CIS International Pvt Ltd

OPR for Preparation of Weekly Shipment Efficiency Review Of CIS Group

TFI, SIAM, Indonesia , China

SUBJECT	OPR for Preparation of Weekly Shipment Efficiency Review of CIS Group
DEPARTMENT	Audit
RECORDER (Name and Designation)	Shehabdeen, Audit Executive
APPROVED BY	
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Introduction

This OPR was prepared for the purpose of set up a proper process that gives guidelines for Preparing **Weekly Shipment Efficiency Review of CIS Group**

(TFI, SIAM, Indonesia, China)

Objective

The objective of the **Weekly Shipment Efficiency Review Of CIS Group** is to Analysis the packing list and invoices of the **CIS Group** and purpose of this analysis to find the Over weighted that the standard weight per box and whether Bags have been used more than standard and help to reduce the additional cost and increase the profit of the company.
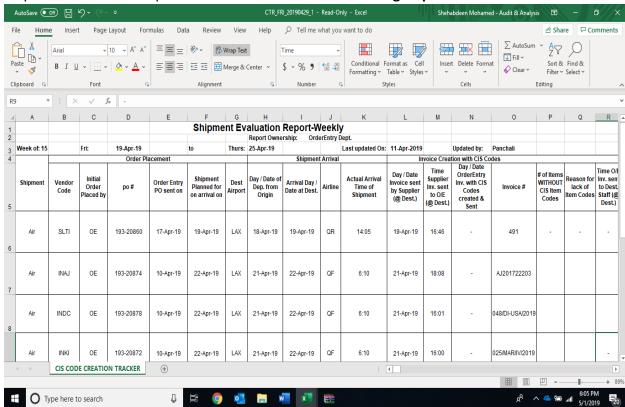
When it comes to **Weekly Shipment Efficiency Review** 3 components to be considered.

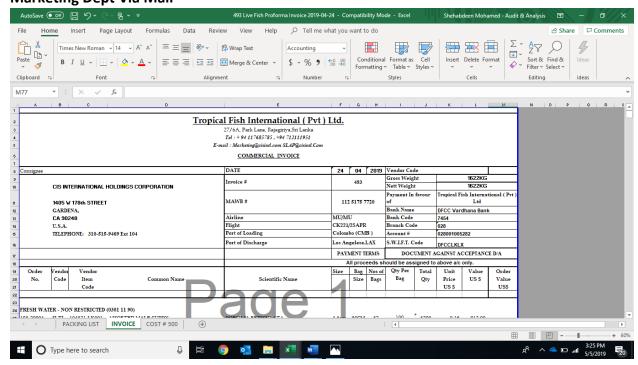1. weight per Box
2. Quantity per Box
3. Freight Cost per Kg

Sales Analysis Report will be Analyzed for TFI, SIAM, Indonesia, China.

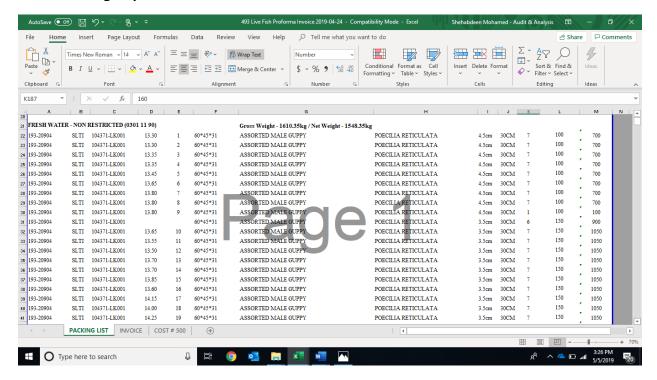## Source Information Needs to be obtained

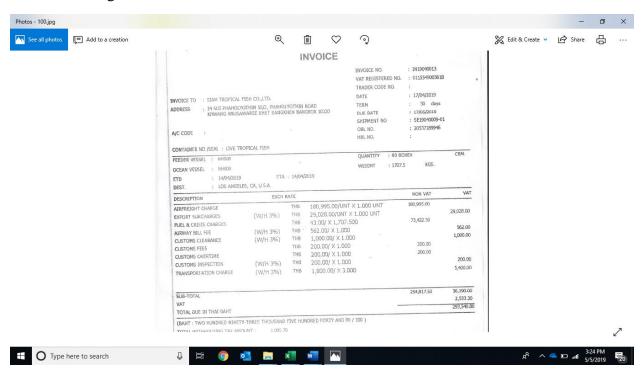- Shipment Evaluation report of the whole month – **Marketing Dept**

- Final Invoices for the week of TFI, SIAM, Indonesia, China – **Finance Dept and Marketing Dept Via Mail**

- Final Packing list for the week of TFI, SIAM, Indonesia, China – **Finance Dept and Marketing Dept Via Mail.**
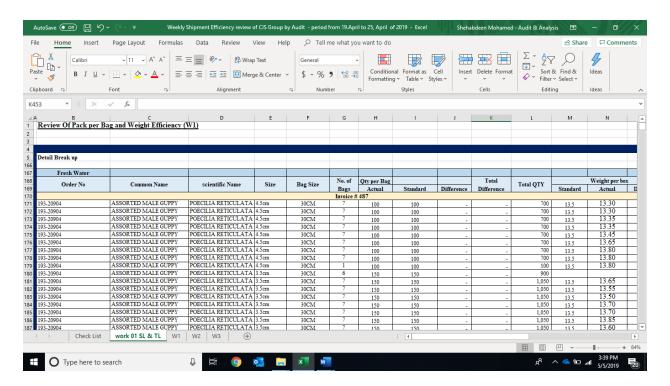

- **All** Freight invoice for the week whish are related to the invoices.

