



GRE TSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY-APRIL 2025 SEMESTER

DIPLOMA IN BUSINESS MANAGEMENT

COURSE CODE: DBCC 020

**COURSE TITLE: INRODUCTION TO PURCHASING AND
SUPPLY MGT**

DATE: APRIL 2025

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **TWO** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

CAUTION: *All exam rooms are under CCTV surveillance during the examination period.*

SECTION A: COMPULSORY

Question One

- a) The practice of e-procurement has been adopted in all sectors, both in the private and Public sectors. Examine on the key driving reasons to this rapid adoption of this practice in these sectors **[10 marks]**
- b) State and explain the various application of E-procurement by modern procurement practitioners. **[8 marks]**
- c) Ethical practices are key for the success of any successful procurement department. Discuss four main ethical principles that govern procurement practitioners while undertaking their duties. **[12 marks]**

SECTION B: ANSWER ANY TWO QUESTIONS

Question Two

- a) The process of procurement is very crucial in any buying firm. Describe the process followed by procurement officers when buying capital items. **[12 marks]**
- b) Examine the key documents used by Procurement in the procurement process. **[8 marks]**

Question three

- a) Purchasing aims at fulfilling various rights and allow an organization to meet its core vision. Explain the **Five** 'rights of procurement' clearly outlining how each might be achieved. **[10 marks]**
- b) Sourcing is very key in the procurement process. Examine the key factors that procurement officers put into consideration when selecting suppliers. **[10 marks]**

Question Four

- a) In any procurement process, documentations and record keeping plays a very important role. Discuss the importance of this practice. **[10 marks]**
- b) Examine any five major documents used in the procurement process. **[10 marks]**

Question five

The possibility of fraud and errors in the purchasing and supply chain is too common and increasing at an alarming rate.

Required

- i. Differentiate between a fraud and an error. **[4 marks]**
- ii. State and Explain four indicators of fraud in the supply chain. **[6 marks]**
- iii. Discuss ways that the threat of fraud and errors can be minimized in the supply chain. **[10 marks]**