Openreach Free Issue:

HOW TO RECEIPT NEW STOCK IN MATS

Standard Operating Procedure

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Section 1: Introduction

Purpose

The purpose of this SOP is to explain **how to receipt new deliveries of free-issue stock** from Openreach and its suppliers using the appropriate documentation in MATS.

Scope

This SOP is to be read and understood by all personnel who have **Stores Admins** or **Stores Person** roles in MATS

This SOP does not cover cable receipts. Please refer to SOP, HOW TO RECEIPT NEW CABLE IN MATS.

This SOP does not cover inter-site transfers, only new deliveries.

Responsibilities

It is the responsibility of the **Store's Lead** and **Warehouse Operatives** to ensure the documentation is available by the appropriate deadline as this activity is time-critical

Only those trained in this SOP must receipt deliveries from Openreach.

It is the responsibility of the **Stores Admins** or **Stores Person** to ensure the transactions are performed in MATS before the 12 noon (BST) cut-off and notify **National Logistics** of any discrepancies or errors.

It is the responsibility of **National Logistics** to report and discrepancies in the delivery to Openreach.

Section 2: Time-Critical Activities

The booking in transactions relating to the **delivery day** must be complete in MATS **before 12 noon** on the days stated.

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 transmitted in four files to Openreach automatically each working day. Openreach run their Planning Board for the next delivery cycle 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 3: Transference of receipts onto the Daily Status Report

When the delivery has been opened and checked, you will have the related checked paperwork and you are ready to receipt the delivery in MATS.

First you will need open the **most recent electronic copy of the Daily Status Report**. Save a copy on your shared drive, naming it with the delivery date and your sites name; e.g. **MTS – Daily Stock Status Blantyre 30.11.20**.

Filter the 'Open Deliveries' tab to your site.

Set the print area, highlight and print the following columns:

Item Co	Item Description	MR/PO	Line Numb	Original Order O	Comments / Drum ID
54818	WIRE COPPER SOFT 1/1.40	001744154	0001	26	
16152	WASHER GALVANISED 4	101541983	0001	100	
16162	WASHER GALVANISED 17	101541983	0002	200	
71441	COLLETS PAIR 1/50 SETS	101541983	0003	25	
105000	OTH REFLECTOR-SPLITTER & ONT	101541983	0004	200	
463	LETTER A POLE PLASTIC BAG 50	901919895	0001	1	
466	LETTER D POLE PLASTIC BAG 50	901919895	0002	1	
470	NUMBER 0 POLE PLASTIC BAG 50	901919895	0003	1	
471	NUMBER 1 POLE PLASTIC BAG 50	901919895	0004	1	

Double-check the delivery paperwork against the Daily Status Report. Methodically work through the **consignment tickets** transferring the quantity received onto the printed copy first. Next work through the **GRNs**.

If there are any gaps on the Daily Status Report at the end of the check, double check if those items have arrived but were not recorded on the GRN or the tickets.

Remember that any orders that begin VK, PR or FS will not be on the Daily Status Report.

Next, make a note of any discrepancies:

- Shortages;
- Non-deliveries;
- SKUs not listed on ASN;
- Make a note of any surpluses. **Physically move the over-delivered stock to a quarantine location, as these cannot be receipted in MATS. The MATS system does not allow for over-receipting. National Logistics will need to request another order number from Openreach.**
- Make a note of any damaged stock or expired stock. Take a photograph of the damage or expiry date on the label and send to National Logistics.

Lastly, transfer this information onto the electronic copy of the DSR, but retain all of the paperwork including the consignment tickets for audit purposes.

Notify National Logistics of any discrepancies within 2 working days by email. Attach a copy of the updated DSR or copy and paste the relevant details into an email.

Move the completed ASNs to another folder marking off the completed transactions with a tick, initials and date.

You are now ready to start receipting in MATS.

Section 4: Daily Status Report – Open Deliveries

Use your electronic copy of the **Daily Status Report** on the Open Deliveries tab as your **source document** for receipting in MATS.

When receipting in MATS you must **COPY AND PASTE** the associated order numbers into the order number field to minimise the risk of transcription errors. **This Error Risk Reduction initiative has led to fewer errors of the wrong order number being entered in MATS.**

Use the electronic copy of the **Advance Ship Note** for the rest of the orders that are not listed on the Daily Status Report.

