

Openreach Free Issue: HOW TO RECEIPT NEW CABLE IN MATS

Standard Operating Procedure

SOP Number: 6.0

Effective Date: 02 December 2020

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Section 1: Introduction

Purpose

The purpose of this SOP is to explain how to register new deliveries of free issue cable from Openreach and their third-party suppliers 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 STOCK 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 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 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

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.

Remove Magna Park from the Supplier to limit the list to just cable:

Methodically work through the **Delivery Notes** and **Cable GRNs** transferring the Drum Numbers into the Comments Column:

Supplier Name	T locati	Item Co	Item Description	MR/PO	Line Numb
PRYSMIAN CABLES AND SYSTEMS	T10	90059	36F ULWOH CABLE 11KV 1000M	B8001436 0262770	0001
PRYSMIAN CABLES AND SYSTEMS	T10	90059	36F ULWOH CABLE 11KV 1000M	B8001436 0262906	0001
PRYSMIAN CABLES AND SYSTEMS	T10	90059	36F ULWOH CABLE 11KV 1000M	B8001436 0263238	0001
PRYSMIAN CABLES AND SYSTEMS	T10	90059	36F ULWOH CABLE 11KV 1000M	B8001436 0263374	0001
PRYSMIAN CABLES AND SYSTEMS	T10	90059	36F ULWOH CABLE 11KV 1000M	B8001436 0263471	0001
PRYSMIAN CABLES AND SYSTEMS	T10	90059	36F ULWOH CABLE 11KV 1000M	B8001436 0263638	0001
STERLITE TECHNOLOGIES LTD	T10	92511	36F ULWOH CABLE ST 11KV 2KM	B8001842 0020812	0001
PRYSMIAN CABLES AND SYSTEMS	T10	90059	36F ULWOH CABLE 11KV 1000M	B8001436 0264213	0001
STERLITE TECHNOLOGIES LTD	T10	92343	COF600 36F UG ONLY 2000M STER	B8001842 0020908	0001

Comments
OR TO PROGRESS WITH SUPPLIER FOR DELIVERY DATE. REQUESTED 24.11.20 / NO ASN
OR TO PROGRESS WITH SUPPLIER FOR DELIVERY DATE. REQUESTED 24.11.20
SITE ADMIN ERROR: DRUMS RECEIPTED ON ANOTHER ORDER NUMBER / PHOTOGRAPH PROVIDED.
PW049965, PW049964
PW050197, PW050223, PW050220, PW050199, PW050240, PW050140, PW050145, PW050139, PW050141
DIRECT FROM MANUFACTURER.
DIRECT FROM MANUFACTURER.
DIRECT FROM MANUFACTURER.
36BBT5165
DIRECT FROM MANUFACTURER.
36MBT6669, 36MBT6799
36MBT9716, 36MBT9813, 36MBT6696, 36MBT6843, 36MBT6837, 36MBT7294, 36MBT6828, 36MBT6836, 36MBT6841, 36M

Find the corresponding GRNs in the physical Store's A4 Lever Arch File and staple the GRN to it, making a note of total number of drums received (use a tally chart).

In the example below you can see six drums are expected against the order number ending 374 but so far, only two drums have been received.

ORDER NO.	CONSIGNMENT	ITEM NO.	QTY	DESCRIPTION	CUST PO NUMBER	SHIP TO NAME	STA CODE	SHIP TO ZIP
B8001436 0263238		090059	3,000	36F ULWOH CABLE 11KV 1000M		MTS - Blantyre (Si	502272	G72 0JZ
B8001436 0263374		090059	6,000	36F ULWOH CABLE 11KV 1000M		MTS - Blantyre (Si	502272	G72 0JZ
B8001437 0019262		096022	6,000	COF640 36F ARMOURED CABLE		MTS - Blantyre (Si	502272	G72 0JZ
B8001437 0019262		096023	2,000	COF640 48F ARMOURED CABLE		MTS - Blantyre (Si	502272	G72 0JZ
B8001842 0020679		092343	2,000	COF600 36F UG ONLY 2000M STER		MTS - Blantyre (Si	502272	G72 0JZ

B8001436 0263374 PW049965, PW049964

If the total number of drums and quantity of cable delivered exceeds the amount listed on the Open Deliveries tab they cannot be registered.

Also, if the drum lengths are longer than expected **do not register the drums**, physically quarantine the drums and **National Logistics will have to request an additional order number.**

You will need to send the photographs of **all of the drum labels showing the order number and the drum numbers** to National Logistics so that it can be reported to the supplier.

Take a photograph of any damaged drums of cable and send to National Logistics.

Notify National Logistics of any discrepancies **within 2 working days by email.**

Attach a copy of the updated DSR and the photographs of drums pasted into a Word Document.

You are now ready to start receipting in MATS.

Section 4: Registering New Cable 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.

