

Distribution ERP Readiness Checklist

Is Your Distribution Business Ready for ERP?

As distributors grow, spreadsheets, disconnected systems, manual processes, and limited visibility across inventory and orders can become barriers to efficiency, profitability, and customer satisfaction.

Use this checklist to evaluate whether your current systems can support your growth, or whether it is time to consider a modern ERP solution.

Inventory & Warehouse Management

- ☐ Inventory counts are consistently accurate
- ☐ We have real-time visibility into inventory across locations
- ☐ Warehouse teams can quickly locate, pick, pack, and ship products
- ☐ Stockouts and overstocks are the exception, not the norm
- ☐ Lot, serial, bin, and expiration tracking are handled efficiently when required
- ☐ We have confidence in replenishment and transfer decisions

Score Yourself: If you checked fewer than 4 boxes, inventory and warehouse limitations may be increasing carrying costs and slowing fulfillment.

Sales Order Management & Fulfillment

- ☐ Sales orders are entered once and flow through fulfillment without rekeying
- ☐ Customer service can see product availability and order status in real time
- ☐ Pricing, discounts, and customer-specific terms are applied consistently
- ☐ Backorders, partial shipments, and returns are managed efficiently
- ☐ Order errors and shipping delays are rare
- ☐ We can measure order accuracy, fill rates, and on-time delivery

Score Yourself: If you checked fewer than 4 boxes, order management inefficiencies may be affecting customer satisfaction and margins.

Purchasing & Supplier Management

- ☐ Purchasing decisions are based on accurate demand and inventory information

- ☐ Supplier lead times and performance are tracked consistently
- ☐ Purchase orders are managed through a centralized system
- ☐ Purchasing, sales, and warehouse teams share the same information
- ☐ Reorder points and replenishment recommendations are reliable
- ☐ Procurement processes and approvals are standardized

Score Yourself: If you checked fewer than 4 boxes, purchasing inefficiencies may be increasing costs, shortages, and operational risk.

Financial Visibility & Profitability

- ☐ Financial reports are available when needed
- ☐ Month-end close is completed efficiently
- ☐ Financial, sales, inventory, and purchasing data are connected
- ☐ Management can access real-time business performance information
- ☐ Profitability can be measured by product, customer, order, channel, or location
- ☐ Reporting does not require extensive spreadsheet manipulation

Score Yourself: If you checked fewer than 4 boxes, limited financial visibility may be slowing decisions and hiding margin leakage.

Technology & Systems

- ☐ Information only needs to be entered once
- ☐ Departments work from a single source of truth
- ☐ Critical processes do not rely on spreadsheets or workarounds
- ☐ Data flows automatically between ecommerce, EDI, CRM, shipping, and financial systems
- ☐ Employees can easily access the information they need
- ☐ Current systems can support future growth and integration needs

Score Yourself: If you checked fewer than 4 boxes, disconnected systems may be creating unnecessary complexity, errors, and administrative work.

Growth & Scalability

- ☐ Our current systems support planned growth initiatives
- ☐ Adding users, warehouses, locations, product lines, or sales channels is manageable
- ☐ Reporting scales with the business
- ☐ Management has visibility into operational performance across the organization
- ☐ Growth is not increasing administrative workload at the same rate
- ☐ We are confident our systems can support us over the next 3 to 5 years

Score Yourself: If you checked fewer than 4 boxes, your current systems may not be ready for the next stage of growth.

YOUR ERP READINESS SCORE

31-36 Checked Boxes

Your systems appear to be supporting current operations effectively. Continue evaluating opportunities for optimization, automation, and scalability.

21-30 Checked Boxes

Some operational challenges may be limiting efficiency, visibility, and customer service. An ERP assessment may help identify opportunities for improvement.

20 or Fewer Checked Boxes

Your business may be experiencing significant operational constraints that ERP software can help address. This is often the stage where distributors begin evaluating modern ERP solutions.

Common Warning Signs Distributors Shouldn't Ignore

- Inventory levels cannot be trusted
- Warehouse teams rely on paper, spreadsheets, or tribal knowledge
- Customer service cannot quickly confirm product availability or order status
- Orders are entered or updated in multiple systems
- Stockouts, overstocks, and expedite fees are common
- Purchasing decisions are reactive instead of demand-driven
- Financial and operational data do not align
- Management lacks real-time visibility into margins and performance
- Growth, new locations, or new sales channels are creating operational complexity

If several of these challenges sound familiar, it may be time to evaluate whether your current systems can support your customer commitments and long-term business goals.

NEXT STEP: SCHEDULE A DISTRIBUTION ERP ASSESSMENT

Clients First Business Solutions helps distributors evaluate their operational workflows, identify system limitations, and determine which ERP solution best fits their business.

During Your Assessment, We'll Review:

- ✓ Inventory and warehouse management processes
- ✓ Sales order and fulfillment workflows
- ✓ Purchasing and supplier management
- ✓ Financial reporting and profitability requirements
- ✓ Integration, EDI, ecommerce, and shipping needs
- ✓ Growth objectives and ERP implementation considerations

Schedule Your Distribution ERP Assessment Today

[CONTACT US](#)



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