Section 5: Registering New Stock in MATS

Prior to booking in check that the **physical storage location has been recorded on the paperwork**. Do not guess a location as this will make the audits incorrect and create duplicate locations for the same stock item.

- Log into MATS and go to the **Stock** menu then select **Register New Stock**

- Check that your **Site** name is showing correctly. Copy the **PO Number,** from either the **Daily Status Report** or an **Advance Ship Note**, and paste into the **PO Ref** field

- **Part No**> select the item code from the drop-down. When typing the part number search will limit the results. Select the correct part number.

- **Location** > Select the location from the drop-down.

  If the correct location is not listed in the drop-down menu make a note on the paperwork and return to these at the end of all other others transactions.

- **Register Qty** > Enter the quantity received in the field.

  IMPORTANT NOTE: You MUST NOT enter MORE than the advised quantity, as this will cause a rejection error, but you CAN under-receipt.

- If more than one item was received as part of the same PO, these can be added at the same time. Click the black **✚** underneath the first Stock Item line to add another row

- Once you have finished all lines of stock for the given PO then click the **Register** button
- Repeat the process for all stock items against different POs until everything is receipted.

Missing item codes

If a part number is not available in the drop-down list in MATS then email national.logistics@morrisonts.co.uk for assistance.

How do add new locations

Return to any SKUs which could not be receipted as the location was not in the list and complete the transactions after the new location has been created.

Go to **Admin > Locations** and chose **Add location**.

	Choose from the following drop-downs: The Site Type: Fixed Category: Stock Location: create the name of you new location. Click Save

Section 6: Self-Checking Transactions

When you have finished registering stock SKUS on MATS you must perform a self-check. **Go to Reports>Stock Record History**.

Limit the report to the Operation **DateTime**, choose the date from the calendar, limit the **site** and Operation to **Receive** and lastly your user name.

Download the report and sort it by PO Ref and Part Number. Check it against the Daily Status Report for any errors.

Part No	Part No Description	UoM	Qty Change	PO Ref
016152	WASHER GALVANISED 4	EACH	300	001743499
016162	WASHER GALVANISED 17	EACH	500	001743499
073063	STRAP CABLE FIXING 14A PK50	PACK	54	001743499
073202	WASHER GALVANISED 19 (QTY 770)	BOX	12	001743499
087413	FTTP CONNECTOR UG 12WAY 50M	EACH	10	001743499
087414	FTTP CONNECTOR UG 12WAY 100M	EACH	6	001743499
087415	FTTP CONNECTOR UG 12WAY 150M	EACH	10	001743499
088083	FTTP CONNECTOR UG 12WAY 20M	EACH	8	001743499
054818	WIRE COPPER SOFT 1/1.40	KILO	26	001743506
000463	LETTER A POLE PLASTIC BAG 50	BAG	2	901918068
000471	NUMBER 1 POLE PLASTIC BAG 50	BAG	1	901918068
000472	NUMBER 2 POLE PLASTIC BAG 50	BAG	1	901918068
000473	NUMBER 3 POLE PLASTIC BAG 50	BAG	1	901918068
000474	NUMBER 4 POLE PLASTIC BAG 50	BAG	1	901918068
000475	NUMBER 5 POLE PLASTIC BAG 50	BAG	1	901918068
000476	NUMBER 6 POLE PLASTIC BAG 50	BAG	1	901918068

If you have made a mistake, DO NOT try to correct it because the system is designed to prevent fraudulent activities. Errors can only be corrected by National Logistics who liaise with Openreach to correct them.

Please email any errors you have made to national.logistics@morrisonts.co.uk when you have finished your self-check.

The Errors will appear on the Daily Status Report as Reconciliation Errors.

National Logistics will add a comment to the Open Deliveries if there are queries

Daily Status Report: Stock Status

Difference between ASC & MATS indicates an error:

