

Detailed information system requirements

Priority 1 = Must have criteria
 2 = Important criteria
 3 = Nice to have
 4 = Not Required

To be filled out by Supplier

ID	Selection criteria	Priority	Comments	Response Yes or NO	If No in Development	Availability date
Inventory management						
General						
	Ability to use lot control for certain material or product	3		Yes		
	Lot tracing of material used in a given production lot	4		Yes		
	Lot tracing of a given production lot	2	ROHS, Compliance, multiple mfg, ie:pots cards	Yes		
	Expiration date for all traceable lots	3		Yes		
	Multiple balance types or statuses for each lot (on hand, in quarantine, QC, etc)	1		Yes		
	Inventory reports base on the expiration date	4		Yes		
	Support of multiple location in the same plant or warehouse	1		Yes		
	Support of transfer between locations	1		Yes		
	Plan transfers between warehouses - Distribution Requirements planning (DRP) - even if between different companies	1		Yes		
	Multiple balance types (on hand, on order, reserved, on hold, etc.)	1		Yes		
	Support of cycle counting	1		Yes		
	Cycle counting schedule sorted by ABC class	2		Yes		
	Support of physical inventory (should allow variances analysis before posting counts)	1		Yes		
	Definition of multiple unit-of-measure for the same product	1		Yes		
	Automatic conversion from one UOM to another for one product	1		Yes		
	Inventory adjustments (positive and negative)	1		Yes		
	User, date and time stamp on all inventory transactions	1		Yes		
	Definition of inventory adjustment codes	1		Yes		
	Definition of safety stock per item and per warehouse	2		Yes		
	Support of ABC classification with multiple choice (consumed quantity, \$ usage, inve	1		Yes		
	Reservation of production/component lot	2		Yes		
	Inquiry on inventory status in dollars and units	1		Yes		
	Inventory transaction history in dollars and units	1		Yes		
	Exception report (over minimum stock, overstock, dead & slow, etc.)	1		Yes		
	Inventory management at sub-contracted supplier	1		Yes		
	Support of backflushing	3		Yes		
	Support of backflushing from a precise location	3		Yes		
	Available to promise	1		Yes		
	Time phased availability	1		Yes		
	Product traceability	1		Yes		
	a) Transfers	1		Yes		
	b) Date	1		Yes		
	c) Lot	1		Yes		
	d) Expiry date	1		Yes		
	e) User	1		Yes		
	Ability to calculate inventory turnover	1		Yes		
	Management of quarantined products (label generation and release operations)	1	Labels must be customized	Yes		
	Product recall management by lot, customer, product	2	Tracability report available - merge with CRM	Yes		

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	User definable product reason codes	3		Yes		
	Support multiple items per warehouse locations	1		Yes		
	Inventory should be managed by warehouse, location, bin and lot	1		Yes		
	Support sample management	3		Yes		
	Management of Consignment inventory	1		Yes		
	Manage Returns and Reworks	1		Yes		
	Product management					
	Definition of product/ part	1		Yes		
	Definition of weight and volume of a product	2		Yes		
	Part numbering in alphanumerical digits	1		Yes		
	Engineering					
	Bill-of-material management	1	note: has to interface to Agile PLM Software	Yes		
	Routing management (including scheduling margin key, safety lead time and dock-o-stock lead time)	1		Yes		
	Alternate BOM and Routings	3	alternate routing ok	Yes		
	Engineering change order management	2	related to Agile pushing changes	Yes		
	ECO related to the level of stock	1				
	Ability to modify BOM or routing without modifying the original	1	requires Engineering or Product Mgmt approval			
	Yield factor for a product	3		Yes		
	Scrap factor for an operation and raw material	3		Yes		
	Print BOM at different levels (single level, multi-level, where-used)	1		Yes		
	Print BOM for different types of component (purchased, manufactured, sub-contracte	1		Yes		
	Batch size for a product	3		Yes		
	Equivalent part for a part	1	needs approval capability, need to understand logic	Yes		
	Support BOM authorization process	1		Yes		
	Support recipes/formulas	4		Yes		
	Others					
	Classification by product class and sub-class	1	Will require logic to be applied	Yes		
	Report of part utilisation	1		Yes		
	Description of product in different languages	3		Yes		
	Ability to transfer BOM from Agile to ERP system	1	This is a must	FS		
	Ability to transfer BOM from MS Excel to ERP system	1	This is a must	FS		
	Project management	3		Yes		
	Product configuration in order entry (with options)	1		Yes		
	Product configuration in order entry (parameters)	2		Yes		
	Product configuration in estimation	2		Yes		
	Production planning					
	General					
	Support of make-to-order environment (work orders)	1		Yes		
	Support of make-to-stock environment (forecast)	1		Yes		
	Support of assembly-to-order environment	1		Yes		
	Support of engineer-to-order environment (project management)	4		Yes		

CCPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Visibility on historical bookings(Orders Loans, ERS), current Qty on hand, Customer Quotes, Demand and knowledge from Sales force, then a business decision is made to go forward and execute MPS/MRP (need to consider potential obsolescence, engineering change, field problems)	1	Currently extraced from Manman put into excel to get ideal forecast numbers			
	Demand management					
	Forecast management	1		Yes		
	Forecast management by product family (planning BOM)	1		Yes		
	Support of what-if scenarios	1		Yes		Demand
	Master production scheduling					
	Consumption of sales orders and forecasts (largest of the two) in determination of quantities to produce	1	note: system needs to monitor and consume forecasting acti	Yes		
	Generation of master production schedule considering outside manufacturing	1		Yes		
	Include yield factor in MPS calculation	3		Yes		
	Rough-cut capacity planning	3		Yes		
	Support of planner codes	3		Yes		
	Definition of minimum order quantity and batch size	2		Yes		
	Work orders management					
	Daily material requirement planning	3		Yes		
	Consider scrap and yield factor when computing quantity to be produced for each W/	3		Yes		
	1 Work order = 1 Lot	3		Yes		
	MRP report sorted by type of material (purchased, manufactured, sub-contracted)	1		Yes		
	Support material allocation to a work order in a FIFO environment	1		Yes		
	Support of action messages on MRP report (buy, cancel, postpone, increase, etc.)	1		Yes		
	Ability to acknowledge action messages (through manual intervention and message	1		Yes		
	Support of pegging on MRP report (ex: forecast, parent, etc.)	1		Yes		
	Support of non-MRP part (ex: Kanban, maintenance, etc.)	1		Yes		
	Automatic generation of W/O based on demand	3		Yes		
	Consideration expiration date in the calculation of requirement	3	note: batteries, transformers	Yes		
	Support of safety inventory weeks	1		Yes		
	Print work orders (included routing, standard time, deadline, etc.)	1		Yes		
	Print work orders with appropriate work instructions	1	Is available in Agile	Yes		
	Print work orders with appropriate bar code information	1		Yes		
	Automatic printing of work orders after release	1		Yes		
	Support work order status inquiry	1		Yes		
	Picking list	1		Yes		
	If MPS not used, automatic generation of work order based on reorder point (ROP) and re-order quantity (ROQ) by warehouse	4		Yes		
	Capacity management					
	Production plan per workcenter (machine hours and labour hours)	4		Yes		
	Capacity requirement planning	4		Yes		
	Graphic analysis of capacity per work centre	4		Yes		
	Finite capacity planning	4		Yes		

				Response Yes or NO	If No in Development	Availability date
CCPC	Selection criteria		Comments			
	Capacity analysis when entering an order	4		Yes		
	Maintenance scheduling	4		Yes		
	Flexible reporting	4		Yes		
				Yes		
	Work instructions					
	Control structured documentation pertaining to work instructions (security, on-line viewing, revision dates, approvals, history)	3		No		
	Shop floor control					
	Labour					
	Labour reporting per work order or operation	3		Yes		
	Bar code capability to support labour entry	3		Yes		
	Dispatch list (priority)	3		Yes		
	Ability to report direct and indirect hours	3		Yes		
	Analysis of standard vs actual hours	3		Yes		
	Report of open, closed, late work orders	3		Yes		
	Material and work-in-process					
	Manual material issue per work order	1		Yes		
	Transaction raison codes for reject or scrap	1		Yes		
	Backflushing issue per work order	4		Yes		
	Bar code capability to support material issue et W/O statuses	1		Yes		
	Ability to add material to a work order	1		Yes		
	Report of raw material utilisation (actual vs standard)	1		Yes		
	Cost management					
	Work order cost management	1		Yes		
	Report on work order cost variance	1		Yes		
	Quality/ inspection					
	Ability to enter inspection result to each operation for a work order	4		Yes		
	Finished goods					
	Ability to enter quantities produced manually or automatically for each work order	1		Yes		
	Other					
	Report on equipment utilisation	4		Yes		
	Ability to have Work Order specific for R&D to accumulate costs by project	2	?procedure needs to be developed	Yes		
	Quality Management					
	Inspection results and history	1	?ie:Pots cards or new products	No		
	Trigger inspection (ex: material receipt)	1		No		
	Quality management information system	1		No		
	Electronic authorization	3		No		
	Task list and document allocation to operation	3		No		
	Interval inspection planning	3		No		
	Inspection scheduling	3		No		
	Interface with Agile Information System	1		No		
	Documented development process to meet ISO validation	3		No		

ICPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Plant Maintenance					
	Maintenance orders	4		No		
	Maintenance history	4		No		
	Plant Maintenance information system	4		No		
	Bill of equipment and spare allocation	4		No		
	Task list and spare allocation to an operation	4		No		
	Maintenance scheduling	4		No		
	Inventory management	4		No		
	Time-based maintenance planning	4		No		
	Activity-based maintenance planning	4		No		
	Integration with accounting	4		No		
	External service maintenance	4		No		
	Purchasing and receiving					
	Vendor management					
	User defined fields	3		Yes		
	Ability to enter one-time vendors	1		Yes		
	Ability to put a supplier on hold because of payment	1		Yes		
	Communications notes for follow-up with supplier	3		Yes		
	Performance measurement for delivery, quality, price, etc.	1		Yes		
	Purchasing management					
	Approved supplier list for acceptable products and services	3		Yes		
	Automatic generation of requisitions based MRP requirement	1		Yes		
	Purchasing planning from ROP and ROQ	1		Yes		
	Purchasing planning from MRP	1		Yes		
	Sub-contracting planning from MRP	1		Yes		
	Support for purchasing and receiving of non-inventoried items	1		Yes		
	Non-inventoried items are expensed; an expense account must be entered on the PO	1		Yes		
	Consideration of scrap factor in the calculation of requirement of raw material	3		Yes		
	Multi-scale pricing per supplier-item relationship	2		Yes		
	Support of electronic requisitions with level of approval	3		Yes		
	Contract price management to support special agreements	3		Yes		
	If no contract price is defined for a vendor/item, presentation of the item standard cost on the PO with ability to override	3		Yes		
	Support of blanket orders	3		Yes		
	Support of original promised and revised date	1		Yes		
	Create PO from multiple requisitions	1		Yes		
	Create PO without requisition	1		Yes		
	Print P.O. to send to supplier (Multi-languages, description based on supplier desc.)	2		Yes		
	Ability to send P.O. directly by fax or e-mail from the computer	1		Yes		
	Ability to send P.O. directly by EDI	3		Yes		
	Definition of sub-contracting operations	1		Yes		
	Definition of purchased part description (description maybe different from production)	3		Yes		
	Ability to follow sub-contracting quotations	2		Yes		

CCPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Support of minimum order quantity and batch size (purchase)	1		Yes		
	Support of buyer codes	3		Yes		
	Capacity to modify P.O.	1		Yes		
	Support Drop shipment	2		Yes		
	Relationship between work order and sub-contracting P.O.	1		Yes		
	Receiving					
	Receiving management					
	Generation of an internal lot number for each receipt and manual entry of the supplier	3		Yes		
	Print identification label for each receipt (with bar code?)	2		Yes		
	Ability to receive in 1 transaction 1 PO having many lines	1		Yes		
	Ability to receive PO lines individually	1		Yes		
	P.O./ receipt match when receiving	1		Yes		
	Ability to define test on received part	2		Yes		
	For each test; definition of test, method and specifications	2		Yes		
	Enter inspection results for each test	2		Yes		
	Determination of primary stock location	3		Yes		
	Ability to print requestor name on a P.O.	3		Yes		
	Lot tracking	3		Yes		
	Report on open and past due P.O.s by supplier	1		Yes		
	Automatic calculation of purchase price variance (standard cost versus purchase price)	1		Yes		
	Posting of purchase price variance to a specific G/L account	1		Yes		
	Ability to close P.O. partially received	1		Yes		
	Integrated returns Management	1		Yes		
	Order management and credit management					
	Customer management					
	Definition of customer group and sub-group (ex. Priority to ship orders)	1		Yes		
	User defined fields	1		Yes		
	Support of bill to and multiple ship to by customer	1		Yes		
	Assign contact for every ship to	1		Yes		
	Ability to define special shipping instructions by customer and to print on shipping documents	1		Yes		
	Customer grouping per level of business	1		Yes		
	Customer grouping per region	1		Yes		
	Ability to specify if customer accept back order	1		Yes		
	Ability to specify if customer accept partial shipment	1		Yes		
	Language for client	2		Yes		
	Active or inactive client	2		Yes		
	Possibility to block orders for specific or all clients	3		Yes		
	Ability to attach file to a client (Excel, scanned document, etc.)	3		Yes		
	Authorization process to change client master file	3		Yes		
	Interface Ability with a third party telemarketing software (For IMS data or other sw)	4		na		
	Interface Ability with a third party SFA software (For LN, Pivoital or other sw)	4		na		
	Mobile tool for Sales Reps	4		Yes		
	Order entry					
	Ability to add messages at order entry	1		Yes		

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	Verification of inventory availability at order entry	1		Yes		
	Ability to reserve products for a customer order	3		Yes		
	Ability to reserve a particular product lot for a customer order	3		Yes		
	Ability to define order quantity limitations per customer	3		Yes		
	Ability to release orders manually or automatically (and switch from one to the other at the end of quarters)	4		Yes		
	Order acknowledgement	1		Yes		
	Credit verification at order entry	1		Yes		
	Definition of selling description of one part (description maybe different from product)	4		Yes		
	Ability to modify sale representative at order entry	1		Yes		
	Support order entry and invoicing for non-inventory items	1		Yes		
	Ability to receive orders through Internet	4		Yes		
	EDI - Order entry (transaction 850)	4		Yes		
	EDI - Validation of EDI orders	4		Yes		
	EDI - Order acknowledgement (transaction 856)	4		Yes		
	Ability to sell kits of product	3		Yes		
	Ability to have comments that won't be print on shipment or invoice	3		Yes		
	Possibility to modify sales commissions at order entry	3		No		
	Possibility to modify "Ship to" at order entry	1		Yes		
	Monitoring of sales creation and modification to prices by user	2		Yes		
	Ability to support Drop shipment	1		Yes		
	Access through Internet by Customer	4		Yes		
	Pricing					
	Unit price specified for every product	1		Yes		
	Unit price specified for every ship to customer	3		Yes		
	Three decimal prices	4		Yes		
	Price list for every ship to customer	4		No		
	Ability to enter different pricing at order entry and authorization process	1		Yes		
	Ability to assign an affectivity date to each price or price list	1		Yes		
	Multi-level of customer discounts based on fields from the customer master	4		Yes		
	Pricing based on contracts (net or discountable)	4		Yes		
	Ability to define special discount percentage per product and customer	4		Yes		
	Support for volume rebates	4		No		
	Generation of an accrual transaction for volume rebates to be paid periodically	4		No		
	Contract management (net or discountable)	4		Yes		
	Automatic calculation of taxes based on ship-to customer and the product	1		Yes		
	Possibility to increase product pricing for a complete product family (% increase)	4		Yes		
	Price list in the client language	4		Yes		
	Automatic calculation of the price based on the configuration of the product	3		Yes		
	RMA					
	Complete Return management (Authorization No, track with original order)	1	note: this process is undergoing changes	Yes		
	Manage Inspection and authorization process after receiving	1		Yes		
	Future actions based on RMA reason code	1		Yes		
	Automatic commission adjustments	2		Yes		
	Credit amount calculated based on RMA reason code	2		Yes		

