**TEKNOWLEDGE SHARED SERVICES-SRI LANKA**

**OPR: OPEN PO REPORT**

|  |  |
| --- | --- |
| SUBJECT | OPEN PO REPORT |
| DEPARTMENT | PRODUCTION PLANNING |
| RECORDER | BUDDIKA MADURANGANA |
| APPROVED BY |  |
| CREATED DATE | 02/06/2015 |
| LAST UPDATED | 01/08/2018 |
| 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- Customer wise

* Number of back POs
* Number of new POs
* Total number of POs to be shipped in the week
* 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.
* Shipping %
* Production forecast for coming day.
* Comments

Recipients

WHMgt, Prodmgt & Matt Rice

**Report Format**

|  |  |  |
| --- | --- | --- |
| **OPEN PO REPORT-CIS INTL US** | | |
| **Production Week:** | **(Week start & end)** |  |
| Report Date: (Date) | **Customer#193** | **Customer#292** |
| **POs received for the week** |  |  |
| **Back POs** |  |  |
| **Total POs to be shipped in the week** |  |  |
|  |  |  |
| **Planned for (today)** |  |  |
|  |  |  |
| **Open POs** |  |  |
| **Open POs in Detail** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Delivery PO Details** |  |  |
|  |  |  |
| **Total POs shipped on (Yesterday)** |  |  |
|  |  |  |
| **Up to Date** |  |  |
| **Delivery Completion %** | % | % |
|  |  |  |
| **Forecast for tomorrow (date)** |  |  |
|  |  |  |
| **Comments** |  |  |

**Process Flow Chart**

Send the report

Update the information

Get the previous day delivery details

Get the Open POs in details

Complete Daily Production Plan