e in nce day	Stock Held Above Total Inventory Buffer	%Above Buffer	MATS 26.11.20 @ 1200	Difference between ASC & MATS	Order Qty Required	New Buffer Request	Comments
0	0		51	51			NOT ON OR'S RECONCILIATION TRACKER: IGNORE - OBSOLETE ITEM
0	0		3	3			NOT ON OR'S RECONCILIATION TRACKER: IGNORE - VMI ITEM.
0	54	90%	54	-60			NEW ON REPORT 19.11.20. AUDIT CORRECT OF 60 MADE. CHECK WITH GWYN.
0	-48	-96%	50	48			NEW ON REPORT 27.11.20. SITE ADMIN ERROR - RECEIPTED ON WRONG ORDER.
0	-1044	-27%	2990	200			NEW ON REPORT 27.11.20. SITE ADMIN ERROR - RECEIPTED ON WRONG ORDER.
0	58		28	-30			NOT ON OR'S RECONCILIATION TRACKER: IGNORE - VMI. VMI - ORDER ON DEMAN
0	0		4	4			NOT ON OR'S RECONCILIATION TRACKER: IGNORE - OBSOLETE ITEM
0	-278	-41%	400	-4			NEW ON REPORT 27.11.20. 2 X CABLE DRUMS REGISTERED AS 2 METRES IN ERRO

Daily Status Report: Open Deliveries

Sites to check for actions where Open Deliveries have not been receipted after the due date:

Order Stat	Order Da	Due Dat	Delivery Location	
InTransit	18-Nov-20	18-Nov-20	502253 MTS - Border (Dumfries)	SITE TO CONFIRM IF SUPPLIED
InTransit	18-Nov-20	18-Nov-20	502253 MTS - Border (Dumfries)	SITE TO CONFIRM IF SUPPLIED
InTransit	26-Nov-20	26-Nov-20	502253 MTS - Border (Dumfries)	
InTransit	26-Nov-20	26-Nov-20	502253 MTS - Border (Dumfries)	

Section 7: Reporting Discrepancies and Errors

Use the comments section to report any errors or discrepancies in the delivery.

In the Subject of the email, enter the **STA, T Code and Site name**

Attached the DSR or copy and paste the relevant section into the body of the email.
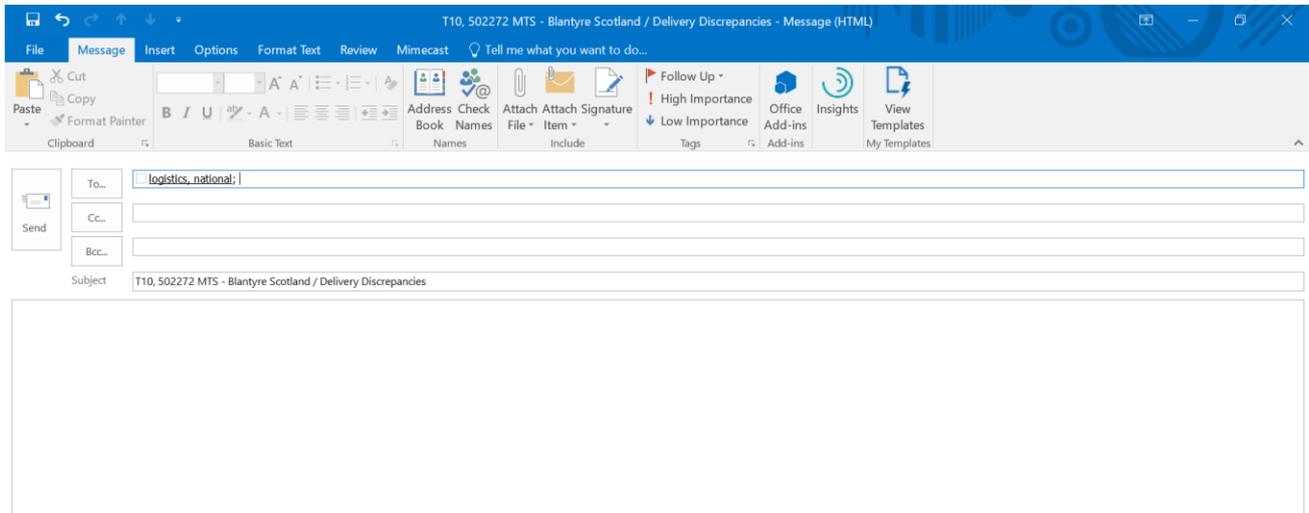
Section 8: National Logistics

National Logistics will:

- Update any comments received for transference onto the following days **Daily Status Report** to retain the history of the transactions.
- **Report any shortages** and request a D14 from Openreach to investigate the shortage.
- **Request additional order numbers** for over deliveries where stock in quarantine.
- Report any **damages**.
- Request a D14 and arrange collection of **stock delivered to the wrong STA**.

Section 9: 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.

Retain the consignment tickets and the hand-written Goods Received Notes in envelopes filed in date order by Month / Year to make it easy to find them.