



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 **the Vendor Asset Scanning Tool ("VAST"), a smartphone applet within App Depot available in all markets.** The AT&T Installation Vendors and their subcontractor have a responsibility to ensure the physical location of the equipment is conveyed to AT&T using VAST per the Installation Program Agreement.

Audience

The Audience for this document includes the AT&T Installation Vendors, Subcontractors, C&E Network Implementation managers, and Supply Chain Management.

State(s): All States
Vendor(s): Mobility Installation Vendors
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1. Acronyms and Definitions

AMF	Asset Movement Form
APP DEPOT	Smartphone container application that houses VAST app
CROSSDOCK	Interim warehouse within the market
CSO	Corporate Security Office
CSSL	Critical Spare Staging Location
EE	Equipment Engineer
EPL	Equipment Planning & Logistics
ERF	Equipment Release Form
GCRMA	General Contractor Return Material Authorization
PM	Project Manager
QUANTUM	AT&T Network Equipment Asset Management database (formerly ALC)
SCM	Supply Chain Management
SFAA	Senior Field Asset Administrator
SRM	Senior Real Estate Manager
TONGO	Technology on the GO (smartphone App, rebranded as "App Depot")
VAST	Vendor Asset Scanning Tool (smartphone applet)

2. Intended Audience

This document is intended to provide policy and process for communicating to AT&T and key 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 general contractors / subcontractors 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 which an Installation Vendor will maintain and ensure that the assets reside in their proper location. Through the use of VAST (Vendor Asset Scanning Tool) smartphone app, the contractor or subcontractor will be responsible for the communication and physical location of AT&T assets assigned to them 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 by supply chain from the Crossdock/CSSL, 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 Jasmine Dubose – jd9540@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 <90 days aged).

5.1.3. Recovery of excessively aged or idle assets (>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/General Contractor to provide AT&T the exact FA location of our assets assigned to them at all times. They will scan equipment with VAST no less than 60 days at a time or whenever the physical location of the asset changes.

5.3. It is mandatory to use an AT&T supported smartphone (iOS or Android) for the App Depot/VAST application per AT&T policy.

5.3.1. VAST App supports five routines:

5.3.1.1. Warehouse to warehouse - transfer of equipment between vendor warehouses only.

5.3.1.2. Install at installation site - delivered to site.

5.3.1.3. Removal from installation site - moves the assets to the warehouse FA location.

5.3.1.4. Inventory True Up - identifies assets at vendor warehouse.

5.3.1.5. Return Assets to AT&T - returns the assets from vendor warehouse to AT&T.

6. App Depot and VAST

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

6.2. The Vendor Asset Scanning Tool or **VAST** is an App Depot smart phone applet AT&T provides to all installation vendors. Every single user is required to have their own unique account. 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.). Also they can make updates when equipment is transferred from one vendor warehouse to another vendor warehouse.

6.2.1. VAST requires each contractor to have a qualified smartphone to install the app.

6.2.2. VAST is available on either iOS or Android, free of charge to the vendor.

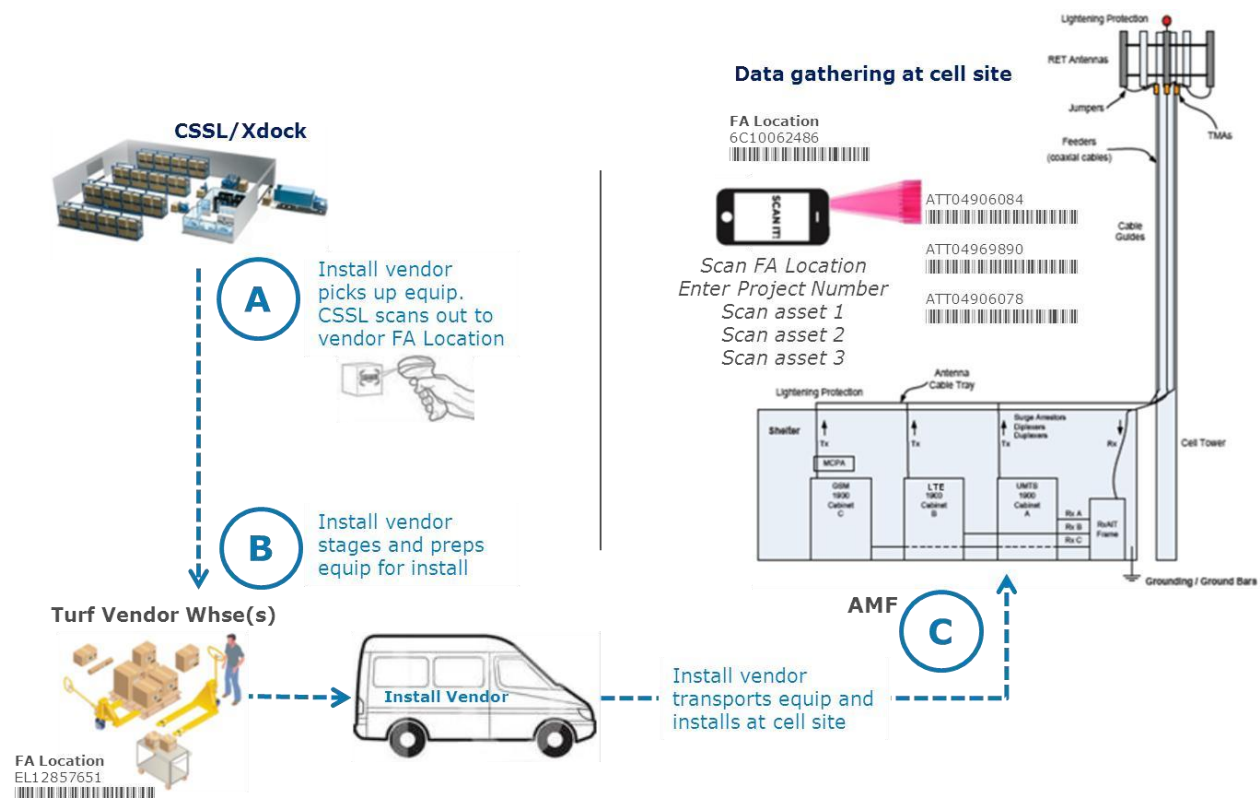
6.3. An enabled network connection, cellular or WiFi, is required for the smartphone app.

