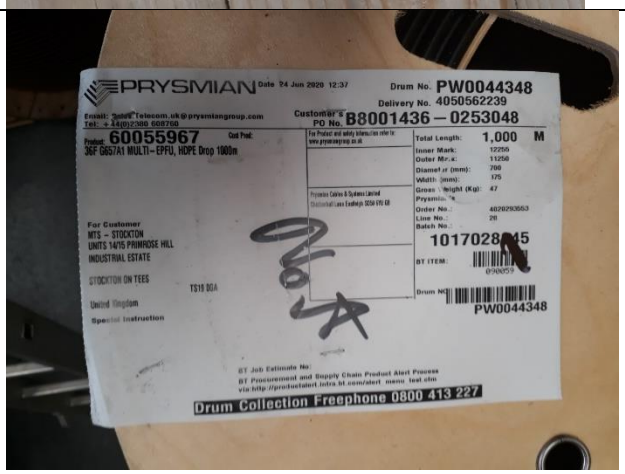
Example of drum labels are shown below which will be stapled to the drum.



British Cables Co
COF600 36F OPTICAL 092343
Item: COF600036F092343
COF600036F092343
Wght: 214kg Lgth: 2.000km
Wrh:840 BCC - Sterlite Fibre Comp
Date: 07-06-20
Drum: 36BBT7949
Id.No: 2336495
2336495
Product manufactured and supplied under Quality Management Systems certified to ISO.9000 series.
WARNING
This drum contains communication cable designed and produced solely for transmission of communication signals.
IT MUST NOT BE CONNECTED TO MAIN'S ELECTRICITY
To avoid injury to persons or damage to property, this cable must not be used for any other purpose.
British Cables Co,Delaunays Road,Blackley,Manchester

British Cables Com
BT Depot NORTHALLERTON
Contract/Customer Ord No
BT Job No.:
Item Code:
092343
Length:
2000 M
Description: COF600 36F OPTICAL 092343
Packing Item: DA000G ROME DRUM SIZE G
Delivery Address
Order Date: 24-06-2020
MTS - STOCKTON
UNITS 14/15 PRIMROSE HILL
INDUSTRIAL ESTATE
STOCKTON ON TEES
TS19 0GA
START NUMBER
Special Instructions
(COF600036F0923)
Weight:
214.000 (kg)
471095
STA: #507900
WARNING:DO NOT CONNECT CABLE TO MAINS!
For Quality Issues - please go to the URL below:
http://productalert.intra.bt.com/alert_menu_test.cfm
To Return External Surplus Cable - call: 01977594274

EMTELLE
4283
Title: Sub-duct Mono-bore 5
BT Item code: 076070
Contract No: B8005007
Manufacturers name: MJS
Date27/05/2020
Length of Sub-duct: 1000m
Weight of drum empty: 67kg
Weight of drum full: 244.80kg
Start No. (metres):0
Finish No. (metres):1000
Drum No. /ID:13730
Pass Signature:pass


PRYSMIAN
Drum No. PW0044348
Delivery No. 4050562239
Customer's PO No. B8001436 — 0253048
60055967
36F G657A1 MULTI-EPFU, HDPE Drop 1000m
Total Length: 1,000 M
For Customer
MTS - STOCKTON
UNITS 14/15 PRIMROSE HILL
INDUSTRIAL ESTATE
STOCKTON ON TEES
TS19 0GA
United Kingdom
PW0044348
Drum Collection Freephone 0800 413 227

Section 7: Numbering Reels with no ID

A reel that arrives without an ID number will have to be given a unique identity number.

You will need to **physically write this number on the reel** in permanent marker or marker paint. **Write the drum ID on the inner reel** so that it is visible when the drums are stacked end-to-end.

Use the **Order Number and Line Number** from the Daily Status Report to identify the drums.

Extract from Daily Status Report

53003	T95	CABLE PET 20/0.5 (IN METRES)	101527691	0001
53003	T95	CABLE PET 20/0.5 (IN METRES)	101527691	0002
53003	T95	CABLE PET 20/0.5 (IN METRES)	101527691	0003
53003	T95	CABLE PET 20/0.5 (IN METRES)	101527691	0004

Use 101527691-0001 for drum one, 101527691-0002 drum two, 101527691-0003 for drum three and 101527691-0004 for drum four.

This methodology makes it easier to identify drums for audit purposes.

Drum Sizes

If the drum size is not shown on the label refer to the table below and choose the drum closest to the size:

Generally, BT drums will start BT, so BTG indicates a G drum, BTJ indicates a J drum.

The reason for recording the drum size it related to returns so that Openreach can calculate the volume of space it will need in the vehicle.

