



## **ATT-TELCO-002-603-027**

### **Mobility Vendor Held Equipment Tracking**

#### **Abstract**

This document contains the policies and procedures associated with Mobility Vendor-Held Equipment and end-to-end tracking of QUANTUM Assets in the possession of the Mobility Installation Vendors and their subcontractors.

Specifically, this Method of Procedure ("MOP") introduces **App Depot (formerly "TONGO")**. **App Depot superseded the manual Asset Movement Form ("AMF") using the Vendor Asset Scanning Tool ("VAST"), a smartphone applet within App Depot now available in all markets.** The AT&T Installation Vendors and their subcontractor have a responsibility to ensure vendor held equipment resides in the proper location as agreed and directed by AT&T per Installation Program Agreement.

#### **Audience**

The Audience for this document includes the AT&T Installation Vendors, sub-contractors, C&E Network Implementation managers, C&E Equipment Engineers and Supply Chain Management.

**State(s):** All States  
**Vendor(s):** Mobility Installation Vendors  
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**Reason for Current Issue**

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4	08/10/2015	Version 4: VAST 3.0 Revision	LN7131
5	11/1/2015	Version 5 of document	TM024X
5a	5/6/2016	TONGO is now App Depot, ALC is now QUANTUM	TM024X
6	9/28/2016	Section 7.7 (Lost Assets) updated	TM024X

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## 1. Acronyms

<b>AMF</b>	Asset Movement Form
<b>APP DEPOT</b>	Smartphone container application. Houses VAST
<b>CSO</b>	Corporate Security Office
<b>CSSL</b>	Critical Spare Staging Location
<b>EE</b>	Equipment Engineer
<b>ERF</b>	Equipment Release Form
<b>PM</b>	Project Manager
<b>QUANTUM</b>	AT&T Network Equipment Asset Management database (Formerly ALC)
<b>SFAA</b>	Senior Field Asset Administrator
<b>SRM</b>	Senior Real Estate Manager
<b>TONGO</b>	Technology on the GO (smartphone App, rebranded as "App Depot")
<b>VAST</b>	Vendor Asset Scanning Tool (smartphone applet)
<b>CROSSDOCK</b>	Interim warehouse within the market (Crossdock)

## 2. Intended Audience

This document is intended to provide policy and process for communicating to AT&T and proper stakeholders, including but not limited to Construction and Engineering Managers (C&E), Installation Vendors (Contractors), Subcontractors, and Supply Chain Logistics.

This document is also intended to provide policy and process for communicating to AT&T in an effort to maintain visibility and control of Vendor Held Equipment. Each Wireless Installation Vendor and their associated sub-contractors/general contractors will be held accountable to comply with the policy outlined within this document.

## 3. Objective of the Policy

This method of procedure (MOP) establishes the parameters within which an Installation Vendor will maintain and ensure that the assets reside in the proper location. Through the use of VAST (Vendor Asset Scanning Tool) smartphone APP, the contractor or subcontractor will be responsible for the communication and location of AT&T assets within their possession by asset tag. The process will ensure the AT&T Network Equipment Asset Management database (QUANTUM) is kept current for the physical location of the equipment assigned to Installation Vendors.

This policy will ensure end-to-end visibility of vendor-held assets, from the point the equipment is released from the Crossdock, during the period that the Installation Vendor is in possession of the equipment, through final destination, also known as the 'delivered to site' (e.g. cell site).

## 4. Change Management

This document is subject to change by the intended audience or process improvement. Change requests must be submitted via email to Don Willis – [dw1867@att.com](mailto:dw1867@att.com).

## 5. Fundamentals

5.1. Overall purpose

- 5.1.1. Visibility of assets assigned to the Installation Vendor/General Contractor at their Vendor Warehouse FA Location
- 5.1.2. Track aging of Vendor/General Contractor assigned assets (target of less than 90 days aged)
- 5.1.3. Recovery of excessively aged or idle assets (greater than 120 days aged) from vendor warehouse, back to AT&T
- 5.2. Communication of asset location to AT&T

It is the responsibility of the Installation Vendor to provide AT&T the exact FA location of our assets in their possession at all times. Installation Vendor/General Contractor will scan with VAST anytime the physical location of the asset changes.

