

No. of Printed Pages : 5 **BPOI-003/BPOI-103**

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING-FINANCE AND
ACCOUNTING (DBPOFA)**

Term-End Examination

June, 2025

**BPOI-003/BPOI-103 : PROCURE TO PAY
(P2P-ACCOUNTS PAYABLE)**

Time : 3 Hours

Maximum Marks : 100

Note : *In Section-I Q. No. 1 to Q. No. 10 are compulsory and carry 1 mark each. Section-II has eight questions and students have to answer only **six** questions. Section-III has six questions and students have to only **four** questions, of which Q. No. 19 is compulsory.*

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P. T. O.

Section-I

Note : *All questions are compulsory in this Section.*

Fill in the blanks :

1. When the goods are received by the buyer, a is created to indicate the quantity of goods received. 1
2. The document that is required for a three-way match but not in a two-way match is 1
3. The unique identifier for a payment run is called as 1
4. are put in place to enable the operations team to meet the target SLAs. 1
5. The verifies the claim as per the reimbursement policies of the company and clears it for payment. 1

State whether the following statements are True or False :

6. The AP Manager is responsible for making sure that the material supplied was of good quality. 1

7. P2P outsourcing helps faster processing of invoices. 1
8. Productivity is the most important metrics in the vendor setup process. 1
9. Most of the errors committed during the process are reversible and the damage can be controlled. 1
10. Business provide importance to their critical vendors. 1

Section-II

Note : Answer any six questions. Each question carries 5 marks.

11. What are the effect of a poorly implemented P2P process ? 5
12. Explain the use of the following source documents in the P2P processes : $2 \times 2\frac{1}{2} = 5$
 - (a) Purchase requisition
 - (b) Debt note
13. Describe the purchase activities in detail. 5
14. Describe how invoice processing can be done from a remote location. 5

15. Discuss how the reasons for putting a non-PO invoice on hold differ from those for a PO invoice. 5
16. What are the different channels to receive the vendor queries ? 5
17. Explain, what are service level agreements. Give some examples. 5
18. Why does the management need to have a good control over T&E process ? 5

Section-III

Note : Q. No. 19 is compulsory. Answer any *three* from the rest.

19. What are the metrics used to measure the performance of vendor setup ? Define them and discuss their significance in detail. 15
20. Why is it important to keep the payments team separate from the invoice processing and vendor setup teams ? 15

21. Describe the process metrics used for invoice processing to measure its accuracy, productivity and turnaround time. 15
22. Explain the circumstances due to which the T&E claim may be returned to the employee. 15
23. What is the use of Source Documents ? What are the differences between internal and external source documents ? 15
24. (a) List the kind of queries that are usually received by the endor help desk team. $7\frac{1}{2}$
- (b) What steps does the P2P team need to take to prepare month end reports ? $7\frac{1}{2}$

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