# **CIS International Pvt Ltd**

**OPR for Preparation of Fresh Water Monthly Order Fill Report (Customer193,292)** 

| SUBJECT                                | OPR for Preparation of Fresh Water<br>Monthly Order Fill Report<br>(Customer193,292) From SL Farm |
|--|---|
|  |   |
| DEPARTMENT                             | Audit   |
| <b>RECORDER</b> (Name and Designation) | Shehabdeen, Audit Executive   |
| APPROVED BY                            |   |
| CREATED DATE                           | 05/01/2019  |
| LAST UPDATED                           |   |
| PATH ON NETWORK FOLDER                 |   |
| NO OF PAGES INCLUDING THIS PAGE        |   |

#### Introduction

This OPR was prepared for the purpose of set up a proper process that gives guidelines for Preparing Fresh Water Monthly Order Fill Report (Customer193,292)

### **Objective**

The objective of the **Fresh Water Monthly Order Fill Report** is to Measure the performance level of the SL Farms and help to take effective decision on the production development of the farm based on order fill rate

## **OPR for Order Fill Rate Verification**

Order Fill Rate Verification is review of how well farm is performing towards completing the weekly order from customers.

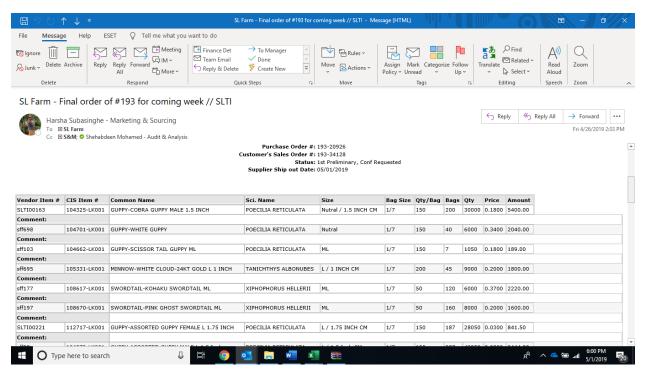
When it comes to Order Fill Rate there are 2 components to be considered.

- 1. Farm Contribution This indicates how much is the contribution from farm production for the particular shipment
- 2. Outside Purchases this indicates the outside fish purchases percentage in order to full fil the customer order.

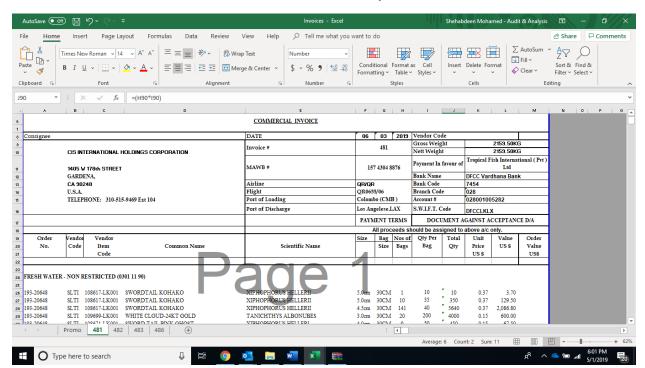
Order fill rate will be calculated for both 193, 292 customers wise.

#### Source Information Needs to be obtained

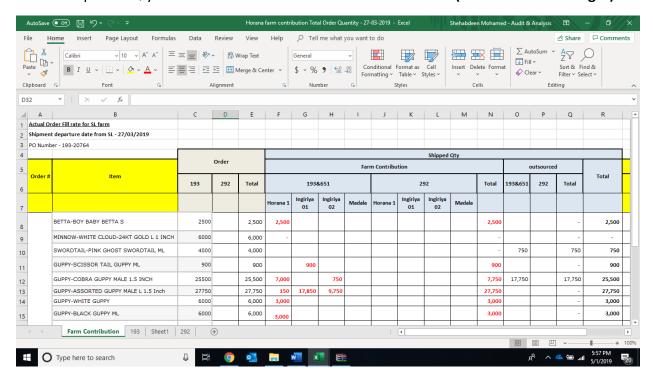
 Customer wise purchase orders for whole month (FW ) – From ETF and SL Farm (Horana Farm Manager)



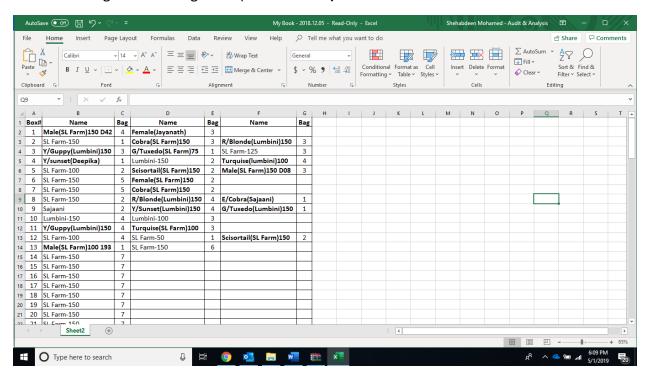
SLTI Final Invoices for whole month – Finance Dept Via Mail



