**CIS International Pvt Ltd**

**OPR for Preparation of Salt Water Order Fill report for Wadduwa Farm**

|  |  |
| --- | --- |
| **SUBJECT** | **OPR for Preparation of Supplier Efficiency Ranking Report Salt Water Order Fill report for Wadduwa Farm** |
| **DEPARTMENT** | **Audit** |
| **RECORDER (Name and Designation)** | **Sajini Perera, Audit Executive** |
| **APPROVED BY** |  |
| **CREATED DATE** | **11/20/2016** |
| **LAST UPDATED** | **11/20/2016** |
| **PATH ON NETWORK FOLDER** |  |
| **NO OF PAGES INCLUDING THIS PAGE** | **02** |

**Introduction**

This OPR was prepared for the purpose of setting up a proper process that gives guidelines for Preparing Salt Water Order Fill report for Wadduwa Farm.

Objective

The objective of the Salt Water Order Fill report for Wadduwa Farm Report is to

1. Measure the performance level of the Wadduwa farm based on order fill rate.

**Process involved in preparation of Supplier Efficiency Ranking Report**

1. This Report should be prepared weekly Basis (covering the each period from Friday to Thursday).
2. Obtain “Monthly Salt Water Order Forecast” sent by order entry department for relevant reporting week and cross check the same with SLTI invoices of same week.
3. Calculate Order Fil Rate for

* 193
* 651
* 500 separately.

1. Analyze trend of order fill rate under each customer category and present in a line chart.
2. Analyze categorizes of the fill rate and analyses the composition of each category.

* Above 90%
* 50% to 89%
* 20% to 49%
* 1% to 19%
* 0%

1. Overall Conclusion – Calculate overall salt water fill rate and provide overall conclusion on performance compared to prior weeks.