|  |  |
| --- | --- |
| **SUBJECT** | **OPR for CIS Compliance Tracker** |
| **DEPARTMENT** | Marketing – Order Entry |
| **RECORDER (Name Designation)** | Ravihari Punchihewa : Executive - Order Entry |
| **APPROVED BY (Name Designation)** |  |
| **LAST UPDATE** | 07/07/2016 |
| **PATH ON NETWORK FOLDER** |  |
| **NO. OF PAGES INCLUDING THIS PAGE** | 2 |

**Purpose**: Every shipment, before it lands in Los Angeles must have item codes for all items.

**Report day**: Friday

This report includes Friday to Thursday shipment details and invoice details with CIS codes

**Step 1:** First section of the tracker fill as below (Example given)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Shipment #** | **Order Placement** | | | | | |
| **Vendor Code** | **Initial Order Placed by** | **po #** | **Order Entry PO sent on** | **Shipment Planned for on arrival on** | **Dest Airport** |
| Air | CHSN | OE | 193-16292 | 25-May-2016 | 30-May-2016 | LAX |

**Step 2:** Shipment arrival details are obtaining from logistics dept and fill fields accordingly. (Example given)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shipment Arrival** | | | | |
| **Day / Date of Dep. from Origin** | **Arrival Day / Date at Dest.** | **Airline** | **Expected Arrival Time of Shpmt.** | **Actual Arrival Time of Shipment** |
| 30-May-2016 | 30-May-2016 | JL | 10:55 | 10:55 |

**Step 3:** Invoice creation with CIS codes section details should fill as below. (Example given)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Invoice Creation with CIS Codes (All Dates &Times @ Dest.)** | | | | | | | | | |
| **Day / Date Invoice sent by Supplier (@ Dest.)** | **Time Supplier Inv. sent to O/E (@ Dest.)** | **Day / Date OrderEntry Inv. with CIS Codes created & Sent** | **Invoice #** | **# of Items WITHOUT CIS Item Codes** | **Reason for lack of Item Codes** | **Time O/E Inv. sent to Dest. Staff (@ Dest.)** | **Inv. with CIS Code sent to:** | **O/E Inv. Audited by:** | **O/E Inv. Sent by:** |
| 30-May-2016 | 8:31 | 30-May-2016 | EX20160501-2 | - | - | 10:48 | Whmgt |  | Pasindu |

**Step 4:** All the e mails (invoices with CIS codes) sent to WH Mgt should save in one drive and share the link with team members required.