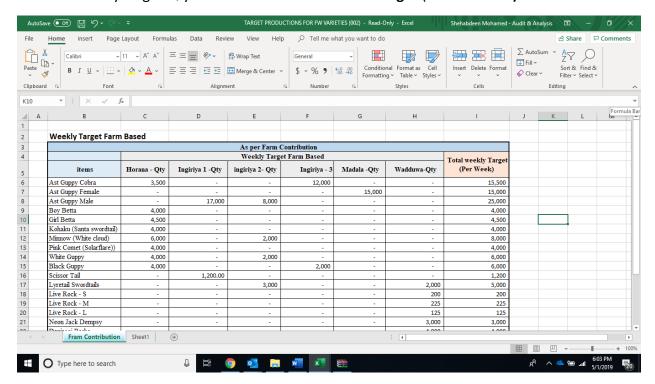
Shipment Qty Farm Based and Farm Contribution – SL Farm (Horana Farm Manager)



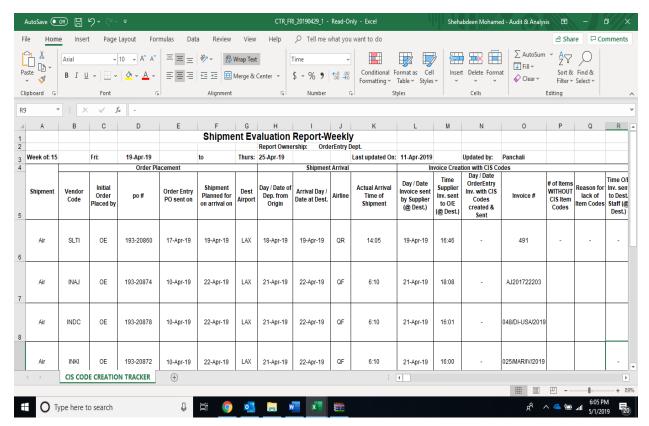
Packing list – Packing labor (Horana Farm)



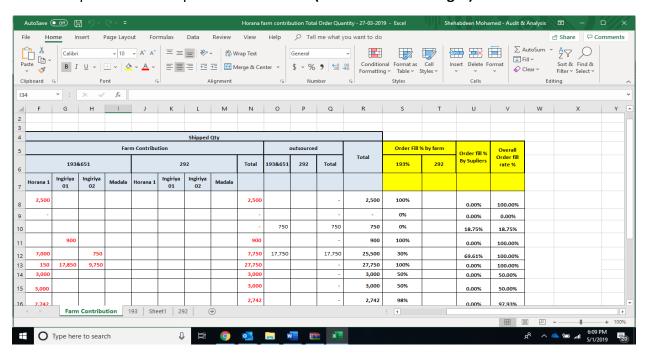
Monthly target Qty farm based – Production manager (Horana Farm)



Shipment Evaluation report of the whole month – Marketing Dept

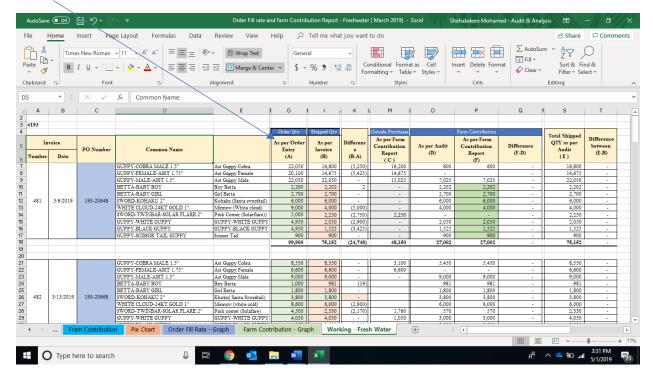


Shipment outside quantities – SL Farm (Horana Farm Manager)