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	Record return in a different inventory account	1		Yes		
	Statistical reporting by reason code	3				
	Sales					
	Support of estimation to help sale representatives / Quotes	1	Have a percentage of winning order	Yes		
	Automatic transfer from an estimation to a firm sale order	1		Yes		
	Information on product cost and weight at estimation	3		Yes		
	Integration between estimation and budget	4		Yes		
	Sales statistics based on ship-to customer	1		Yes		
	Sales statistics based on bill-to customer	1		Yes		
	Sales statistic in base currency or currency of customer	1		Yes		
	Reports on sales analysis	1		Yes		
	Sales statistics by province (to report to Statistics Canada)	1		Yes		
	Ability to present sales statistics by month for the last 6 months (rolling)	1		Yes		
	Sales statistics by province, city, customer and then product (rolling 6 months)	1		Yes		
	Sales statistics by product group and then product (rolling 6 months)	1		Yes		
	Sales statistics report presenting margin by product (sales, cost of goods sold, margin)	1		Yes		
	Calculation of sales representative commissions	2		Yes		
	Sales forecast management	1		Yes		
	Compare sales forecast against invoices	1		Yes		
	Compare sales forecast against orders	1		Yes		
	Royalties Management	4		No		
	Possibility to modify sales forecasts and maintain initial information	1		Yes		
	What if scenario for sales forecasts	1		Yes		
	CRM					
	Having a sales force automation tool	4		Yes		
	Manage remote access for sales reps (With replication)	4		Yes		
	Ability to manage and analyse external data	4		Yes		
	Possibility to integrate with a CRM tool	4		Yes		
	Shipping and Invoicing					
	Transportation planning					
	Master file for carrier	3		Yes		
	Statistical reporting per carrier	3		No		
	Ability to combine deliveries into one shipment	3		Yes		
	Ability to maintain preferred carrier per product	3		Yes		
	Ability to determine routes for each shipment (based on weight or volume)	3		No		
	Shipping					
	Verification of inventory	1		Yes		
	Print picking list	1		Yes		
	Ability to suggest specific lot to be shipped based on expiration dates	4		Yes		
	Reserved inventory quantity updated at order entry	3		Yes		
	Back orders management	1		Yes		
	Support of partial shipping	1		Yes		
	Bar code capability to support shipping	1		Yes		
	Ability to define a customer that don't accept backorders	4		Yes		

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	Lot control registration when shipping	4		Yes		
	Lot control confirmation when shipping	4		Yes		
	Reserved quantity and on hand quantity update at shipping	2		Yes		
	Calculation of weight and volume related to every products	3		Yes		
	Print document with the customer language	3		Yes		
	Print shipping papers	1		Yes		
	Print custom and duty papers	1		Yes		
	Needs to be able to cross reference customs information: - Purchase order number - Bill of lading number - Customer invoice number - Customs release number (ex. B-3 Form no.) - Customs entry number - Payment reception with accounts receivable	2		Yes		
	Print weight and volume on shipping paper	2		Yes		
	EDI - Advance Shipping Notice ASN	4		Yes		
	Print shipping paper with bar code using UCC128 to support "case pack"	3		Yes		
	Ability to generate product picking route	4		Yes		
	Support for consolidation of orders at shipment	3		Yes		
	Print waybill (one per order on the shipment)	4		Yes		
	Print manifest (one for the shipment)	1		Yes		
	Print labels for courier	3		Yes		
	Management of backorder penalties according to contracts	4		Yes		
	Generation of a purchase order for the transportation costs (with status received)	4		Yes		
	Generation of the accrual for transportation charges (until invoice is received from the carrier)	1		Yes		
	Ability to send electronic proof of delivery to customer	2		Yes		
	Possibility to give access to customer through Internet to obtain information	4		Yes		
	Invoicing					
	Automatic generation of invoice when shipping	1		Yes		
	Print invoice with customer language	3		Yes		
	Automatic calculation of freight cost based on weight, volume, agreement with customer	3		Yes		
	Freight pre-paid if customer order over a certain limit (\$ or weight)	3		No		
	Support different types of transport freight (no charge, prepaid & charge, etc.)	1		Yes		
	EDI - Invoicing (transaction 810)	4		Yes		
	Rebate management with appropriate accruals created when invoicing	4		No		
	Generate automatic carrier number on the invoice	4		Yes		
	Possibility to validate transport invoices (way-bill orders and invoices)	2		Yes		
	Possibility to generate automatic provision for each sale	1		Yes		
	General Ledger					
	General					

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	Support a 12 periods fiscal year (calendar month)	1		Yes		
	Multi-company (sharing of major master files)	1		Yes		
	Support more than 5 numbers after the period for the cost	1	5 decimal	Yes		
	Ability to detailed by code block (account and centre) to support same account in different department	1		Yes		
	Automatic calculation of cost of goods sold	1		Yes		
	G/L access until purge or archive	1		Yes		
	Accounting plan					
	Each company or business unit can have its own list of account with cross-reference	1		Yes		
	Tax management					
	Support of GST, QST, USA and Europe (VAT) taxes and integrated with purchasing and sales.	1		Yes		
	Print GST and QST taxes report for reimbursement	1	Has to meet Quebec rules	Yes		
	GL entries					
	Support recurrent entry (fix amount)	1		Yes		
	Support standards GL entries (variable amount)	1		Yes		
	Automatic inversion of current writing with reference (original entry)	1		Yes		
	Ability to record statistical information against accounts	3		Yes		
	Inter-companies					
	Support of manual inter-company transactions	3		Yes		
	Automatic inter-company transactions when selling product to the other company	2		Yes		
	Automatic generation of elimination writing associate with inter-company transactions when financial statement are consolidated	2		Yes		
	Consolidation of foreign currency companies using multiple exchange rate based on the type of accounts	1		Yes		
	End of periods					
	Ability to record entries at the current period when the last period is still open	2	needs to be secured	Yes		
	Ability to record entries at the current year when the last fiscal year is still open	1		Yes		
	Designation of closed period to be sure that transaction will not affect this month	1		Yes		
	Prior period adjustment Ability with security level	1		Yes		
	Prior year adjustment Ability with security level	1		Yes		
	Authority required to enter writing in closed period	1		Yes		
	Automatic management of end of year writing: close account of expense and income, close summary expense and close summary of result of income	1		Yes		
	Bank conciliation					
	Support of bank conciliation for all payable transactions (check)	1		Yes		
	Support of bank conciliation for all receivable transactions (receipt)	1		Yes		
	Support of bank conciliation for all entries to G/L (ex. interests and bank freight)	1		Yes		
	Take consideration of cancelled check for the bank conciliation (to control check number)	1		Yes		
	Conciliation on-line with banks	1		No		
	Generation of a list of checks in circulation	2		Yes		

