TUTOR MARKED ASSIGNMENT (2022)

Procure to Pay (P2P)

Maximum Marks: 100   **Course Code: BPOI – 003/ 103**

Weight age: 30%   **January 2022 session & July 2022 session**

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

Q1.   **Fill in the blanks:**   (**1x5=5**)

  i.   Raising a request to purchase some stationery items is called as ------------------------
  ii.   The documents that are used by the business to do business with outsiders are called --------
  iii.   P2P cycle consists of two parts, ----------------- and --------------------
  iv.   Non-PO invoices are ---------------- to process than PO invoices.
  v.   The unique identifier for a payment run is called as --------------------

Q2.   **True or False:**   (**1x5=5**)

  i.   Business provides importance to their critical vendors.
  ii.   Productivity is the most important metric in the vendor set-up process.
  iii.   The procurement manager places the orders for the material required.
  iv.   The quality control team should be a part of the AP team to be most effective.
  v.   Fatal errors are more serious than non-fatal errors.

Q3.   **Write full form of the following:**   (**1x5=5**)

  i.   GRN   ii.   AP   iii.   SLA   iv.   CIF   v.   TAT

Q4.   **Write short notes on: (In about 200 -250 words)**   (**10x4=40**)

  i.   Business Metrics
  ii.   Stages in Expense Process
  iii.   Steps needed by P2P team to prepare month end report
  iv.   Parties involved in the T & E process and their responsibilities

Q5.   Explain all the Risks associated with the P2P cycle? How these risks are mitigated?   (**10+10=20**)

Q6.   What are the reasons of outsourcing P2P 15 process? How does a workflow tool facilitate
            collaboration across the term?   (**25**)

Last Date for Submission of Assignment (or as and when notified by the University)

                    For June TEE Exam   **31ˢᵗ March**
                    For December TEE Exam   **30ᵗʰ September**