

TUTOR MARKED ASSIGNMENT

Pay to Procure (P2P)

Maximum Marks: 100
Weight age : 30%

Course Code: BPOI - 003

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

Section A (All questions carry 05 marks each)

1. Describe the four stages of P2P process in detail?
2. What are the different source documents in P2P process?
3. What is the Purchase requisition & Purchase order in P2P process?
4. Explain briefly the consequences of ineffective P2P Process?
5. Discuss the various types of Payment Mechanism in P2P process?
6. What are all metrics that are measured in a process? Which one is the most important? Substantiate this statement with reasons.
7. What are the reasons due to which an invoice is put 'on hold'? What is the course of action when invoice put "on hold"?
8. What is quality check in P2P process? What are the responsibilities of quality analyst?

Section B (All questions carry 10 marks each)

1. Discuss the process of P2P in detail with proper diagram?
2. Explain the Payment run process in detail? What are the various metrics used in this process of P2P?
3. Explain consequences of poor quality in Detail & how quality checks can be established in P2P?
4. Explain the various risk involved with the P2P cycle & how these can be overcome?
5. Briefly explain what is the role of Vendor Help Desk in P2P process?
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?

Important Note: Last Date for Submission of Assignments

For June TEE: 31st March

For December TEE: 30th September