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	Foreign Currency					
	Multi-currency	1		Yes		
	For each transaction in foreign currency, maintain base currency files (Canadian) and foreign currency files	1		Yes		
	Budgets					
	Support of budgets	1		Yes		
	Support of original and revised budgets	2		Yes		
	Define budget for all types of account: balance sheet and income statement	1		Yes		
	Annual, monthly and quarterly budget	1		Yes		
	Automatic generation of forecast of cash flow	1		Yes		
	Support of budgets in unit (quantity, percentage, per kilometre, etc.)	3		Yes		
	Access to comparative between budget and actual or last year (YTD, cumulative, periodic)	1		Yes		
	Support budget department by responsible	1		Yes		
	Allocations					
	Support of allocations of cost between account of G/L	1		Yes		
	Maintenance of allocation rules by fix percentage	1		Yes		
	Maintenance of allocation rules by variable percentage based on an other account	3		Yes		
	Allocations supported between company and business units (inter-company)	1		Yes		
	Allocations Ability at budget level when pro-forma financial statements presentations	1		Yes		
	Generation of journal entry by allocation process	1		Yes		
	Inquiry Ability on allocation result before posting	1		Yes		
	Financial statement and reports					
	Ability to draw format of financial statements	2		Yes		
	Income statement (YTD, MTD, QTD)	1		Yes		
	Balance sheets	1		Yes		
	Included a flexible report generator based on G/L accounts	1		Yes		
	Report of cash flow forecast (payment and receipt included)	1		Yes		
	Produce consolidated financial statements	1		Yes		
	Ability consolidation between entity with different list of accounts	1		Yes		
	Produce evolution status of the financial situation	1		Yes		
	Comparative financial statement (YTD, against last year, against budget)	1		Yes		
	Pro forma financial statements (based on budget)	1		Yes		
	Trial balance available on request	1		Yes		
	Produce reports by responsibility: detail of account for each responsible	1		Yes		
	Inquiry on detailed General Ledger	1		Yes		
	Inventory accounts on balance sheet by "product class"	1		Yes		
	WIP accounts on B/S and variance accounts on P&L by "product class"	1		Yes		
	Sales accounts on P&L by "product class"	1		Yes		
	Ability to integrate with Hyperion	3		No		
	Project management					
	Allow to distribute expense and income for project added to G/L account	4		Yes		
	Ability to allow and manage project resources	4		Yes		
	Ability to adjust the order structure after started a job	4		Yes		
	Ability to add service charge after closing	4		Yes		

ACPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
				Yes		
	Accounts payable					
	Invoice management			Yes		
	Automatic generation of accruals for all receipt without invoice	2		Yes		
	Automatic inversion of accruals into payables when matching invoice and receipt	1		Yes		
	Ability to have multiple subledgers by vendor types	1		Yes		
	Accept invoice	1		Yes		
	Support of matching at three level: PO-receipt-invoice	1		Yes		
	Credit / Debit notes supported	1		Yes		
	EDI - Receiving invoices	3		Yes		
	Possibility to block vendors or give an inactive status	1		Yes		
	Payments					
	Payment term and age of accounts	1		Yes		
	Calculation of payment date based on the date on the invoice and payment term	1		Yes		
	Automatic calculation of payment discount	3		Yes		
	Imputation of detailed payment discount in a separated G/L account	3		Yes		
	Ability to see payment to come	1		Yes		
	Ability to select all payment based on a cut-off date or a payment date	1		Yes		
	Ability to manually select or not select a payment	1		Yes		
	Ability to prevent a payment with a debit balance for a supplier	1		Yes		
	Presentation of anticipated payment (cash flow management)	1		Yes		
	Support of partial and total payment	1		Yes		
	For a partial payment, the invoice balance is hold back in the open item	1		Yes		
	Automatic generation of check numbers	1		Yes		
	Support of multiple bank accounts (CND, US, etc.)	1	Euro (1) gbp(3)	Yes		
	Print checks	1	laser printer	Yes		
	Rapidly print one checks	1		Yes		
	Payment of multiple invoices with one check	1		Yes		
	Electronic transfer and/or EDI	3		Yes		
	Possibility to block one invoice	1		Yes		
	Ability to record manual check	1		Yes		
	Ability to record post dated check	1		Yes		
	Ability to cancel checks	1		Yes		
	Update related invoice in the open item when cancelling a check	1		Yes		
	Ability to enter invoice already paid (match invoice and check simultaneous)	2		Yes		
	Register of checks	1		Yes		
	Report of payment discount used and lost	3		Yes		
	Ability to change Posting account after it has been recorded	1		Yes		
	Ability to record a check for a one time vendor	1		Yes		
	Foreign currency					
	Foreign currency management	1		Yes		
	Calculation of loses and gains on exchange rate	1		Yes		
	Automatic preparation of writing for exchange rate gains and loses in the General Le	1		Yes		
	Others					

CCPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Integrated to General Ledger	1		Yes		
	Integrated to purchasing/ receipt	1		Yes		
	Integrated pay module	3		Yes		
	More than one accounting period accessible simultaneous to enter transactions in A/	4		Yes		
	Functions of purge and archival of invoice and payment for a request period	1		Yes		
	Reports and interrogation					
	Ability to access source of transactions of payable form G/L account (drill down)	1		Yes		
	Summary of purchase by supplier: purchase by month, discount, etc.	1		Yes		
	Historic of transaction by supplier: #check, #invoice, date, etc.	1		Yes		
	Inquiry on all invoices for a supplier between two dates	1		Yes		
	Inquiry on all invoices for a check	1		Yes		
	Inquiry on all checks for a supplier	1		Yes		
	Inquiry on all invoices on hold	1		Yes		
	Purchase journal	1		Yes		
	Report on variances between standard cost and purchase price (PPV)	1		Yes		
	Account receivable					
	General					
	Ability to maintain notes in the customer file	1		Yes		
	Possibility to create a one time account	3		No		
	Have access to closed item until purge or archive	2		Yes		
	Ability to have multiple subledgers by customer types	1		Yes		
	Advanced payments eliminated when invoice matchs	1		Yes		
	Credit Management					
	User define field to follow credit status	3		Yes		
	Report sugesting increase of credit sales limit	2		Yes		
	Ability to manage different standard letter to client	3		Yes		
	Ability to attach different forms to customer account	3		Yes		
	Payment term					
	One payment term per customer	1		Yes		
	Payment term can be modify when order entry	1		Yes		
	Ability of payment term based on precise date (ex: 2% before the 15 dec.)	3		Yes		
	Ability of payment term based on a number of days (2% 10 days, net 30 days)	3		Yes		
	Ability of payment term based on a fixed day (2% the 20 of next month)	3		Yes		
	Calculation of due date based on the date of invoicing	1		Yes		
	Calculation of discount based on the payment term	2		Yes		
	Age of customer account with user defined buckets (ex. current, 30, 60, 90 days)	1		Yes		
	Age of available account in a summary format and a detailed format	1		Yes		
	Manuel invoice and credit and debit notes					
	Support manual invoices (directly in A/R)	1		Yes		
	Support debit and credit notes	1		Yes		
	Returns Integrated with Rebates and Chargebacks management	1		Yes		
	Ability to attach debit/credit note to the original invoice	2		Yes		

ICPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Credit an debit raison codes associate to the credit or debit notes	3		Yes		
	Raison codes can be different for every line of the credit or debit note	3		Yes		
	Raison codes can be defined by the user	3		Yes		
	Raison codes determine if inventory must be increase or decrease	3		Yes		
	Credit and debit automatically modify account receivable	1		Yes		
	Credit and debit automatically modify sale analysis	1		Yes		
	Credit and debit automatically modify tax amount perceived	1		Yes		
	Automatic generation of sequential number for credit and debit notes	1		Yes		
	Print credit and debit notes	1		Yes		
	Register of debit and credit notes	1		Yes		
	Statistics on credit or debit notes sorted by raison code	3		Yes		
	Possibility to apply notes directly to GL	2		Yes		
	Receipt of payment					
	Automatic authorisation of discount based on the payment term	2		Yes		
	Application of payment on multiple invoices	1		Yes		
	Manual application of payment with visibility of unpaid invoice	1		Yes		
	Automated application of payment	1		Yes		
	Record of partial payment receipt supported	1		Yes		
	Cash flow management	1		Yes		
	Ability to enter a post dated payment	3		Yes		
	Ability to enter a payment with an amount bigger then invoiced	1		Yes		
	Support of down payment	3		Yes		
	Application of down payment on invoice to pay	3		Yes		
	List of deposit for payment receipt for a day	3		Yes		
	Cancellation of checks	2		Yes		
	When cancelling a check, automatic update related invoice	2		Yes		
	Possibility to record cash receipt directly to G/L	2		Yes		
	Facilitate Electronic Bank Transfer (Reception of payments)	2		Yes		
	send customer invoices via email	1		Yes		
	Support EDI payments	3		Yes		
	Statement of accounts					
	Production of statement on request	2		Yes		
	Production of statement at a regular cycle	1		Yes		
	Statement with open items format and balance forward	1		Yes		
	User defined messages automatically printed with the statement	3		Yes		
	Eliminate small amounts on Statement of accounts	3		Yes		
	Foreign devise					
	Foreign currency management	1		Yes		
	Exchange rates list with effectively date	1		Yes		
	Calculation of loses and gains on exchange rate	1		Yes		
	Automatic preparation of writing for exchange rates gains and loses for the GL	1		Yes		
	Others					
	Support of write-off	1		Yes		
	Charge back management	1		Yes		
	Rebates Management	1		Yes		

CCPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	More than one period accessible simultaneous for transactions in A/R	3		Yes		
	Integrated to General Ledger	1		Yes		
	Support of progressive payment (engineering, fabrication, installation)	3	Only possible with Job/Project module	Yes		
	Integrated to shipping/invoicing	2	Note : review single and two step approach	Yes		
	Functions of purge and archival for invoice and payments for a period	1		Yes		
	Track costs for R&D tax reimbursements	1		Yes		
	Reports and interrogation					
	Ability to access A/R from the General Ledger (drill down)	1		Yes		
	Register of invoices	1		Yes		
	Register of debit and credit notes	1		Yes		
	Register of payment and applications	1		Yes		
	Register of write-offs	1		Yes		
	Sales journal	1		Yes		
	Detailed distribution report of General Ledger	1		Yes		
	Access to credit information for a customer	1		Yes		
	Access account age for a customer	1		Yes		
	Invoice on hold for a customer	1		Yes		
	Invoice paid for a customer	1		Yes		
	Historic of invoicing by customer	1		Yes		
	Historic of invoicing by date	1		Yes		
	Historic of payment by customer	1		Yes		
	Inquiry on a payment with the help of a check number	1		Yes		
	Access to average time of payment for each customer	3		Yes		
	Access to last payment date for each customer	3		Yes		
	Product costing					
	Cost management					
	Support of set-up hours (hour * rate)	3		Yes		
	Support of direct and indirect labour hours (hour * rate)	3		Yes		
	Support overhead hours	3		Yes		
	Support additional costs like transport and customs that could be recorded after Work order closed	3		Yes		
	Ability to access manufacturing cost and last cost (cost of parts excluded)	1		Yes		
	Ability to access history of project cost (multiple years)	1		Yes		
	Support standards cost	1		Yes		
	Support current manufactured cost	1		Yes		
	Support simulated cost	1		Yes		
	Integrated to General Ledger (ex: automatic calculation of loss or benefit)	1		Yes		
	Ability to run cost rollover (ex. current to standard)	1		Yes		
	Overhead per unit produced or proportional to labour	3		Yes		
	Calculation of overhead based by percentage			Yes		
	Defined at the level of company or business unit	3		Yes		
	Defined by workcenter	3		Yes		
	Calculation of overhead based by unit produced			Yes		
	Defined at the level of company or business unit	3		Yes		

ICPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Defined by workcenter	3		Yes		
	Able to define cost by raw material, labour and overhead	1		Yes		
	Ability to define multiple cost element (ex. acquisition, transport, currency, custom)	2	NAV Add-on exists for surcharges	No		
	Ability to define for every cost element if it is an acquisition cost	2		Yes		
	Ability to have financial structure with Based Costs, Current Costs and Future Costs	1		Yes		
	If not standard cost, Ability to generate variance reports against average or simile-standard	1		Yes		
	Follow cost per work orders	1		Yes		
	Simulation					
	Simulation tools to measure change in labour, increase in cost of raw material or finished good, etc.	2	Simulated production order and MRP on forecasts	Yes		
	Simulation based on the part cost changes	2	Simulated production order and MRP on forecasts	Yes		
	Simulation based on the one class of raw material cost change	2	Simulated production order and MRP on forecasts	Yes		
	Simulation based on all raw material cost change	2	Simulated production order and MRP on forecasts	Yes		
	Ability to increase all cost by a percentage to see the impact	2	Simulated production order and MRP on forecasts	No		
	Report and interrogation					
	Access all type of cost at different level of a BOM (costed BOM)	1		Yes		
	Report of indented BOM cost	1		Yes		
	Drill down capacity	1		Yes		
	Other					
	One GL account for each product family	1		Yes		
	Possibility to record transactions in one or many periods without having to close a period (only in GL)	1		Yes		
	Ability to integrate with an electronic punch	4		Yes		
	Maintain actual cost of products	1		Yes		
	Inventory management					
	Methodology					
	FIFO inventory posting	1		Yes		
	Standard cost inventory posting	1		Yes		
	Last cost inventory posting	4		Yes		
	Average cost inventory posting	1		Yes		
	Automatic update of average cost based on the cost of purchased and manufacturer	2	Note: has to be validated before posting	Yes		
	Posting of all transactions: receipts, returns, adjustments, shipping and usage in production	1		Yes		
	Calculation of the value of inventory, included raw material, WIP and finished goods	1		Yes		
	Report and interrogation					
	Summary of inventory cost sorted by product class	1		Yes		
	Report showing cost of goods sold	1		Yes		
	Others					
	Integrated to General Ledger	1		Yes		
	Calculation of cost of goods sold	1		Yes		

CCPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Attribution of accounting code to each product family	1		Yes		
	Allow to open multiple period at the same time; do not require to close a period to enter inventory transaction for current one (Only for GL)	1		Yes		
	Fixed assets					
	Module available	1		Yes		
	Tax category and automatic calculation of depreciation	1		Yes		
	Human resource					
	Information on employees	4		Yes		
	Information on employee works (late, category, absenteeism, training, etc.)	4		Yes		
	Support employee expense reports and payment trough Account payable	4		Yes		
	Print specific documents (cessation of employment, T4, etc.)	4	With Pay module	Yes		
	Support contract employees	4		Yes		
	Support hiring process	4		Yes		
	Support Evaluation process	4		Yes		
	Union management	4		Yes		
	Training management	4		Yes		
	Security and Safety	4		Yes		
	Benefits management	4		Yes		
	Payroll					
	Calculation of French Canadian pay (deduction, group insurance, union, etc.)	4		Yes		
	Calculation of USA pay (deduction, group insurance, union, etc.)	4		Yes		
	Calculation of France pay (deduction, group insurance, union, etc.)	4	Highly probable	Yes		
	Ability to enter expense directly in the pay module	4		Yes		
	Ability to integrate time sheet of employees in the system	4		Yes		
	Historic of amount paid	4		Yes		
	Historic of working hours	4		Yes		
	Support different rates of labour hours (simple, double, etc.)	4		Yes		
	Able to interface with Bank	4		Yes		
	Fleet Management					
	Tool to help to manage vehicules leasing and expenses	4	NAV add-on may exists	No		
	Technical criteria					
	Available on Unix	4		No		
	Available on NT/2000	1		Yes		
	Available on AS/400	4		No		
	Architecture					
	Windows graphic interface users (GUI)	1		Yes		
	Ability to open multiple windows for the same user	1		Yes		
	Web enable and easy remote access	1		Yes		
	Software using relational data base	1		Yes		
	Utilisation of data dictionary	1		Yes		

