

OTIF Delivery Tracker

How-to guide: what the workbook does, how to use it and what every number means.

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OTIF Delivery Tracker

Log every delivered order line against its promise and see on-time, in-full and OTIF performance by week and customer, with the reason behind every miss.

For: Plant and operations managers, customer service and logistics leads, planners and supply-chain managers reporting delivery performance.

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Quick start

1. On Setup, type your company name, your OTIF, on-time and in-full targets, the delivery window (days early and late allowed) and the in-full tolerances, then list your customers and miss reasons.
2. On Delivery Log, add one row per order line when it is delivered: order line, customer, item, quantity ordered, promised date, delivered date and quantity delivered.
3. For every line that is not OTIF, pick the reason. The Check column names anything missing.
4. Open the Dashboard: OTIF by week against target, the reasons behind the misses, and performance by customer.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Company, targets, the delivery window and in-full tolerances, and the customers and miss reasons.
Delivery Log	One row per order line delivered: promised and delivered date and quantity, and whether it was on time and in full.
Dashboard	On-time, in-full and OTIF delivery performance against your targets, by week and customer, and why lines missed.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Days late	Delivered date - promised date, in calendar days. Negative = early.	days
On time	Yes when -days early allowed <= days late <= days late allowed.	Yes/No
In full	Yes when ordered x (1 - short allowed) <= delivered <= ordered x (1 + over allowed).	Yes/No
OTIF	Yes when the line is on time and in full.	Yes/No

Quantity	How it is calculated	Units
Units filled	MIN(delivered, ordered) per line.	units
On-time, in-full and OTIF %	Lines with Yes / delivered lines (COUNTIFS), for the whole log, a promised week or a customer.	%
Unit fill rate	Sum of units filled / sum of units ordered.	%
Missed lines by reason	Lines with OTIF No per reason, ranked largest first by COUNTIF ranks. Helper columns AN:AP on the Dashboard (hidden) hold the unsorted values and ranks.	lines
Weeks	Monday-to-Sunday weeks of the promised date, ending with the week of the latest promise; up to eight are shown.	-

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Sahyadri Auto Components, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

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Showing 144 delivered lines for Sahyadri Auto Components (example). On time = 2 days early to 0 days late; weeks by promised date.

OTIF	ON TIME	IN FULL	UNIT FILL RATE
77.1%	89.6%	87.5%	98.2%
Target 95.0%	Target 97.0%	Target 98.0%	Units filled / units ordered
Below target	Below target	Below target	

