

Q4 ERP Checklist

Readiness Checklist for Manufactures and Distributors

Workforce: Planning & Holiday Cover

- ☐ Is your ERP integrated with time and attendance systems to monitor labour gaps in real time?
- ☐ Have you mapped out annual leave and shift patterns in your ERP?
- ☐ Can supervisors quickly reallocate tasks to cover holiday absences?
- ☐ Are role-based permissions in place to maintain continuity?

Logistics & Delivery Management

- ☐ Is your ERP system integrated with couriers or transport providers?
- ☐ Can you track orders, shipments, and delivery ETAs in real time?
- ☐ Are you forecasting delivery lead times based on historical summer data?
- ☐ Are carrier performance metrics being tracked to flag consistent delays or issues?

Machinery Maintenance & Asset Uptime

- ☐ Do you have predictive maintenance schedules in place for heat-sensitive equipment?
- ☐ Is downtime tracked in your ERP with alerts for recurring faults?
- ☐ Can engineers access full service history and parts availability in the system?
- ☐ Is there a plan for fast-tracking critical repairs during peak production periods?

Stock & Supply Chain Visibility

- ☐ Are safety stock levels set higher for critical or seasonal items?
- ☐ Can your ERP give you real-time visibility of multi-site stock?
- ☐ Have you identified alternative suppliers in case of delays?
- ☐ Is your ERP using supplier lead time trends to automatically flag at-risk orders?

Order Management & Seasonal Sales Readiness

- ☐ Is your ERP tracking order volumes and trends specific to peaks?
- ☐ Are alerts in place for sudden spikes or drops in customer orders?
- ☐ Are customer-specific pricing, promotions, and lead times managed automatically in the system?
- ☐ Is your sales team using ERP data to prioritise high-value customers and orders during busy periods?