**Per AT&T policy it is mandatory to use an AT&T supported Smartphone for the App Depot/VAST application.**

- 5.2.1. VAST App supports five routines
  - 5.2.1.1. Warehouse to warehouse (transfer of equipment between vendor warehouses only).
  - 5.2.1.2. Install at installation site (delivered to site).
  - 5.2.1.3. Remove from installation site (moves the assets to the warehouse FA location)
  - 5.2.1.4. Inventory True Up (Identifies assets at vendor warehouse).
  - 5.2.1.5. Return Assets to AT&T (returns the assets from vendor warehouse to AT&T).

## 6. High Level Process

- 6.1. The AT&T EE, PM or SRM creates an Equipment Release Form (ERF), listing the equipment and final install destination (install site location). Additionally the EE, PM or SRM will ensure the 'Pick Up Vendor' warehouse FA is listed on the ERF.
- 6.2. The Equipment Release Form (ERF) will be emailed to the Primary Vendor/Secondary Vendor (Sub-contractor), as well as the appropriate CSSL.
- 6.3. Installation Vendor/general contractor contacts the Crossdock/CSSL to schedule a pick up.
- 6.4. At the Crossdock/CSSL, the Installation Vendor/ general contractor will present the ERF for RAN or ASG equipment to the Crossdock/CSSL attendant. Nothing is released without an ERF. Installation Vendor/general contractor should sign off on ERF acknowledging receipt of the specific asset tags.
- 6.5. The Crossdock/CSSL attendant will scan out asset(s) to the vendor warehouse FA Location (to be created). QUANTUM will reflect the detail location code of E+X+warehouse FA Location number. (E=EPL Shipments status; X=Vendor Warehouse location type)
- 6.6. Installation Vendor/ General contractor will communicate to AT&T any time the asset changes physical location:

6.6.1. Transact with the Vendor Asset Scanning Tool (VAST) smartphone App to Install (from the vendor warehouse to the cell site destination) or Transfer (warehouse to warehouse) or Return (warehouse to CSSL).

6.7. VAST Transactions

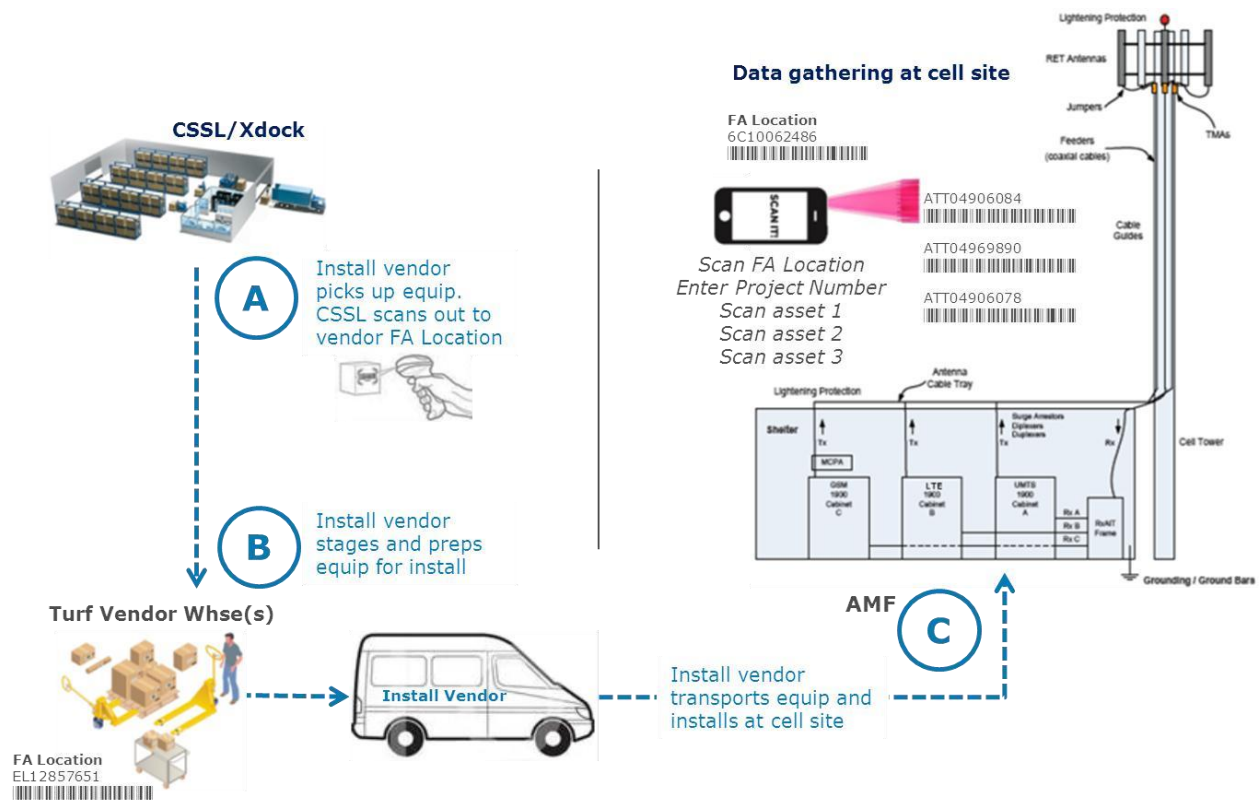
6.7.1. Transfer - Warehouse to warehouse transaction will update QUANTUM with the revised FA Location number, status remains as 'E'.