IMPORTANT NOTE: You MUST NOT register MORE drums or a total greater length in metres than is advised on the **Advance Ship Note** as this will cause a rejection error.

Quarantine the additional drums, or drums that contain more meterage of cable, than has been advised on the ASN, taking a photograph of the drum labels.

National Logistics will request from Openreach what action must be taken to either return the drum or keep it.

You CAN under-receipt the meterage and you CAN receipt fewer drums than expected.

Registering Drums and Reels

Log into MATS and go to the **Cable > Register Drum and Cable**

Select the information from the **drop-down** boxes:

Site, Location, Drum Description, Drum Owner, Cable Part Number – Description.

Cable Owner and Issue Multiple will auto-populate.

Note: Qty is the Length in Metres on each drum NOT the number of drums or the total amount of cable.

Multiple drums can be registered by entering the drum IDs in the ID field and entering TAB after each drum; BUT this can only be used if all drums being registered are all the same length and product type.

- Copy and paste the **PO Number**, from either the **Daily Status Report** or an **Advance Ship Note** into **PO Ref** field. Once you have finished click the **Register** button.

Cable Coils

Cable Supplied on Coils is registered using Register Cable Coil using the same process as drums.

Cable supplied as Stock

Use the register new Stock option for reels of cable supplied by Magna Park. Refer to the SOP for registering stock.

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 because 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**.

<p>Add Location</p> <p>*Site <input type="text"/> Organisation <input type="text"/></p> <p>*Type <input type="text"/> *Location <input type="text"/></p> <p>Reference <input type="text"/> *Active <input type="text"/></p> <p>Latitude <input type="text"/> Longitude <input type="text"/></p> <p>*Category <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Undo"/></p> <p><input type="button" value="Cancel"/></p>	<p>Choose from the following drop-downs:</p> <p>The Site</p> <p>Type: Fixed</p> <p>Category: Cable</p> <p>Location: create the name of you new location.</p> <p>Click Save</p>
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Sign the GRN form and move the completed ASNs to another folder.

Section 5: Self-Checking Transactions

When you have finished registering cable on MATS, you must perform a self-check. Go to Reports>Cable History.

Copy and Paste the PO number into PO Ref and press enter. Do not limit the date so that this will return all drums registered to-date.

MATS will return the report for all transactions associated with that PO only.

You can see that only two drums have been registered:

Browser: mats.acumentive.com/acumentive/Mainlogin.a5w?AspxAutoDetectCookieSupport=1#

MATS Cable Stock Reports Admin

joanne.bell@morrisonts.co.uk

Cable History

	Rec ID	Op ID	Datetime	Operation	ID	Qty Start	Qty Change	Qty End	PO Ref	Reason	Ref1	Ref2	User
<input type="checkbox"/>	474286	92254803	27-11-2020 10:37:36	Issue	PWO49964	1,000	0	1,000	B8001436 0263374		WCHPH21P	RDY2PRCD	marc.mcewan@morrisonts.co.uk
<input type="checkbox"/>	473645	92254278	27-11-2020 07:45:40	Issue	PWO49965	1,000	0	1,000	B8001436 0263374		WCHJR06W	BLD PRGS	marc.mcewan@morrisonts.co.uk
<input type="checkbox"/>	473133	92253985	26-11-2020 14:05:37	Register	PWO49964	0	1,000	1,000	B8001436 0263374		B8001436 0263374		marc.mcewan@morrisonts.co.uk
<input type="checkbox"/>	473131	92253984	26-11-2020 14:05:37	Register	PWO49965	0	1,000	1,000	B8001436 0263374		B8001436 0263374		marc.mcewan@morrisonts.co.uk

Download the report then check it against the Daily Status Report for any errors.

Datetime	Operation	ID	Drum	Drum Owner	Part No	Part No Description	UoM	Qty Change	PO Ref
26-11-2020 14:05:37	Register	PWO49964	LSA-SIZE 500 PLY	Prysmian Cables	090059	36F ULWOH CABLE 11KV 1000M	METR	1000	B8001436 0263374
26-11-2020 14:05:37	Register	PWO49965	LSA-SIZE 500 PLY	Prysmian Cables	090059	36F ULWOH CABLE 11KV 1000M	METR	1000	B8001436 0263374

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.

Section 6: Reporting Discrepancies and Errors

Use the comments section to report any errors or discrepancies in the delivery along with any photographs of damage or additional drums.

Section 7: National Logistics

National Logistics will:

- Progress any order orders where drums have not been delivered;
- Request additional order numbers for over deliveries where cable in quarantine;
- Report any damaged cable or drums received;
- Arrange collection of cable delivered to the wrong STA;
- Update any comments received for transference onto the following days **Daily Status Report** to retain the history of the transactions.

Section 8: Document Retention Policy

The retention period is 2 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.