

CIS International Pvt Ltd

OPR for Preparation of Marine Water Order Fill report for Wadduwa Farm

(Customer193,651,500)

SUBJECT	OPR for Preparation of Marine Water Order Fill report for Wadduwa Farm (Customer193,651,500)
DEPARTMENT	Audit
RECORDER (Name and Designation)	Shehabdeen, Audit Executive
APPROVED BY	
CREATED DATE	05/01/2019
LAST UPDATED	
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Introduction

This OPR was prepared for the purpose of set up a proper process that gives guidelines for Preparing **Marine Water Monthly Order Fill report for Wadduwa Farm**

Objective

The objective of the **Marine Water monthly Order Fill report** is to Measure the performance level of the **Wadduwa** Farm and help to take effective decision on the Customer Demand and how to fill up their requirement

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 3 components to be considered.

1. Purchase order Qty – This indicates how much is the Purchase order from Customer for the month.
2. Shipped Qty – this indicates the fish shipment in order to full fil the customer order for the week.

Order fill rate will be calculated for both 193, 651,500 customers wise.

Source Information Needs to be obtained

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

SL Farm - Final order of #193 for coming week // SLTI - Message (HTML)

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SL Farm - Final order of #193 for coming week // SLTI

Harsha Subasinghe - Marketing & Sourcing
To: SL Farm
Cc: S&M, Shehabdeen Mohamed - Audit & Analysis

Purchase Order #: 193-20926
Customer's Sales Order #: 193-34128
Status: 1st Preliminary, Conf Requested
Supplier Ship out Date: 05/01/2019

Vendor Item #	CIS Item #	Common Name	Sci. Name	Size	Bag Size	Qty/Bag	Bags	Qty	Price	Amount
SLTI00163	104325-LK001	GUPPY-COBRA GUPPY MALE 1.5 INCH	POECILIA RETICULATA	Nutral / 1.5 INCH CM	1/7	150	200	30000	0.1800	5400.00
Comment:										
sff698	104701-LK001	GUPPY-WHITE GUPPY	POECILIA RETICULATA	Nutral	1/7	150	40	6000	0.3400	2040.00
Comment:										
sff103	104662-LK001	GUPPY-SCISSOR TAIL GUPPY ML	POECILIA RETICULATA	ML	1/7	150	7	1050	0.1800	189.00
Comment:										
sff695	105331-LK001	MINNOW-WHITE CLOUD-24KT GOLD L 1 INCH	TANICHTHYS ALBONUBES	L / 1 INCH CM	1/7	200	45	9000	0.2000	1800.00
Comment:										
sff177	108617-LK001	SWORDTAIL-KOHAKU SWORDTAIL ML	XIPHOPHORUS HELLERII	ML	1/7	50	120	6000	0.3700	2220.00
Comment:										
sff197	108670-LK001	SWORDTAIL-PINK GHOST SWORDTAIL ML	XIPHOPHORUS HELLERII	ML	1/7	50	160	8000	0.2000	1600.00
Comment:										
SLTI00221	112717-LK001	GUPPY-ASSORTED GUPPY FEMALE L 1.75 INCH	POECILIA RETICULATA	L / 1.75 INCH CM	1/7	150	187	28050	0.0300	841.50
Comment:										

- SLTI Final Invoices for whole month – Finance Dept Via Mail

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COMMERCIAL INVOICE

Consignee: CIS INTERNATIONAL HOLDINGS CORPORATION
1405 W 178th STREET
GARDENA, CA 90248
U.S.A.
TELEPHONE: 310-515-9469 Ext 104

DATE: 06/03/2019
Invoice #: 481
MAWB #: 157 4304 8876
Airline: QRIQR
Flight: QR0655/06
Port of Loading: Colombo (CMB)
Port of Discharge: Los Angeles LAX
S.W.I.F.T. Code: DFCLKX

Gross Weight: 2159.50KG
Nett Weight: 2159.50KG
Payment In favour of: Tropical Fish International (Pvt) Ltd
Bank Name: DFCC Vardhana Bank
Bank Code: 7454
Branch Code: 028
Account #: 028001005282

PAYMENT TERMS: All proceeds should be assigned to above a/c only.
DOCUMENT AGAINST ACCEPTANCE D/A

