✅ ChecklistGuro

ERP Inventory Optimization Checklist

Demand Forecasting Accuracy

Evaluate the accuracy of current demand forecasting methods and identify areas for improvement.

Historical Demand Data Length (Months)

Enter a number...

Forecasting Method Used

☐ Moving Average

☐ Exponential Smoothing

☐ Regression Analysis

☐ Qualitative (Expert Opinion)

Mean Absolute Percentage Error (MAPE)

Enter a number...

Description of Data Cleansing Steps

Write something...

Seasonality Adjustment Applied?

☐ Yes

☐ No

Forecast Bias (Average Error)

> Enter a number...

Safety Stock Levels

Review safety stock levels for each item and adjust based on demand variability and lead times.

Current Safety Stock Level (Item A)

> Enter a number...

Target Safety Stock Level (Item A)

> Enter a number...

Demand Variability Coefficient (Item B)

> Enter a number...

Lead Time Variability (Days) (Item C)

> Enter a number...

Safety Stock Calculation Method

☐ Statistical

☐ Rule of Thumb

☐ Vendor Recommendation

Justification for Safety Stock Adjustment (Item D)

Write something...

Service Level Target (%)

Enter a number...

Date of Last Safety Stock Review

Enter date...

Lead Time Reduction

Analyze current lead times and identify opportunities to reduce them through supplier collaboration and process improvements.

Current Average Lead Time (Days)

Enter a number...

Target Lead Time Reduction (Days)

Enter a number...

Detailed Breakdown of Lead Time Components (e.g., order processing, transit, receiving)

Write something...

Primary Cause of Lead Time Delays

- ☐ Supplier Delays
- ☐ Internal Processing Bottlenecks
- ☐ Transportation Issues
- ☐ Communication Gaps

Date of Last Supplier Performance Review

Enter date...

Potential Lead Time Reduction Strategies

- ☐ Negotiate Faster Delivery Schedules with Suppliers
- ☐ Optimize Internal Order Processing
- ☐ Explore Alternate Shipping Methods
- ☐ Implement Vendor-Managed Inventory (VMI)

Description of Action Plan to Reduce Lead Time

Write something...

Inventory Turnover Rate

Assess inventory turnover rates for key items and investigate slow-moving or obsolete inventory.

Current Inventory Turnover Rate (Overall)

Enter a number...

Target Inventory Turnover Rate (Overall)

Enter a number...

Inventory Turnover Rate - Top 20% of SKUs

Enter a number...

Inventory Turnover Rate - Bottom 20% of SKUs

Enter a number...

Description of Methodology Used to Calculate Turnover Rate

Write something...

Date of Last Turnover Rate Calculation

Enter date...

ABC Analysis Implementation

Verify the correct application of ABC analysis and review classifications regularly.

Number of Items Classified

Enter a number...

Classification Method Used

☐ Pareto Principle (80/20)

☐ Dollar Volume

☐ Unit Volume

☐ Custom Criteria

Percentage of Revenue (A Items)

Enter a number...

Percentage of Items Classified as 'A'

Enter a number...

Justification for A/B/C Classification

Write something...

Review Frequency of Classification

☐ Monthly

☐ Quarterly

☐ Annually

Reorder Point Calculations

Review and validate reorder point calculations, considering factors like lead time and safety stock.

Average Daily Demand

Enter a number...

Lead Time (Days)

Enter a number...

Safety Stock Level

Enter a number...

Reorder Point (Calculated)

Enter a number...

Formula Used for Calculation

Write something...

Date of Last Calculation Review

Enter date...

Calculation Method

- [ ] Manual Calculation
- [ ] ERP System Calculation
- [ ] Custom Formula

Cycle Counting Processes

Evaluate the effectiveness of current cycle counting practices and frequency.

Frequency of Cycle Counts (per week/month)

Enter a number...

Cycle Counting Methodology

- [ ] Random
- [ ] ABC-Based
- [ ] Periodic

Percentage of Inventory Counted Per Cycle

Enter a number...

Last Cycle Count Completion Date

Enter date...

Summary of Findings from Last Cycle Count

Write something...

Cycle Counting Responsibility (Individual/Team)

☐ Individual

☐ Team

ERP System Integration (Inventory Module)

Ensure seamless integration between ERP modules (e.g., sales, purchasing, warehouse management).

Number of Integrated Systems

Enter a number...

Integration Method (API, Batch, Real-Time)

☐ API

☐ Batch

☐ Real-Time

Description of Data Synchronization Process

Write something...

Data Synchronization Frequency (Hours)

Enter a number...

Modules Integrated with Inventory (Select All that Apply)

☐ Sales

☐ Purchasing

☐ Warehouse Management

☐ Finance

Last Integration Validation Date

Enter date...

Warehouse Layout & Efficiency

Assess warehouse layout for optimal space utilization and material flow.
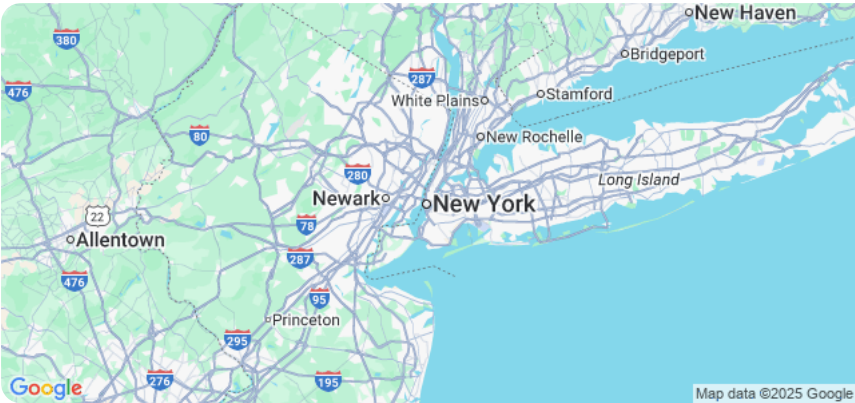
Average Order Picking Time (minutes)

Enter a number...

Warehouse Utilization Rate (%)

Enter a number...

High-Traffic Zone Location (coordinates)

📍 Set My Current Location

Map data ©2025 Google

Storage Method Used (e.g., FIFO, LIFO)

☐ FIFO

☐ LIFO

☐ Random

☐ Dedicated

Description of Material Flow Process

Write something...

Distance Traveled per Order Cycle (feet/meters)

Enter a number...

Vendor Performance Evaluation

Review vendor lead times, on-time delivery rates, and quality of materials.

On-Time Delivery Rate (%)

Enter a number...

Average Lead Time (Days)

Enter a number...

Defect Rate (%)

Enter a number...

Comments on Quality

Write something...

Communication Effectiveness

☐ Excellent
☐ Good
☐ Fair
☐ Poor

Last Performance Review Date

Enter date...

Supporting Documentation (e.g., contracts, performance reports)

⬆ Upload File