Process involved in preparation

1. **And need to confirm that all invoices Have been shipped or not based on the shipment evaluation report**
2. Working 1 (W1) – Review of Pack per box and weight per bag verification

3. Copy the details of Common Name, Scientific Name, Size, Bag Size, No of Bags and QTY per Bag relevant to Fresh Water and paste it in to Working 1 relevant areas

4. Then according to the "Standard" fill up the Standard QTY per bag column in working 1. Automatically it will give the packing inefficiencies if there is any.

5. Then copy the "Total QTY" of fresh water from packing List and paste it in the Working 1.

6. Copy "GW per Box" from Packing list respective to Fresh Water and past it in to "Actual Weight per Box column and fill up the "Standard Weight per Box" column with 9Kg per box for Betta and 13Kg for other fresh water.

> **Excess Bags Used = Actual Bags Used – (Actual fish QTY sent/Standard QTY per bag)**

7. Table 01 is to record pack per bag inefficiencies if there is any. Calculations are as follows.

Excess Kgs Sent = Excess Bags Used*(13/7)
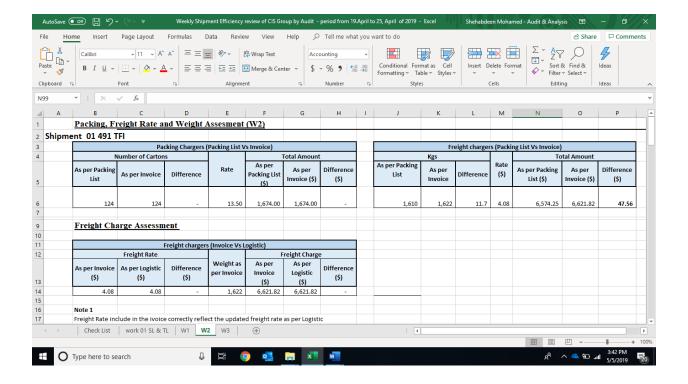13 – Weight per Box
7 – No. of bags per Box

Cost Incurred for Excess Bags = Excess Kgs Sent*13.5
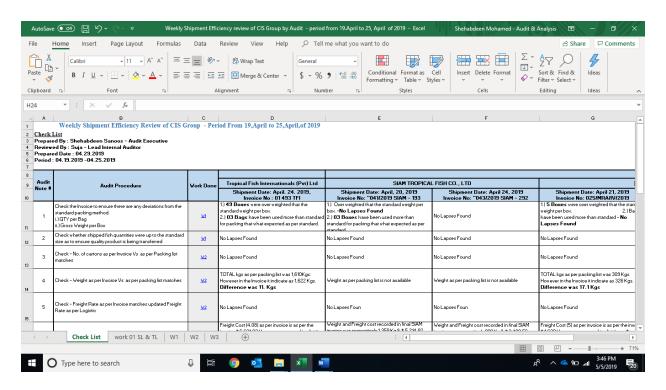13.5 – Packing rate per Kg

8. **Working 2 is to check whether**

a) No. of cartons as per Invoice Vs. as per Packing list matches

b) Weight as per Invoice Vs. as per packing list matches

c) Freight Rate as per Invoice matches updated Freight Rate as per Logistic

d) Recalculate the accuracy of total freight cost (Packing List Vs Invoice)

e) Recalculate the accuracy of total freight cost (Invoice Vs Logistic)

Finally, is there are any issues, those should be mentioned in the summery sheet under respective checklist line item.

Packing, Freight Rate and Weight Assesment (W2)

Shipment 01 491 TFI

| Packing Chargers (Packing List Vs Invoice) | | | | | | | | Freight chargers (Packing List Vs Invoice) | | | | | | |
| Number of Cartons | | | Rate | Total Amount | | | | Kgs | | | Rate ($) | Total Amount | | |
As per Packing List	As per Invoice	Difference		As per Packing List ($)	As per Invoice ($)	Difference ($)		As per Packing List	As per Invoice	Difference		As per Packing List ($)	As per Invoice ($)	Difference ($)
124	124	-	13.50	1,674.00	1,674.00	-		1,610	1,622	11.7	4.08	6,574.25	6,621.82	47.56

Freight Charge Assessment

| Freight chargers (Invoice Vs Logistic) | | | | | | |
| Freight Rate | | | Weight as per Invoice | Freight Charge | | |
As per Invoice ($)	As per Logistic ($)	Difference ($)		As per Invoice ($)	As per Logistic ($)	Difference ($)
4.08	4.08	-	1,622	6,621.82	6,621.82	-

Note 1

Freight Rate include in the ivoice correctly reflect the updated freight rate as per Logistic

9. Finally, is there are any issues, those should be mentioned in the summery sheet under respective checklist line item

10. Updated Packing Verification should be sent to Farm Manager and Lead internal Auditor through ETF in every Friday