Question One (Compulsory)

a) Clearly explain the FIVE steps junior procurement staff should know and follow in the course of receiving goods from outside suppliers on delivery. (20 marks)
b) Clearly explain any **FIVE** advantages of Procurement Policy Manual to well-run organization. (10 marks)

**Question Two**

a) State and explain very briefly any **FIVE** activities operations that face within the intercepartinated functional relationships between procurement and stores departments. (10 marks)

b) Write very short clear notes on the following documents used in a normal procurement procedure:
   (i) Letter of Enquiry (2 marks)
   (ii) Purchase Requisition Form (2 marks)
   (iii) Invoice (2 marks)
   (iv) Delivery Note (2 marks)
   (v) Goods Received Note (2 marks)

**Question Three**

a) Highlight any **FIVE** qualities of a good negotiation with suppliers in fixing purchase order terms and conditions or in bidding during the tendering process. (10 marks)

b) Briefly describe the **FIVE** types of tenders normally negotiated among large scale businesses to reach fair and acceptable terms of purchase of required goods. (10 marks)

**Question Four**

a) Outline the **FIVE** activities done by the procurement staff to follow up or chase purchases with suppliers after placing purchase orders in order to avoid delayed deliveries or total failure to deliver goods at all when expected. (10 marks)

b) State and explain any **FIVE** advantages/benefits of having and following good procurement policies in well-run organizations. (10 marks)

**Question Five**

a) Choose and describe any **FIVE** sources of information that can be used by procurement staff in reaching/contacting suppliers abroad. (10 marks)

b) State and explain any **FIVE** duties/responsibilities of a buyer or Purchase Assistant. (10 marks)