**TEKNOWLEDGE SHARED SERVICES-SRI LANKA**

**OPR FILL RATE REPORT**

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| --- | --- |
| SUBJECT | OPR for Fill Rate Report |
| DEPARTMENT | Marketing |
| RECORDER | Pasindu Ranathunga |
| APPROVED BY |  |
| CREATED DATE | 07/07/2016 |
| LAST UPDATED | 07/07/2016 |
| PATH ON NETWORK FOLDER |  |
| NO. OF PAGES INCLUDING THIS PAGE | 3 |

Objective

Customer expected Fill rate is 95% and need to have a detailed report which provide individual item fill rate on weekly basis to identify the issues and fix them.

While preparing the Fill rate, we have to consider

1. PO week- Sunday to Saturday
2. Shipping week- Friday to Thursday

**Preparation of Fill Rate Report**

1. Get the Items, Item value received for the PO week

Provide PO week date range > copy to excel

1. Get the shipped quantity details

Provide ship week date range > copy to excel

1. Get remaining item quantity for the PO week

Provide PO week date range> Customer 500> Copy to excel

1. Combine the item list taken from received list and shipped list and make master item list for the week
2. Update each items with,
3. Received quantity & total value and Individual value
4. Shipped quantity for each item
5. Remaining quantity for each item

* This information to be filled in below format and send the report on Monday.
* Total = Weekly QTY + Weekly Order QTY
* Fill Rate= Shipped QTY / Total

