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		
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 Marine Water Monthly Order Fill report for Wadduwa Farm

Objective

The objective of the **Marine Water monthly Order Fill repot** 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.

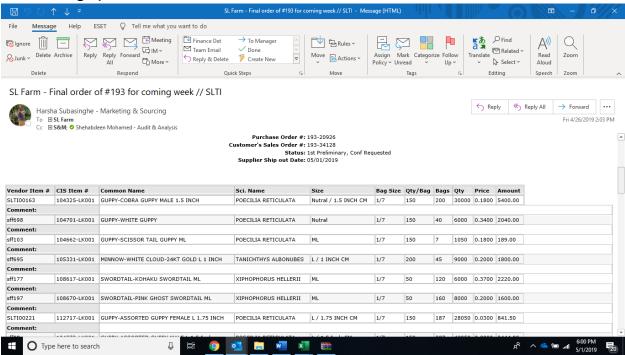
When it comes to Order Fill Rate there are 3 components to be considered.

- 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.

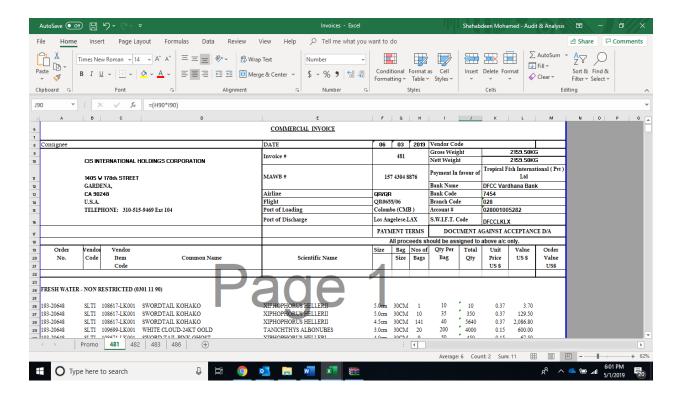
Order fill rate will be calculated for both 193, 651,500 customers wise.

Source Information Needs to be obtained

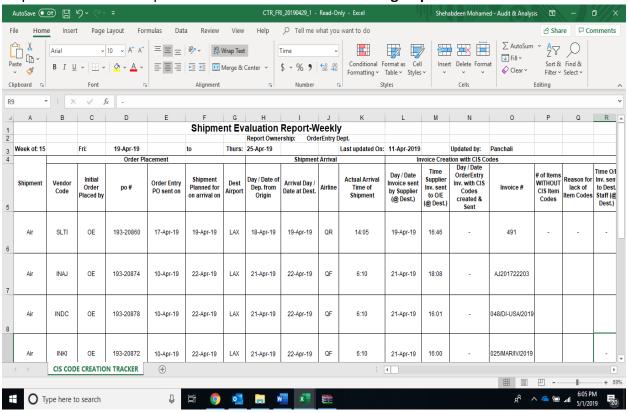
 Customer wise purchase orders for whole month (FW) – From ETF and SL Farm (Horana Farm Manager)



SLTI Final Invoices for whole month – Finance Dept Via Mail

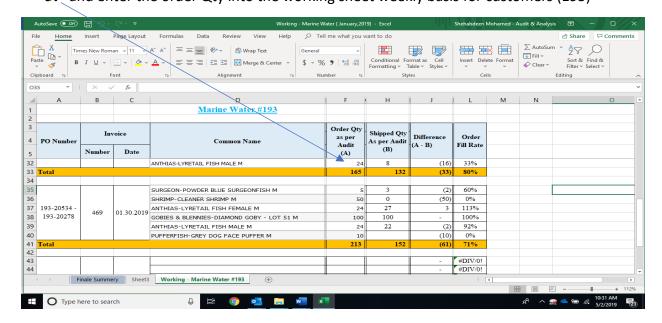


Shipment Evaluation report of the whole month – Marketing Dept

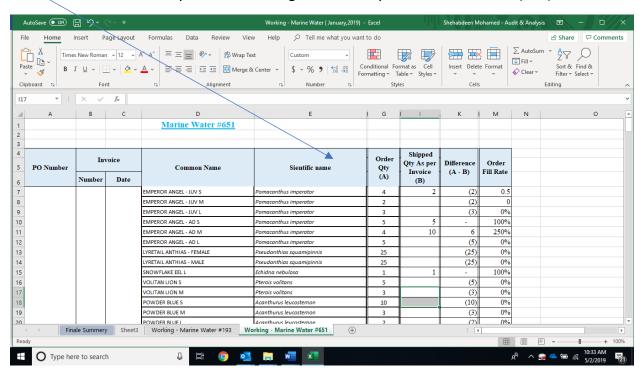


Process involved in preparation

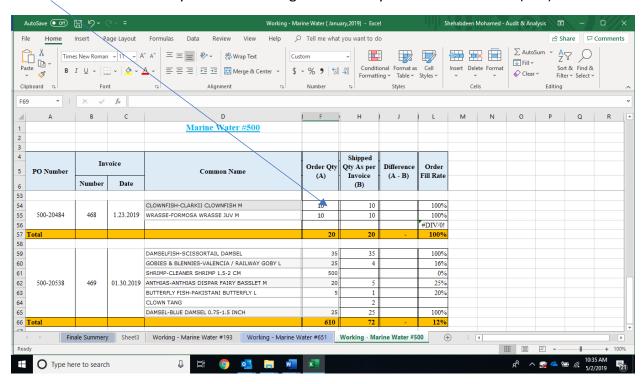
- First Step should verify both order quantity from ETF report end the farm managers' reports are Same
- 2. and all Pos numbers and date need to be enter the Frist Colum of the working sheet.
- 3. and enter the order Qty into the working sheet weekly basis for customers (193)



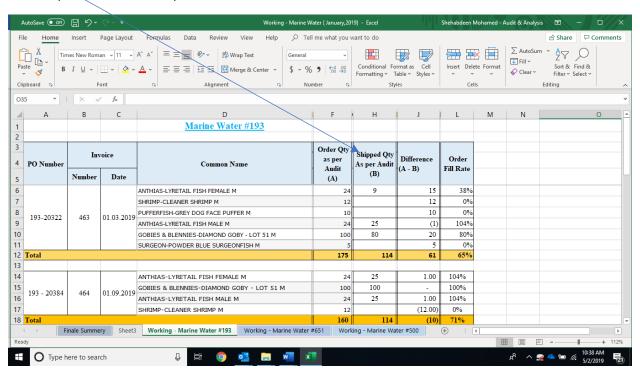
4. Enter the order Qty into the working sheet weekly basis for customers (651)



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



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



- 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.

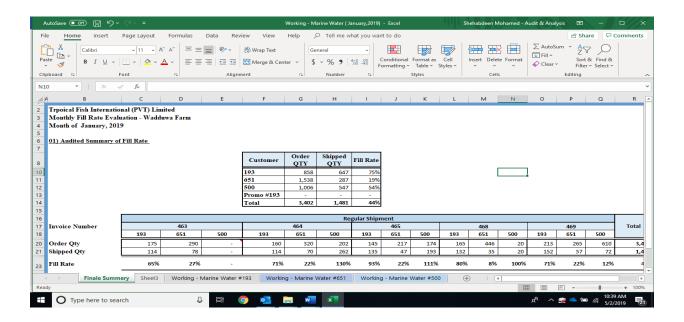
Calculate percentage of 100% order fulfilment out of total monthly order and document it in the report.

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

	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.



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