**TEKNOWLEDGE SHARED SERVICES-SRI LANKA**

**OPR PO RECONCILIATION**

|  |  |
| --- | --- |
| SUBJECT | OPR PO RECONCILIATION |
| DEPARTMENT | PRODUCTION PLANNING |
| RECORDER | SIVANTHA SAMEERA |
| APPROVED BY | BUDDIKA MADURANGANA |
| CREATED DATE | 11.21.2016 |
| LAST UPDATED |  |
| PATH ON NETWORK FOLDER |  |
| NO. OF PAGES INCLUDING THIS PAGE |  |

**Objective**

To make sure all the received POs to ETF for the production week is available for on ETF for production.

1. Create MPO for current week and keep record number of POs

EDI Details > Purchasing order > Current PO week date range > Customer 193#l

1. Get the Open PO report for the current week

EDI Details > Open PO report > Current PO week date range > Customer 193# > Export to Excel

1. Refer the 193 PO Detail Document send by IT department (Development) and

Compare with the Open PO report.

1. All POs which are not available on open PO report, to be checked individually on PO drill down and make sure the POs are Shipped or Suspended.

Production dash board- Dash board PO drill down.

1. If any PO is not available on Open PO, not shipped or Suspended, the ETF Support must be notified.