



MRP Finished Goods Allocation Strategy Checklist 2026

Demand Forecast & Order Prioritization

Reviewing current sales forecasts, backlog orders, and high-priority customer requirements to establish allocation hierarchy.

Forecast Review Date

Primary Demand Source

Priority Level

- ☐ Critical / Urgent
- ☐ High Priority
- ☐ Standard
- ☐ Low Priority

Projected Demand Quantity

Order Type Classification

- ☐ Promotional/Seasonal
- ☐ Recurring Contract
- ☐ One-off/Spot Order
- ☐ Backorder

Order Prioritization Justification

Write something...

Forecast Spreadsheet Attachment

 Upload File

Inventory Availability Assessment

Verifying real-time stock levels of finished goods, including available-to-promise (ATP) and uncommitted inventory.

Inventory Audit Date

Enter date...

SKU/Finished Good Identifier

Write something...

Current Physical Stock Count

Enter a number...

Allocated/Reserved Quantity

Enter a number...

Stock Status

- ☐ In Stock
- ☐ Low Stock
- ☐ Out of Stock
- ☐ In Transit

Discrepancy Notes & Observations

Write something...

Warehouse Cycle Count Report

 Upload File

Order Segmentation & Customer Tiering

Classifying orders based on service level agreements (SLAs), customer importance, and contractual obligations.

Primary Customer Tier Classification

- ☐ Tier 1 - Strategic/Key Accounts
- ☐ Tier 2 - Standard Accounts
- ☐ Tier 3 - Low-Priority/Transactional

Applicable SLA Requirements

- ☐ Next-Day Delivery
- ☐ Guaranteed Stock Reservation
- ☐ Minimum Order Quantity (MOQ) Compliance
- ☐ Specific Packaging Standards

Minimum Order Value Threshold

Enter a number...

Order Segmentation Rationale

Write something...

Segmentation Review Date

Enter date...

Constraint & Bottleneck Identification

Evaluating logistics, shipping capacity, and warehouse outbound throughput limitations affecting distribution.

Identified Bottleneck Areas

- ☐ Logistics/Transportation Capacity
- ☐ Warehouse Outbound Dock Availability
- ☐ Packaging Material Shortage
- ☐ Labor Availability
- ☐ Shipping Container/Pallet Constraints

Bottleneck Impact Description

Write something...

Estimated Daily Throughput Reduction (%)

Enter a number...

Estimated Resolution Date

Enter date...

Constraint Severity Level

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Critical

Allocation Logic & Rule Validation

Ensuring the MRP system rules (e.g., FIFO, Pro-rata, or Fair Share) are correctly applied to the current stock.

Primary Allocation Logic Method

- ☐ First-In, First-Out (FIFO)
- ☐ Pro-Rata (Proportional Distribution)
- ☐ Priority-Based (Customer Tiering)
- ☐ Earliest Due Date (EDD)
- ☐ Fixed Quantity Allocation

Validation Criteria Applied

- ☐ Service Level Agreement (SLA) Compliance
- ☐ Minimum Order Quantity (MOQ) Check
- ☐ Safety Stock Buffer Preservation
- ☐ Contractual Commitment Verification

Allocation Rule Exception Notes

Write something...

Rule Validation Completion Date

Enter date...

Inventory Manager Approval

Risk Mitigation & Shortage Contingency

Developing fallback plans for stockouts, including substitute product identification and emergency replenishment triggers.

Identified Supply Disruption Risks

- ☐ Raw Material Shortage
- ☐ Logistics/Logistical Delay
- ☐ Equipment/Machine Breakdown
- ☐ Labor Shortage
- ☐ Supplier Non-Compliance
- ☐ Inaccurate Demand Forecasting

Contingency Action Plan Description

Write something...

Risk Impact Severity

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Critical

Mitigation Deadline

Enter date...

Supporting Risk Documentation

 Upload File

Risk Manager Approval

Communication & Stakeholder Alignment

Coordinating with Sales, Production, and Logistics departments to confirm allocation decisions and delivery timelines.

Stakeholders Involved in Approval

- ☐ Sales Department
- ☐ Production Planning
- ☐ Logistics/Warehouse
- ☐ Procurement/Purchasing
- ☐ Customer Service

Internal Communication Channel Used

Write something...

Date of Alignment Meeting

Enter date...

Summary of Key Allocation Decisions Discussed

Write something...

Authorized Manager Approval

Post-Allocation Audit & Performance Tracking

Reviewing the effectiveness of the allocation strategy against fill rates and order fulfillment accuracy.

Audit Completion Date

Order Fill Rate Percentage (%)

Number of Stockout Incidents Identified

Allocation Accuracy Rating

- ☐ Exceptional
- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Critical Failure

Discrepancy Analysis & Root Cause Notes

Write something...

Supporting Performance Report

 Upload File

Quality Assurance Auditor Signature

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✓ Finish

 Generate Sample Report