**TEKNOWLEDGE SHARED SERVICES-SRI LANKA**

**OPR: OPEN PO REPORT**

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| --- | --- |
| SUBJECT | OPEN PO REPORT |
| DEPARTMENT | PRODUCTION PLANNING |
| RECORDER | BUDDIKA MADURANGANA |
| APPROVED BY |  |
| CREATED DATE | 02/06/2015 |
| LAST UPDATED | 03/04/2016 |
| PATH ON NETWORK FOLDER |  |
| NO. OF PAGES INCLUDING THIS PAGE | 2 |

**Objective**

Open PO report contains summery information of all Open POs which have been planned & to be planned. This report to be prepared after production planning completed on every production day.

Required details

* Number of POs planned for the day
* Number of open POs in categories. (Regular POs, Promos, Wood/Rock etc.) & total number of POs still open.
* Any special information related to the Open POs. (Number of POs held due to bad weather, No stock etc.)
* Number of POs shipped on previous day & total number of POs shipped during the production week.
* Production forecast for coming day.

Recipients

WHMgt, Prodmgt & Matt Rice

Format:

Following report format to be used.

**Total Planned POs for (Date):**

**Open POs:**

**Tot Open POs:**

Regular:

FW Promo:

SW Promo:

Wood & Rock:

Betta less than six:

HI/AK/PR:

Special comments:……………………………………………………….

**Delivered PO details**

…… POs delivered on ……...(previous day)

Up to date: ………

**Forecast for tomorrow, (date),**

Production will be planned for …… packers.

Please comment if any.