

**W1-2-60-1-6**

## JOMO KENYATTA UNIVERSITY

**OF**

**AGRICULTURE AND TECHNOLOGY**

# University Examinations 2018/2019

**END OF SEMESTER EXAMINATION FOR THE CERTIFICATE IN PURCHASING AND SUPPLY MANAGEMENT**

**CED 0102 : PRACTISE AND TECHNIQUES OF PURCHASING**

**DATE: APRIL 2019 TIME: 1½ HOURS**

**INSTRUCTIONS: ANSWER ANY THREE QUESTIONS.**

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**QUESTION ONE (20 MARKS)**

(a) Explain briefly five objectives of purchasing. [5 marks]

(b) Explain the meaning of the following terminologies: [10 marks]

(i) Purchase order.

(ii) Quotation enquiry.

(iii) Inventory.

(iv) Goods received note.

(v) Advice note.

(c) Discuss any five factors to consider to ensure quality in purchasing. [5 marks]

**QUESTION TWO (20 MARKS)**

(a) Define the following terms and give two advantages and two disadvantages of the following purchasing structures:

(i) Centralized. [5 marks]

(ii) Decentralized. [5 marks]

(b) List five reasons for inventory. [5 marks]

(c) Identify any five ethical issues to consider in purchasing. [5 marks]

**QUESTION THREE (20 MARKS)**

(a) Explain the role of a purchasing department. [10 marks]

(b) Define the following sourcing types and give any two advantages and two disadvantages of each: [10 marks]

(i) Global.

(ii) Local.

**QUESTION FOUR (20 MARKS)**

(a) Discuss any four types of purchasing records. [10 marks]

(b) Outline and discuss the six steps of purchasing process. [10 marks]