6.7.1.1. Definition of E status: identifies EPL equipment assigned to vendor storage location and en route from Crossdock to a cell site.

6.7.2. Install - Warehouse to Cell site transaction will update QUANTUM with the revised FA Location number and updates the status to 'Delivered to Site (6)'

6.7.3. Transactions processed with the Vendor Asset Scanning Tool (VAST) smartphone App will automatically update QUANTUM per transaction.

6.7.4. Supply Chain Management (SCM) will be responsible to clear 'Unprocessed Errors' in QUANTUM.



Lifecycle of Vendor Held Assets tracked at each interval, every time the asset moves.

**7. Installation Vendor and/or Sub-Contractor Responsibilities**

7.1. The Installation Vendor will be fully responsible for the Sub-Contractor/General Contractor compliance to AT&T policy.

- 7.1.1. Refer to C&E Mobility: Vendor Held Equipment Policy (ATT-002-291-233) for information regarding the returning of AT&T equipment to the CSSL.
- 7.2. A unique FA location number is required for each physical Vendor warehouse. The Installation Vendor is required to notify AT&T local market contact of any new (add) or changed storage warehouse location information.
- 7.3. The Installation Vendor/General Contractor should transport AT&T EPL assets directly from the AT&T Crossdock to the cell site except where necessary to Stage at an interim location. The ERF (equipment release form) is the official document listing the assets delivered to the Installation Vendor. The Installation Vendor/General Contractor is responsible for delivering and/or installing the equipment at the designated cell site within 10 calendar days of picking up the assets from the AT&T Crossdock/CSSL warehouse, inclusive of any Staging time.<sup>1</sup>
- 7.4. Aging of the equipment commences upon the Installation Vendor/General Contractor receiving the equipment from the Crossdock per the ERF and aging stops when the equipment is delivered to the cell site, acknowledged by completing the "delivered to site" scan via VAST.
- 7.5. Asset Movement will be communicated to AT&T by transacting in VAST (smartphone App) immediately for all equipment location changes (warehouse to warehouse, vendor to vendor, warehouse to cell site).
- 7.6. Scanning equipment for movement from one FA to another and/or to site is strongly recommended. Scans should be made as the equipment is delivered to site (e.g. at cell site). If AMFs are used (only to be used in special circumstances, e.g. asset not readable) these should be provided in accordance with ND298 checklist.
- 7.7. Vendor Warehouse bi-monthly inventory discovers Lost/unaccounted assets, which need to be resolved by next inventory or asset will be moved to Vendor Missing and vendor billed. If Vendor is unable to document the location of such asset, or that possession of the asset was transferred properly, within 15 calendar days after the end of the odd-numbered month during which the asset is listed on the AT&T AtRisk Report (AtRisk assets are classified as Missing on the 1<sup>st</sup> day of the following even-numbered month); the vendor will be charged 105% of the cost of the missing item via a demand claim sent to the vendor. The date of the claim for missing assets shall be the 16<sup>th</sup> day of the even-numbered month in which the asset is classified as Missing (the "Claim Date"). While AT&T is entitled to collect the missing item charge immediately upon sending the claim demand, it may, and currently intends to defer collecting all or part of such charges until the claim is closed as follows:

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<sup>1</sup> [ATT-TELCO-644-000-019](#) Policy for Callout and Storage of EPL Ordered Wireless Assets; Effective Date: 1/6/2012

- 7.7.1. If the required location documentation is provided by vendor within 4 months after the corresponding Claim Date of such item (*i.e.*, on or before the 15<sup>th</sup> day of the 4<sup>th</sup> month after the Claim Date) (months 1 – 4), AT&T will credit 100% of the cost of such asset, and collect from vendor the remaining 5% of its cost to help defray a portion of the administrative costs caused by vendor's failure to properly track and document the location of such asset and/or the lost time value of the asset.
- 7.7.2. If the required location documentation is provided by vendor during the next 4 months after the corresponding Claim Date of such item (months 5 – 8), AT&T will credit 85% of the cost of such asset, and collect from vendor the remaining 20% of its cost.
- 7.7.3. If the required location documentation is provided during the next 4 months after the corresponding Claim Date of such item (months 9 – 12), AT&T will credit 70% of the cost of such asset, and collect from vendor the remaining 35% of its cost.
- 7.7.4. If the required location documentation is not provided by the end of the 12 months following the Claim Date of such item (*i.e.*, on or before the 15<sup>th</sup> day of the 12<sup>th</sup> month after the Claim Date), AT&T will credit 5% of the cost of such asset, and collect from vendor 100% of its cost. For vendors under contracts that so specify, the full 105% charge will be collected if the required documentation is not provided by the end of the 12 months following the Claim Date.
- 7.8. Formal Annual SOX Vendor Warehouse Audit (triggered by assets >90 days aged at warehouse location) discovers Lost/unaccounted assets will be moved immediately to Lost and the vendor billed.
- 7.9. Assets delivered to site (6C) VAST status by vendor, which are not found by field technician performing a QUANTUM in-service scan at a Cell site (IC), [e.g. CASS informal audit, Site Acceptance MS146 informal audit, SOX Audit] will be discussed with Contractor. If Contractor cannot account for the asset (e.g. through installation photos or in Contractor's warehouse) then asset will be manually moved to Lost by AT&T and vendor billed.
- 7.10. Equipment should be delivered to the site it was called out for. If equipment is delivered/installed in a site different than the one it was called out for a VAST scan immediately or an AMF should be submitted per the ND298 Checklist.
- 7.11. Decommissioned or excess/unused equipment should be returned to market CSSL within 30 days following standard supply chain policy and practice.
- 7.12. Equipment aging 31+Days should be returned to AT&T Crossdock unless assigned for install within the next 15 days.
  - 7.12.1. Exceptions: as directed by Equipment Engineer or Project Manager
- 7.13. The Installation vendor is responsible and accountable for safe-keeping of assets from the time they are released from Crossdock to the vendor, until they are delivered to site/installed.

7.14. Installation Vendor should maintain the integrity of the call out. Don't break down the callouts and 'stock' at the component level.

7.14.1. AT&T releases assets per the ERF (equipment release form), which is the official AT&T document for all callout related information for the Installation Vendor. The Installation Vendor has an obligation to check off all equipment delivered to them to ensure they received everything on the ERF. The Crossdock also has a responsibility to ensure they deliver to the Installation Vendor everything on the ERF.

7.14.2. Equipment is tracked by asset tag number (not by part number).

## **8. App Depot and VAST (Vendor Asset Scanning Tool)**

8.1. **App Depot** is a mobile framework designed to contain multiple AT&T applets, customized to the individual user.

8.2. AT&T offers an automated alternative to the manual AMF, in the form of a Smart Phone App called Vendor Asset Scanning Tool (VAST). The default requirement shall remain as the AMF to submit asset movement status.

8.3. **VAST** (Vendor Asset Scanning Tool) is an App Depot applet. VAST allows a Vendor to immediately update the asset management system once they have installed equipment to or removed equipment from AT&T locations (i.e. a Cell, Cell DAS, COW, etc.) or transferred equipment from one Vendor Warehouse to another Vendor Warehouse.

8.3.1. VAST requires the contractor to have a qualified smartphone to install the App.

8.3.2. Availability of the VAST Applet on either iOS or Android, free of charge to the Vendor.

8.4. The smartphone App requires an enabled network connection either cellular or WiFi.

8.5. AT&T will not fund the phone hardware or data used with the VAST SmartPhone App.