CCPC	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Completed integrated solution (instead of multiple software)	1		Yes		
	Software multiple users	1		Yes		
	Ability to see report on the screen before printing	1		Yes		
	Function of recovery that do not need user intervention (utilisation of concepts like commit and rollback to assure integrity of the data base)	1		Yes		
	Security					
	At user level	1		Yes		
	Security per module	1		Yes		
	Security per company	1		Yes		
	Security per field	2	With SQL Database only	Yes		
	Security per file	1		Yes		
	Ability to retrace modifications on master files	1		Yes		
	Structure with variable menu in function of available options to user	2		Yes		
	Related Tools					
	Generator of flexible and user friendly reports	1		Yes		
	All the files of the ERP software are available for the report generator	1		Yes		
	Support ODBC for Microsoft software	1		Yes		
	Functions of Import and Export of data (example: ASCII format)	1		Yes		
	Support to send transactions by fax (P.O., quotations, invoices)	1		Yes		
	Tools to analyse process (modelling, flow chart)	3		Yes		
	Fast path to navigate from one module to the other (ex: "F" keys)	3		Yes		
	Data warehousing	3	Business Analytics Tool	Yes		
	Interface with WMS and MES Ability	4		Yes		
	Facilitate performance management (Performance measures/Dash boards)	3		Yes		
	Others criteria					
	Application software					
	Software development year	2	1984 and regularly updated	Yes		
	Available in French and English	2		Yes		
	Available in many other languages	4	33 languages	Yes		
	Translation made by the supplier	4		Yes		
	Multi-company or business units	1		Yes		
	Programming code included in the price of software	3	Developer's license approx. \$40, 000	No		
	Code language	2	Cside	Yes		
	Accessibility to files structure	2		Yes		
	Integration					
	Interface with bar coding Ability (labour)	3		Yes		
	Interface with bar coding Ability (material)	1		Yes		
	Interface with EDI Ability	4		Yes		
	Module to print label available	1		Yes		
	Easy to integrate with another package or incorporate a new company	1		Yes		
	Audit trail and back-up					
	Functions of audit trail available	1		Yes		
	Functions to delete selective historic data	1		Yes		
	Purge or archival of data based on a selected period and defined by user	1		Yes		
	Available tool to examine archival data	1		Yes		

				Response Yes or NO	If No in Development	Availability date
CCPC	Selection criteria		Comments			
Versions						
	Number of the current version	2	Version 5.0	Yes		
	Number of month between the original version and the French version	2	2-4 months	Yes		
	Year old of current version	2	18 months	Yes		
	Number of month between actual version and next version	2	2 and 8 months	Yes		
	Minimum one upgrade per year (actual version)	2	18-24 months	Yes		
	Modifications to the documentation are available at the same time as the new version	2		Yes		
	Custom modifications realised by the supplier will be free for the next version	2	A upgrade path is available - some costs may be incurred	na		
Support						
	Support in Quebec, Canada and USA	2	See support proposal	Yes		
	Support available in French and English	2	See support proposal	Yes		
	Help desk (by phone) available 5 days a week	2	See support proposal	Yes		
	Help desk (by phone) available on weekend	2	Upon request	Yes		
	Customer service open hours (eastern time)	2	8.30AM-5.00PM EST	Yes		
	Technical service available on request (when urgent - installations, end of year...)	2	As requested	Yes		
	Maximum delay to answer service calls	2	3 hrs based on the chosen support contract	Yes		
	Number of version supported	2	ALL (current NAV 5.0)	Yes		
	Number of month of support included in the price of software	2	1 year	Yes		
	Implementation Support	2	see proposal	Yes		
	Warranty period	2	see Microsoft terms and conditions	Yes		
Documentation						
	User guide in French and English	2		Yes		
	Technical guides	2		Yes		
	Complete interactive help (message of error, help on each screen and field)	2		Yes		
	List of values for one field available on a majority of field (table)	2		Yes		
	Ability for the user to defined his(her) own help screen	2		Yes		
	Documentation and information available on the web	2		Yes		
	Documentation of how to install software supplied	2		Yes		
Suppliers						
	Number of employees working for the supplier of software	2	Microsoft 100,000+ employees	na		
	Number of employees working for the distributor	2	SCI 35+ employees	na		
	Year of existence of the supplier of software	2	20+ years	na		
	Name of distributor in Quebec	2	SCI	na		
	Number of Software sold in 2007	2	20000+	na		
	Number of Software sold in 2006	2	15000+	na		
	Percentage of revenue invested in development of the software	2	\$1 Billion	na		
	Number of employees working to improve the software	2	20000 peoples	na		
	Custom programmatic service available on request	2		Yes		
Installations to date						
	First installation (actual version)	2	Nav 5.00- January 2008	gd		
	Number of installations in Quebec (actual version)	2	20+	gd		
	Number of installations in Canada (actual version)	2	100+	gd		
	Number of installations in North America (actual version)	2	1000+	gd		

ncpc	Selection criteria		Comments	Response Yes or NO	If No in Development	Availability date
	Number of High Tech OEM companies	2		gd		
	Number of installations in the last 12 months	2	20000?	gd		
	Training					
	Training available in French and English	2		Yes		
	Document available for self-taught training	2		Yes		
	Case study available	2		Yes		
	Training by audio tape or video tape	2		Yes		
	Multi-media training	2		Yes		
	Number of days of training included with the software	2		Yes		
		2				

Priority
1 = Must have criteria that is also a distinctive features
2 = Important criteria
3 = Nice to have
4 = Not Required

Comment

Planner

Comment

Slight customization

Quality add-on

Quality Add-on
Quality Add-on
Quality Add-on
Quality Add-on
Quality Add-on
Quality Add-on
Quality Add-on
Quality Add-on
Quality Add-on

Comment

Add-on available or customization Approx 8-10k

Comment

Quality Control Add-on Between \$3500-5000

Can investigate for existing interface

Can investigate for existing interface

Available this summer with Windows Mobile or with add-ons

Comment

Commerce portal

Minor modification done for other clients

Most clients create a report

Comment

Slight development might be needed

To be design through report designer

Data exists in db - functionlaity could be customized

Comment

Approx.<1000

Comment

Elearning included with license; Additional training as specified in the proposal