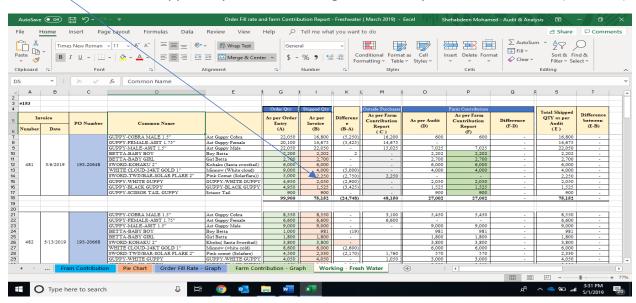


## **Process involved in preparation**

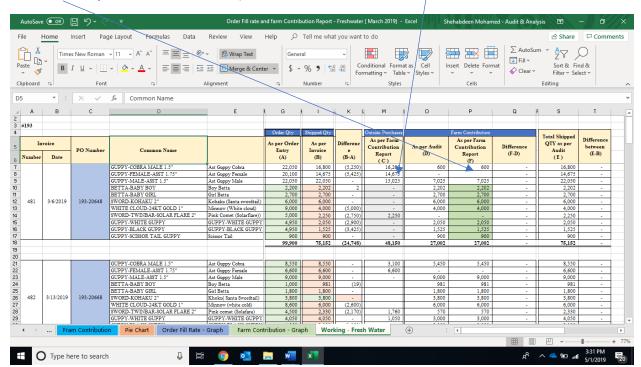
- First Step should verify both order quantity from ETF report end the farm managers' reports are Same
- 2. and all Pos numbers and date need to be enter the Frist Colum of the working sheet.
- 3. and enter the order Qty into the working sheet weekly basis for customers (193, 292)



- **4.** And need to confirm that all invoices Have been shipped or not based on the shipment evaluation report.
- **5.** and again check all pos number with pos numbers which are mentioned in the invoices whether correct or not
- **6.** and enter the Shipped Qty into the working sheet weekly basis for customers (193, 292)



- 7. and check the farm contributions report from managers with the packing list QTY which is getting from the packing labor
- **8.** and enter the farm contributions Qty and outside purchase Qty into the working sheet weekly basis for customers (193, 292



9. And need to check the all data represent in to the summary report sheet.

## 10. Evaluation of Order Fulfilment

Identify items which has 100% order fill ratio (by referring relevant to shipment date) and copy and paste common names and scientific names of those items to the report.

Calculate percentage of 100% order fulfilment out of total monthly order and document it in the report.

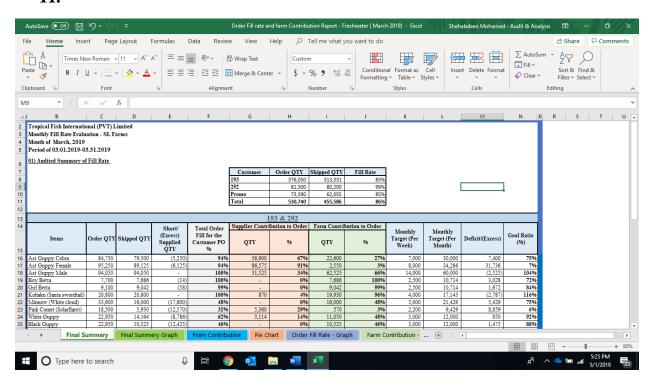
Identify items for which monthly order quantities are lower % fulfilled and document common names and scientific names of those items.

Calculate Overall Order Ratio and identify efficiency

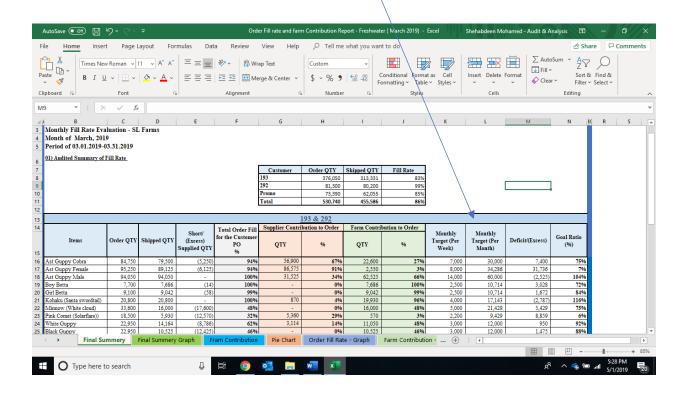
|                   | Total Exported Quantity |          |
|-------------------|-------------------------|----------|
| Order Fill Ratio: |                         | _ X 100% |
|                   | Total Order Quantity    |          |

Carry out composition analysis on order fill percentage and also represent number of items relevant for each percentage level and make comments based on analyzed information.

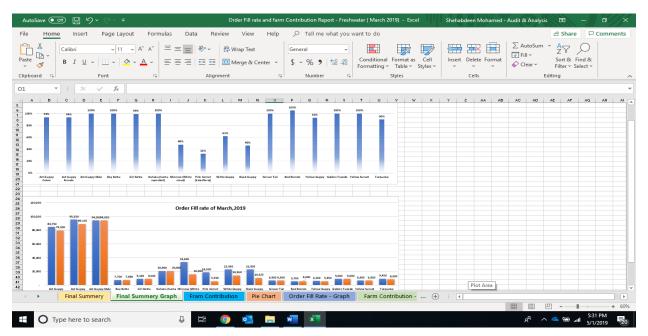
11.



