

TUTOR MARKED ASSIGNMENT

Pay to Procure (P2P)

Maximum Marks : 100
Weightage : 30%

Course Code : BPOI - 003
Last Date of Submission : March 30, 2014

Note : This assignment covers Course 3. All questions are compulsory. Marks assigned to the questions have been shown in the bracket

Section A

1. Describe the four stages of P2P process in detail? (5)
2. What are the advantages & disadvantages of effectively implemented P2P process? (5)
3. What are the source documents? Explain the various types of source documents used in P2P process? (5)
4. Explain briefly the different types of invoices? (5)
5. Discuss the various types of Payment Mechanism in P2P process? (5)
6. What are all metrics that are measured in a process? Which one is the most important? Substantiate this statement with reasons. (5)
7. Differentiate between Critical vendor & Normal vendor (5)
8. What is quality check in P2P process? What are the responsibilities of quality analyst? (5)

Section B

1. Discuss the processing of PO invoice & non-PO invoice? (10)
2. Explain the Payment run process in detail? What are the various metrics used in this process of P2P? (10)
3. Explain step by step ,what happens after the payment register is sent to the bank to execute the payment instructions. (10)
4. Explain the various risk involved with the P2P cycle & how these can be overcome? (10)
5. Briefly explain the metrics used to measure the performance of vendor setup .Define them and discuss their significance in detail? (10)
6. List out the best practices in P2P processes that can be implemented by the client or service provider to increase productivity and accuracy of the transaction in P2P process? (10)