

1922/202
PURCHASING AND SUPPLIES
MANAGEMENT
November 2022
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN PROJECT MANAGEMENT

MODULE II

PURCHASING AND SUPPLIES MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of TWO sections; A and B.

Answer ALL questions in section A and any FOUR questions from section B in the answer booklet provided.

Candidates should answer the questions in English.

This paper consists of 3 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

SECTION A (32 marks)

Answer **ALL** questions in this section.

1. List **four** details that may be contained in a supplier's invoice of project materials. (4 marks)
Type of payment
2. State **three** stock levels that may be established for project materials. (3 marks)
3. List **three** methods that may be used to price project materials. (3 marks)
4. State **four** aspects of project materials that may be checked when inspecting incoming materials. (4 marks)
*Quality & quantity
illegal / or non illegal*
5. List **three** ways of requisitioning for project materials from a storehouse. (3 marks)
order
6. State **three** reasons why user departments may return goods issued to them from a warehouse. (3 marks)
Scrap or obsolete returns products resource & reduction cost
7. Identify **three** indirect channels of distributing project materials. (3 marks)
8. State **three** factors that an organization may consider when choosing a suitable location method for its warehouse. (3 marks)
9. List **three** methods that an organization may use to confirm quantities of project materials received. (3 marks)
*weighing
use of scales and preference
Quantity ordered*
10. Outline **three** functions of a warehouse that may be computerized. (3 marks)

SECTION B (68 marks)

Answer **FOUR** questions from this section.

11. (a) Outline **six** ways in which an organization may ensure timely delivery of its project materials. (9 marks)
Speed to which the deliveries
- (b) Explain **four** factors that a storekeeper may consider when determining the amount of project materials to maintain. (8 marks)
*space
quality*
12. (a) Outline **six** challenges that an organization may face when pricing its project materials. (9 marks)
*according to demand market demand
consumers*
- (b) Explain **four** circumstances under which a firm may use the 100% inspection method for inspecting project materials. (8 marks)
*reduction of errors
illegal products
improve quality standard quality and quantity standards
standardization*

1.10.2022

13. (a) Outline **six** factors that an organization may consider when determining an appropriate method of issuing project materials. (9 marks)
- (b) Explain **four** advantages of using a private warehouse for storage of project materials. (8 marks)
Secure
Cost effective
14. (a) Outline **six** benefits that an organization may derive from appropriate handling of its project materials. (9 marks)
care
minimize losses
preventing errors
Detecting
- (b) Explain **four** safety concerns that may be considered when designing a warehouse for project materials. (8 marks)
Security
15. (a) Outline **six** reasons that may account for rejection of an incoming project materials consignment. (9 marks)
Scrap and obsolete items identified
collapse
increase in errors
- (b) Explain **four** ways in which environmental conservation may be achieved in supply of project materials. (8 marks)
wrong m
poor quality standard
Dissolution of the project
low market demand
illegal
clean environment

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