Order No.	Vendor Code	Vendor Item Code	Common Name	Scientific Name	Size	Bag Size	Nos of Bags	Qty Per Bag	Total Qty	Unit Price US \$	Value US \$	Order Value US\$
FRESH WATER - NON RESTRICTED (0301 11 90)												
193-20648	SLTI	108617-LK001	SWORDTAIL KOHAKO	XIPHOPHORUS HELLERII	5.0cm	30CM	1	10	10	0.37	3.70	
193-20648	SLTI	108617-LK001	SWORDTAIL KOHAKO	XIPHOPHORUS HELLERII	5.0cm	30CM	10	35	350	0.37	129.50	
193-20648	SLTI	108617-LK001	SWORDTAIL KOHAKO	XIPHOPHORUS HELLERII	4.5cm	30CM	141	40	5640	0.37	2,086.80	
193-20648	SLTI	109699-LK001	WHITE CLOUD-24KT GOLD	TANICHTHYS ALBONUBES	3.0cm	30CM	20	200	4000	0.15	600.00	
193-20648	SLTI	106671-LK001	SWORDTAIL PINK GHOST	XIPHOPHORUS HELLERII	4.0cm	30CM	0	50	450	0.15	67.50	

Promo 481 482 483 486

Average: 6 Count: 2 Sum: 11

- Shipment Evaluation report of the whole month – Marketing Dept

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Shipment Evaluation Report-Weekly																	
Report Ownership: OrderEntry Dept.																	
Week of: 15		Fri: 19-Apr-19		to Thurs: 25-Apr-19		Last updated On: 11-Apr-2019		Updated by: Panchali									
Order Placement				Shipment Arrival				Invoice Creation with CIS Codes									
Shipment	Vendor Code	Initial Order Placed by	po #	Order Entry PO sent on	Shipment Planned for on arrival on	Dest Airport	Day / Date of Dep. from Origin	Arrival Day / Date at Dest.	Airline	Actual Arrival Time of Shipment	Day / Date Invoice sent by Supplier (@ Dest.)	Time Supplier Inv. sent to O/E (@ Dest.)	Day / Date OrderEntry Inv. with CIS Codes created & Sent	Invoice #	# of Items WITHOUT CIS Item Codes	Reason for lack of Item Codes	Time O/E Inv. sent to Dest. Staff (@ Dest.)
Air	SLTI	OE	193-20860	17-Apr-19	19-Apr-19	LAX	18-Apr-19	19-Apr-19	QR	14:05	19-Apr-19	16:46	-	491	-	-	-
Air	INAJ	OE	193-20874	10-Apr-19	22-Apr-19	LAX	21-Apr-19	22-Apr-19	QF	6:10	21-Apr-19	18:08	-	AJ201722203			
Air	INDC	OE	193-20878	10-Apr-19	22-Apr-19	LAX	21-Apr-19	22-Apr-19	QF	6:10	21-Apr-19	16:01	-	048/DI-USA/2019			
Air	INKI	OE	193-20872	10-Apr-19	22-Apr-19	LAX	21-Apr-19	22-Apr-19	QF	6:10	21-Apr-19	16:00	-	025/MAR/IV/2019			

CIS CODE CREATION TRACKER

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Process involved in preparation

1. 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)

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Marine Water #193							
PO Number	Invoice		Common Name	Order Qty as per Audit (A)	Shipped Qty As per Audit (B)	Difference (A - B)	Order Fill Rate
	Number	Date					
			ANTHIAS-LYRETAIL FISH MALE M	24	8	(16)	33%
Total				165	132	(33)	80%
			SURGEON-POWDER BLUE SURGEONFISH M	5	3	(2)	60%
			SHRIMP-CLEANER SHRIMP M	50	0	(50)	0%
193-20534 - 193-20278	469	01.30.2019	ANTHIAS-LYRETAIL FISH FEMALE M	24	27	3	113%
			GOBIES & BLENNIES-DIAMOND GOBY - LOT S1 M	100	100	-	100%
			ANTHIAS-LYRETAIL FISH MALE M	24	22	(2)	92%
			PUFFERFISH-GREY DOG FACE PUFFER M	10	10	(10)	0%
Total				213	152	(61)	71%
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Finale Summary Sheet3 Working - Marine Water #193

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4. Enter the order Qty into the working sheet weekly basis for customers (651)

