**TEKNOWLEDGE SHARED SERVICES-SRI LANKA**

**OPR: DRY GOOD PREP REPORT**

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| --- | --- |
| SUBJECT | OPR: DRY GOOD PREP REPORT |
| DEPARTMENT | PRODUCTION PLANNING |
| RECORDER | BUDDIKA MADURANGANA |
| APPROVED BY |  |
| CREATED DATE | 03/04/2016 |
| LAST UPDATED | 01/08/2017 |
| PATH ON NETWORK FOLDER |  |
| NO. OF PAGES INCLUDING THIS PAGE | 4 |

Objective

Dry good requirement for the coming week to be projected based on 6-week consumption and submit to US warehouse on every Thursday SL time.

Base on this report,

1. US warehouse has to check the available stock is sufficient for the coming week
2. US warehouse can prep Betta Cups and boxes
3. Labor Management can allocate people for prepping

Content is Dry good

1. Required number of betta cups in category wise.
2. Number of boxes
3. Number of bags
4. Wood and rock quantity- soaking can be done base on this

Report Preparation

1. Report must be prepared on every Thursday SL time.
2. Data gathering
3. Betta Quantity:

Betta PO s for the coming week will be received by Thursday morning SL time and number of items can be taken from

EDI details- PO summery report

If any betta Promo is planned for coming week these quantities also to be considered with relevant EOQs

Betta back order quantity to be considered.

EDI details- Back order report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Item Desc | EOQ/Size | Projected QTY (Thurs) | # of Sets Required for a week |
| **Cups** | BETTA-BABY BOY | 6 | 1950 | 325 |
|  | BETTA-BABY GIRL | 3 | 1335 | 445 |
|  | BETTA-BUTTERFLY 2" | 6 | 1980 | 330 |
|  | BETTA-CROWNTAIL FEMALE | 4 | 2160 | 540 |
|  | BETTA-CROWNTAIL MALE | 6 | 2184 | 364 |
|  | BETTA-DELTA TAIL MALE | 6 | 1956 | 326 |
|  | BETTA-DOUBLE TAIL-MALE | 8 | 4736 | 592 |
|  | BETTA-DOUBLETAIL-HALFMOON-MALE | 6 | 1716 | 286 |
|  | BETTA-DRAGON SCALE 2" | 6 | 1560 | 260 |
|  | BETTA-ELEPHANT EAR-MALE | 6 | 672 | 112 |
|  | BETTA-HALFMOON MALE | 6 | 1572 | 262 |
|  | BETTA-KING MALE | 2 | 424 | 212 |
|  | BETTA-KING-HALFMOON-MALE | 2 | 150 | 75 |
|  | BETTA-PLAKAT-DBLTAIL-HALFMN-ML | 2 | 310 | 155 |
|  | BETTA-PLAKAT-HALFMOON-MALE | 2 | 300 | 150 |
|  | BETTA-ROSE PETAL 2" | 6 | 1356 | 226 |
|  | BETTA-VEILTAIL-FEMALE 1.5" | 6 | 2580 | 430 |
|  | BETTA-VEILTAIL-MALE 2.5" | 12 | 7620 | 635 |

1. Non betta items quantity

To get the projected number of non betta quantities, need to get the average of six-week PO receive details

EDI details- PO summery report (use last six-week data range)

Back order quantity also need to be considered

1. Promotional item quantity

Planned promotions to be considered while preparing dry good prep report. Base on the ETF promo calendar, Fish types, quantities to be taken to account.

1. Box quantities

Daily box utilization is recorded in Production Tracker. Need to get an average for last 6-weeks and required number of boxes to be projected

For the planned promotion, need to coordinate with warehouse Management 4 weeks prior to ship the promotion and get the required box sizes. This has to be included for Prep report.

|  |  |  |  |
| --- | --- | --- | --- |
| **Boxes** | A |  | 450 |
|  | B |  | 350 |
|  | C |  | 250 |
|  | D |  | 50 |
|  | E |  | 30 |
|  | F |  | 150 |
|  | G |  | 20 |
|  | H |  | 5 |
|  | I |  | 5 |
|  | J |  | 5 |
|  | K |  | 5 |
|  | L |  | 5 |

1. Bag quantity

Required number of Fish for the coming week is already projected as above and using the relevant EOQs, required number of bags to be projected.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Item Desc | EOQ/Size | Projected QTY (Thurs) |
| 10x20 | GUPPY-COBRA MALE 1.5" | 18 | 456 |
| 8x20 | GUPPY-FEMALE-ASST 1.75" | 12 | 420 |
| 10x20 |  | 24 | 55 |
| 10x20 |  | 36 | 20 |
| 12x20 |  | 48 | 2 |
| 14x20 |  | 60 |  |
| 12x20 | GUPPY-LYRETAIL 1.5" | 35 | 3 |
| 12x20 | GUPPY-MALE-ASST 1.5" | 35 | 429 |
| 8x20 | GUPPY-LASER BEAM-MALE 1.5" | 12 | 1 |
| 10x20 | SWORD-TWINBAR-SOLAR FLARE 2" | 12 | 275 |
| 8x20 | WHITE CLOUD-24KT GOLD 1" | 18 | 128 |
| 10x20 | SHARK-ROSE LINE 2" | 6 | 108 |
| 8x20 | SHRIMP CHERRY | 12 | 333 |
| 8x20 | SHRIMP AMANO | 12 | 250 |
| 8x20 | SHRIMP ORANGE | 12 | 13 |
| 6x20 | SHRIMP RED & WHITE | 12 | 5 |
| 10x20 | CICHLID-PEACOK-SCRLT ALBINO 2" | 6 | 33 |
| 8x20 | SWORD-KOHAKU 2" | 6 | 350 |
| 8x20 | RASBORA-SCISSORTAIL 1.5" | 6 | 0 |
|  |  |  |  |
| 5x10 | CORAL-ASST LPS FRAG-CIS | 1 | 450 |
| 5x10 | CORAL-ASST MINI FRAGS-AC-CIS | 1 | 650 |

Live Rock & Wood requirement

Projected live rock and Wood quantity to be included to the report to keep ready them in the system.

Plant Quantity

Tropical Plant

Required number of Tropical plants, Mesh pots, Plant cups requirement to be mentioned.

Desert Plant

Required number of desert plants, Clay pots, Spikes to be included

Moss

Number of Moss, Tubs & Lids, Labels to be included.

**Process flow chart**

**Send the Report to WH**

**Check the Dry good availability**

**Update the report**

**Forecast Requirement**

**Update Prepping tracker & send to Prod & Labor MGT**

**Prepping**

**Discuss & Finalize in Weekly Meeting**