12. Monthly Target should be update into the Summer Street.



**13.** and transfer all information from summary report into the final summary histogram chart.



- **14.** Next total farm contributions quantity divided into the farm wise how much contributions from each farm.
- **15.** I need to check the farm contributions quantity as per Farm with the packing whether it is correct or not.
- **16.** Evaluation of Farm Contribution.

Identify items which has 100% <u>Farm Contribution</u> ratio (by referring relevant to shipment date) and copy and paste common names and scientific names of those items to the report.

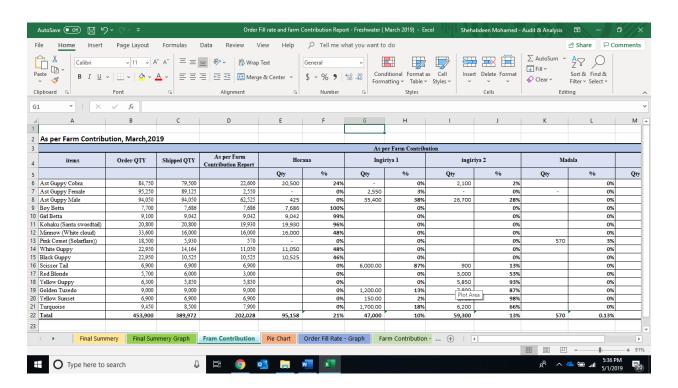
Calculate percentage of 100% Farm contribution out of total monthly order and document it in the report.

Identify items for which monthly order quantities are lower % Contribution and document common names and scientific names of those items.

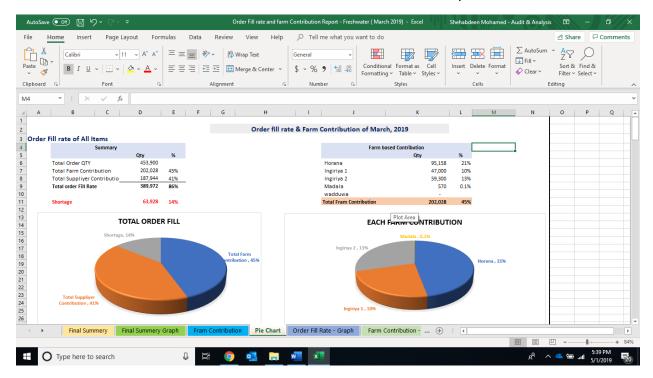
Calculate Overall Farm Contribution Ratio and identify efficiency

| Farm contribution Ratio: | Total farm contribution | X 100% |
|--------------------------|-------------------------|--------|
|                          | Total Order Quantity    |        |

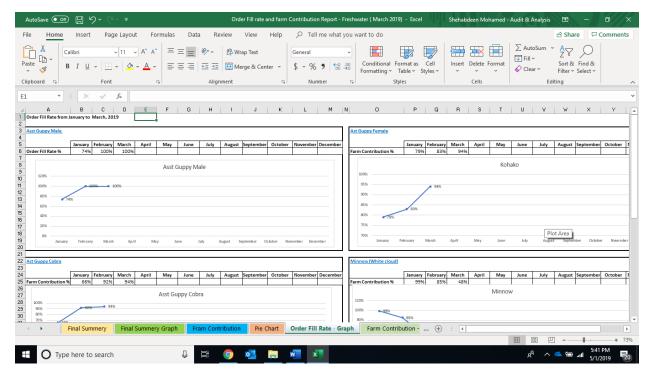
**17.** Carry out composition analysis on Farm Contribution percentage and also represent number of items relevant for each percentage level and make comments based on analyzed information.



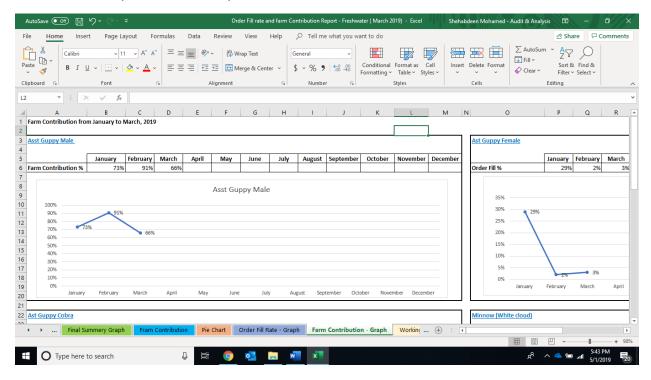
18. next all information's should convert into the one sheet as a pie chart.



**19.** And update the order fill rate graph from January to current month and compared with the previous month performance.



**20.** And update the farm contribution graph from January to current month and compared with the previous month performance.



**21.** Finally, based on this preparation to pick the highlighted point to discuss in the monthly Productions meeting.