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Marine Water #651

PO Number	Invoice		Common Name	Scientific name	Order Qty (A)	Shipped Qty As per Invoice (B)	Difference (A - B)	Order Fill Rate
	Number	Date						
			EMPEROR ANGEL - JUV S	Pomacanthus imperator	4	2	(2)	0.5
			EMPEROR ANGEL - JUV M	Pomacanthus imperator	2		(2)	0
			EMPEROR ANGEL - JUV L	Pomacanthus imperator	3		(3)	0%
			EMPEROR ANGEL - AD S	Pomacanthus imperator	5	5	-	100%
			EMPEROR ANGEL - AD M	Pomacanthus imperator	4	10	6	250%
			EMPEROR ANGEL - AD L	Pomacanthus imperator	5		(5)	0%
			LYRETAIL ANTHIAS - FEMALE	Pseudanthias squamipinnis	25		(25)	0%
			LYRETAIL ANTHIAS - MALE	Pseudanthias squamipinnis	25		(25)	0%
			SNOWFLAKE EEL L	Echidna nebulosa	1	1	-	100%
			VOLITAN LION S	Pterois volitans	5		(5)	0%
			VOLITAN LION M	Pterois volitans	3		(3)	0%
			POWDER BLUE S	Acanthurus leucosternon	10		(10)	0%
			POWDER BLUE M	Acanthurus leucosternon	3		(3)	0%
			POWDER BLUE L	Acanthurus leucosternon	2		(2)	0%

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5. Enter the order Qty into the working sheet weekly basis for customers (500)

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Marine Water #500

PO Number	Invoice		Common Name	Order Qty (A)	Shipped Qty As per Invoice (B)	Difference (A - B)	Order Fill Rate
	Number	Date					
			CLOWNFISH-CLARKII CLOWNFISH M	10	10		100%
			WRASSE-FORMOSA WRASSE JUV M	10	10		100%
			Total	20	20	-	100%
			DAMSELFISH-SCISSORTAIL DAMSEL	35	35		100%
			GOBIES & BLENNIES-VALENCIA / RAILWAY GOBY L	25	4		16%
			SHRIMP-CLEANER SHRIMP 1.5-2 CM	500			0%
			ANTHIAS-ANTHIAS DISPAR FAIRY BASSLET M	20	5		25%
			BUTTERFLY FISH-PAKISTANI BUTTERFLY L	5	1		20%
			CLOWN TANG	2	2		
			DAMSEL-BLUE DAMSEL 0.75-1.5 INCH	25	25		100%
			Total	610	72	-	12%

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6. the same way Enter the shipped Qty into the working sheet weekly basis for customers (193,651 and 500)

PO Number	Invoice		Common Name	Order Qty as per Audit (A)	Shipped Qty As per Audit (B)	Difference (A - B)	Order Fill Rate
	Number	Date					
193-20322	463	01.03.2019	ANTHIAS-LYRETAIL FISH FEMALE M	24	9	15	38%
			SHRIMP-CLEANER SHRIMP M	12		12	0%
			PUFFERFISH-GREY DOG FACE PUFFER M	10		10	0%
			ANTHIAS-LYRETAIL FISH MALE M	24	25	(1)	104%
			GOBIES & BLENNIES-DIAMOND GOBY - LOT 51 M	100	80	20	80%
			SURGEON-POWDER BLUE SURGEONFISH M	5		5	0%
Total				175	114	61	65%
193 - 20384	464	01.09.2019	ANTHIAS-LYRETAIL FISH FEMALE M	24	25	1.00	104%
			GOBIES & BLENNIES-DIAMOND GOBY - LOT 51 M	100	100	-	100%
			ANTHIAS-LYRETAIL FISH MALE M	24	25	1.00	104%
			SHRIMP-CLEANER SHRIMP M	12		(12.00)	0%
Total				160	114	(10)	71%

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

8. 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

$$\text{Order Fill Ratio: } \frac{\text{Total Exported Quantity}}{\text{Total Order Quantity}} \times 100\%$$

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.

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2	Tropical Fish International (PVT) Limited															
3	Monthly Fill Rate Evaluation - Wadduwa Farm															
4	Month of January, 2019															
5																
6	01) Audited Summary of Fill Rate															
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17	Invoice Number															
18																
19	Order Qty															
20	Shipped Qty															
21	Fill Rate															
22																
23	Finale Summery															

Customer	Order QTY	Shipped QTY	Fill Rate
193	858	647	75%
651	1,538	287	19%
500	1,006	547	54%
Promo #193	-	-	-
Total	3,402	1,481	44%

Regular Shipment															Total
463			464			465			468			469			
193	651	500	193	651	500	193	651	500	193	651	500	193	651	500	
175	290	-	160	320	202	145	217	174	165	446	20	213	265	610	3.4
114	78	-	114	70	262	135	47	193	132	35	20	152	57	72	1.4
65%	27%	-	71%	22%	130%	93%	22%	111%	80%	8%	100%	71%	22%	12%	4

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