6.4. AT&T will not fund the phone hardware or data used with VAST.

7. High Level Process

- 7.1. The AT&T EE, PM or SRM creates an Equipment Release Form (ERF), that lists 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.
- 7.2. The ERF will be emailed to the Primary Vendor/Secondary Vendor (Subcontractor), as well as the appropriate CSSL.
- 7.3. Installation Vendor/general contractor contacts the Crossdock/CSSL to schedule a pick up.
- 7.4. 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. Installation Vendor accepts full responsibility and liability of the assets assigned to their FA Location by signing the ERF acknowledging receipt of the assets now in their possession.
- 7.5. 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 EPL shipment status plus warehouse FA Location number.
- 7.6. Installation Vendor/ General contractor will communicate to AT&T any time the asset changes physical location:
 - 7.6.1. Transact with the VAST smartphone app to Install (from the vendor warehouse to the cell site destination), Transfer (warehouse to warehouse), or Return (warehouse to CSSL).
 - 7.6.2. No less than every 60 days (odd numbered month), perform a wall-to-wall vendor warehouse self-audit.
- 7.7. Equipment Management
 - 7.7.1 Vendor needs to install equipment within 60 days per the C&E Mobility: Vendor Held Equipment Policy (ATT-002-291-233).
 - 7.7.2 Vendor needs to return idle and harvested equipment within 30 days per the Callout and Storage of EPL Ordered Wireless Assets Policy (ATT-TELCO-644-000-019).
- 7.8. VAST Transactions
 - 7.8.1. Transfer - Warehouse to warehouse transaction will update QUANTUM with the revised FA Location number, status remains unchanged.
 - 7.8.2. Install - Warehouse to Cell site transaction will update QUANTUM with the revised FA Location number and updates the status to 'Delivered to Site'
 - 7.8.3. Transactions processed with the VAST smartphone app will automatically update QUANTUM per transaction.

7.8.4. 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.

8. Installation Vendor and/or Subcontractor Responsibilities

- 8.1. The Installation Vendor will be fully responsible for the Subcontractor/General Contractor compliance to AT&T policy.
 - 8.1.1. 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.
- 8.2. A unique FA location number is required for each physical vendor warehouse. The Installation Vendor is required to use the FA location website located here: https://ebiznet.sbc.com/sbcnebs/FA_RequestProcess/default.cfm to add any new add or changes to the vendor warehouse location information.
 - 8.2.1. The vendor is responsible for maintaining accurate and current contact information.
- 8.3. 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 60 calendar days of picking up the assets from the AT&T Crossdock/CSSL warehouse, inclusive of any Staging time.

- 8.4. 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 or when the equipment has been returned using the VAST “return process” and received by AT&T.
- 8.5. 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, vendor to AT&T, warehouse to cell site).
- 8.6. Scanning equipment is **mandatory** for any physical changes to the asset location including VAST install, remove, transfer, and return.
- 8.7. Vendor Warehouse bi-monthly inventory discovers unaccounted assets, which need to be resolved by next inventory or asset will be moved to Vendor Missing and demand claim generated. 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 1st day of the following even-numbered month); the vendor will receive a demand claim for 105% of the cost of the missing item. The date of the claim for missing assets shall be the 16th 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, AT&T may, and currently intends to defer collecting all or part of such charges until the claim is closed as follows:
 - 8.7.1. 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 15th day of the 4th month after the Claim Date) (months 1 – 4), AT&T will revise and reissue the original demand claim for 5% of the cost of such asset (the cost is 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).
 - 8.7.2. 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 revise and reissue the original demand claim for 20% of the cost of such asset.
 - 8.7.3. 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 revise and reissue the original demand claim for 35% of the cost of such asset.

- 8.7.4. 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 15th day of the 12th month after the Claim Date). 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.
- 8.8. Formal Annual SOX Vendor Warehouse Audit (triggered by assets >90 days aged at warehouse location) discovers unaccounted assets will be moved immediately to vendor missing, which will generate a demand claim.
- 8.9. Assets delivered to site VAST status by vendor, which are not found by field technician performing a QUANTUM in-service scan at a Cell site, (e.g. Site Acceptance MS146 informal audit, SOX Audit) will be discussed with Contractor.
- 8.10. 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.
- 8.11. Decommissioned or excess/unused equipment should be returned to market CSSL within 30 days following standard supply chain policy and practice.
- 8.12. Equipment aging +60 days should be returned to AT&T Crossdock unless assigned for install within the next 15 days.
 - 8.12.1. Exceptions: as directed by C&E Mobility: Vendor Held Equipment Policy (ATT-002-291-233)
- 8.13. 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.
- 8.14. Installation Vendor should maintain the integrity of the call out. Don't break down the callouts and 'stock' at the component level.
 - 8.14.1. 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.
 - 8.14.2. Equipment is tracked by asset tag number (not by part number).