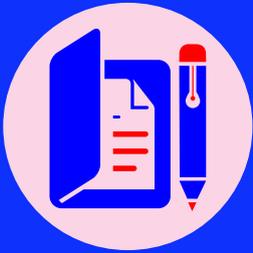# How to choose an ERP vendor

An ERP can help businesses make their processes more efficient, but consolidating your core processes into a single solution means the pressure is on to choose the right one. Here are some simple steps to make sure your ERP vendor selection journey has a happy ending.

EVALUATE YOUR REQUIREMENTS

Examine the way you work now. Thinking about your current processes will help you work out what features you need to carry out your day-to-day operations. Speak to each wing of your business and find out what tools they need to do their jobs more efficiently.

BUILD A PRODUCT SPEC

Think about what you want to achieve with your ERP. What features will you need to achieve those ambitions? Visualise what the ideal ERP for your business will look like, and create a yardstick against which all potential ERPs can be measured.

OUTLINE A BUDGET AND TIMESCALE

Work out how much you're able to spend. When working out a budget for your new ERP system, bear in mind potential hidden costs such as hardware, training, and customisation — and remember that an ERP system is an investment, so think long term.

SHORTLIST AND ASSESS YOUR OPTIONS

With your ERP selection criteria in hand, search for vendors that may be able to match your requirements. Stack up their features against your spec, but also look closely at things like past experience, customer satisfaction, and service levels.

CONDUCT A VENDOR COMPARISON

Compare your remaining options and see which best fits the bill. Creating a scoring system to quantify how well the vendors measure up against each other can give a good picture of their overall suitability, and help you choose a winner.

Source: Nigel Frank International

Learn Something new Week 2017

For more details on how to select the right ERP vendor for your business, read the full guide at nigelfrank.com/en/microsoft-dynamics-blog.