Reel 6:	**0.850m x 0.254m x 0.305m**	**(2ft 9in x 10in x 1ft)**	
Reel 2:	**1.060m x 0.406m x 0.610m**	**(3ft 6in x 1ft 3in x 2ft)**	
Reel 1:	**1.060m x 0.254m x 0.305m**	**(3ft 6in x 10in x 1ft)**	
E Drum:	**Approx.**	**0.80m x 0.80m x 0.33m**	**(3ft x 3ft x 1ft)**
F Drum:	**Approx.**	**1.00m x 1.00m x 0.66m**	**(4ft x 4ft x 2ft)**
G Drum:	**Approx.**	**1.20m x 1.20m x 1.00m**	**(4.5ft x 4.5ft x 3ft)**
J Drums:	Unsure of dimensions		
L Drums:	Unsure of dimensions		
M Drums:	**Approx.**	**2.00m x 2.00m x 1.00m**	**(6.5ft x 6.5ft x 3ft)**
N Drums:	**Approx.**	**2.00m x 2.00m x 0.66m**	**(6.5ft x 6.5ft x 2ft)**
P Drums:	**Approx.**	**2.50m x 2.50m x 1.00m**	**(7.5ft x 7.5ft x 3ft)**

Coils

Coils are supplied without a reel or a drum.

Use the same methodology for numbering cables as reels and attach a label with the ID number written on it.

Cable supplied as 'Stock'

Cable that arrives from Magna Park and supplied on small reels is classified in the same way as Stock and does not need allocating a drum number. The order quantity is the total number of reels expected.

Supplier Name	T locati	Item Co	Item Description	MR/PO	Line Numb	Original Order Q
Magna Park NDC	T06	34468	CABLE PET 2/0.5 (200M REELS)	901919895	0023	5
Magna Park NDC	T06	55731	CABLE PET 10/0.5 (REEL OF 200M	901919895	0029	6
Magna Park NDC	T06	55733	CABLE PET 20/0.5 (REEL OF 200M	901919895	0030	2
Magna Park NDC	T07	55733	CABLE PET 20/0.5 (REEL OF 200M	901919517	0014	2
Magna Park NDC	T07	55734	CABLE PET 50/0.5 (REEL OF 100M	901919517	0015	5
Magna Park NDC	T07	55734	CABLE PET 50/0.5 (REEL OF 100M	901919517	0015	5
Magna Park NDC	T95	55732	CABLE PET 20/0.5 (REEL OF 100M	901919152	0003	8

Section 8: Damaged Cable

It is imperative that when damaged items are received that OR have full details to trace the delivery. Please email details immediately to national.logistics@morrisonts.co.uk.

National Logistics will contact Openreach on your behalf and provide you with full instructions of what to do with the cable. **Quarantine the drum until further notice**.

Please provide:

- A photo of the delivery sheet
- Put in writing if the cable is useable or unusable
- Drum ID
- Item code
- Barcode
- Length
- A photograph of the damaged drum

Section 9: Storage of Cable

Fibre and **Sub-Duct** can be stored outside.

Copper must be kept indoors or in a locked and secure cable compound.

Section 10: Time-Critical Activities

Once the cable is recorded on the GRNs, pass all of the documentation to the MATS administrator (if the receipting process activity is done by another person). If not, you are ready to start receipting in MATS. Please refer to SOP, HOW TO RECEIPT NEW CABLE IN MATS.

It is imperative the delivery is opened, checked and put-away the same day or the following working day.

The booking in transactions relating to the delivery must be complete in MATS before 12 noon on the days stated (1300 hours in BST).

Delivery day	
Monday	Receipt in MATS before 12 noon on Wednesday
Tuesday	Receipt in MATS before 12 noon on Thursday
Wednesday	Receipt in MATS before 12 noon on Friday
Thursday	Receipt in MATS before 12 noon on Monday
Friday	Receipt in MATS before 12 noon on Tuesday

All MATS transactions are automatically uploaded to Openreach daily. The Planning Board for the next delivery cycle runs automatically on the same evening as the cut-off day, so if transactions for both incoming and outgoing materials have not been transacted the supply of stores the following week will be impacted.

Section 11: Compliance

If two or more contractors are working out of the same STA, sufficient controls MUST be in place to ensure **cable is physically segregated for each contractor**.

Contractor STAs are **financially responsible to MTS** for the stock and cable stored in its compound, so it must comply with the instructions in this SOP.

Failure to comply with these processes will result in your STA being **temporarily closed** until it can demonstrate compliance. If it is reopened and fails a second time, then it risks being **closed permanently** and contractors will have to travel to an MTS STA for stores.

Section 12: Document Retention Policy

The retention period is **two full calendar years** for stores documents. You may need to refer to them to check for errors in the audit process.