

Procurement Manager Job Interview Questions And Answers



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Procurement Manager Interview Questions And Answers Guide.

Question - 1:

Tell me why Do I Need To Complete A Grn?

Ans:

Failure to complete a GRN will result in invoices being unable to be matched and paid which could put us in breach of contract with our suppliers.

[View All Answers](#)

Question - 2:

Explain me who Conducts The Market Research?

Ans:

Market research will be led by the Procurement Service, but stakeholders often have a very good understanding of the market available and can provide information that will assist in this review.

[View All Answers](#)

Question - 3:

Tell us how do you negotiate with a difficult supplier?

Ans:

Difficult suppliers must be approached carefully during a negotiation. The circumstances should be considered when deciding on negotiation techniques. The more suppliers available as alternatives allows the procurement department to use more "hardball" style negotiation tactics. The fewer alternatives available will require the procurement department to use more "selling" style persuasion techniques.

[View All Answers](#)

Question - 4:

Suppose I Have An Urgent Requirement, What Do I Need To Do?

Ans:

If this is a genuine emergency, the in hours and out of hours emergency procedures will apply. However, this process cannot be used for failure to plan.

[View All Answers](#)

Question - 5:

Explain me a Supplier Has Not Sent Me A Receipt For A Transaction. What Do I Do?

Ans:

You must ask for a receipt when the purchase is made. If a receipt has not been issued, chase the supplier and ask for an invoice to support the purchase.

[View All Answers](#)

Question - 6:

Tell us when Can The Partner Expect A Statement Of Account?

Ans:

UNICEF issues the Statement of Account within 30 days after the last charge has been received and processed by UNICEF (for supplies, freight and insurance). On average, this takes 3-4 months after the delivery of the final shipment of supplies at the Port of Destination.

[View All Answers](#)

Question - 7:

Suppose I Have Already Obtained Quotes. What Should I Do With Them?



Ans:

Unless you work in the Faculty of Science and the value is less than 10,000, it is the Procurement Service's responsibility to obtain quotations. Please attach what you have to the requisition, but for future requests, please ensure that a specification is provided so that the Procurement Service can source quotations.

[View All Answers](#)

Question - 8:

Please explain what tools do you use to keep track of progress on your projects?

Ans:

Projects should always be kept track of using tools available in modern technology. Microsoft Project is an excellent project management software program that leading procurement professionals use to track their projects.

[View All Answers](#)

Question - 9:

Explain me why Do We Need To Address Social Issues Within Tenders?

Ans:

The Public Services (Social Value) Act 2012 stipulates that public authorities need to have reviewed the social value of the service prior to tendering it. Failure to consider this may result in a legal challenge.

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Question - 10:

Explain me why Must All Suppliers Is Given The Same Information?

Ans:

This is to ensure openness and transparency, and to ensure that no supplier is given an unfair advantage over another.

[View All Answers](#)

Question - 11:

Tell us what Else Do I Need To Do If I Am Buying Research Equipment?

Ans:

Where equipment is being purchased for research purposes, the research form must be attached to all requisitions, otherwise it will be rejected.

[View All Answers](#)

Question - 12:

Tell us what Information Is Deemed To Be Confidential?

Ans:

The Procurement Service will review this in conjunction with the supplier and guidance in relation to the Freedom of Information Act.

[View All Answers](#)

Question - 13:

Suppose I Am A Grade 4 Administrator In A Department. Can I Have A Card?

Ans:

There is no stipulation on grade to be able to hold a purchasing card; it is up to the approver to determine who needs cards in their department or college.

[View All Answers](#)

Question - 14:

Tell me does Unicef Make A Profit From Procurement Services?

Ans:

No, UNICEF does not make a profit from Procurement Services.

[View All Answers](#)

Question - 15:

Do you know Stakeholders Influence Sourcing Strategies?

Ans:

Yes, stakeholders will be included in the planning process to ensure that their needs are met and to capture any specialist knowledge they have.

[View All Answers](#)

Question - 16:

Explain me what would make you search for a new supplier?

Ans:

There are many factors that would compel a procurement professional to search for a new supplier. These range from getting an internal customer's request for a product or service never before purchased by the organization before to the failure of an existing supplier.

[View All Answers](#)

**Question - 17:**

Explain me how do you decide if you need a contract for a purchase or not?

Ans:

There may be an infinite number of reasons that two parties feel that they need a contract. However, in our online course "Supply Management Contract Writing," we explore six in detail, including to formalize obligations and rights, to control and allocate risk, and to agree on how exceptions will be handled.

[View All Answers](#)

Question - 18:

Suppose I Need To Write My First Specification And I Don't Know Where To Start?

Ans:

The tender process will be discussed with you as soon as you have highlighted the requirement to the Procurement Service. As part of this process, the specification and requirements will be discussed. Sample specifications can be provided to assist, and the Procurement Service also offer training in how to write specifications.

[View All Answers](#)

Question - 19:

Do you know in What Languages Are Standard Mous Available?

Ans:

Standard MOU templates are available in English, French, Spanish, Arabic and Russian.

[View All Answers](#)

Question - 20:

Tell me can I Be Involved In Contract Management?

Ans:

Stakeholders can and will be involved in contract management and review meetings, where appropriate.

[View All Answers](#)

Question - 21:

Tell me how Do I Raise A Capital Equipment Requisition In Acquire?

Ans:

Please ensure that you select the field for capital on the requisition screen.

[View All Answers](#)

Question - 22:

Explain me your negotiation skills and tactics?

Ans:

A procurement professional should have a large arsenal of negotiation skills and tactics. Suppliers and circumstances can vary tremendously from negotiation to negotiation, so today's procurement professional should be able to choose from a large array of negotiation skills and tactics to deploy based on the situation. Win-win negotiation skills and tactics are particularly important to have in this arsenal.

[View All Answers](#)

Question - 23:

Explain me how Will I Know What To Include In The Specification?

Ans:

The tender process will be discussed with you as soon as you have highlighted the requirement to the Procurement Service. As part of this process, the specification and requirements will be discussed, and it will be agreed with you the kind of information you need to include within your specification. Sample specifications can be provided to assist, and the Procurement Service also offer training in how to write specifications.

[View All Answers](#)

Question - 24:

Explain me how Are Suppliers Selected?

Ans:

UNICEF suppliers are carefully chosen through a competitive bidding process, which starts with a pre-qualification stage, on the basis of quality systems/organization, adherence to ethical standards, capacity and financial soundness. UNICEF continuously evaluates its suppliers. Samples of their products are approved before contracts are awarded, and quality checks can also be made before goods are shipped or received. All supplies entering the UNICEF Copenhagen warehouse are carefully inspected according to international standards.

[View All Answers](#)

Question - 25:

Tell me a Supplier Has Phoned For A Discussion On A Tender, What Should I Do?

Ans:

Ask the supplier to put their queries in writing to the Procurement Service (contact details will be included within the tender document). This will then be reviewed and if necessary a response will be provided to all suppliers.



[View All Answers](#)

Question - 26:

Do you know what Is A Contract Management Log?

Ans:

A contract management log is a shared document between the University and the supplier that is used to capture all activities relating to the contract. Whether it is improvements, records of meetings or issues, the contract management log will help develop the current contract and also form the basis for future contracts.

[View All Answers](#)

Question - 27:

Tell me who Decides Which Eu Process Will Be Undertaken?

Ans:

The Procurement Service will make recommendations on the process, whether that will be a one stage or two stages, but the stakeholder is able to provide their own thoughts on this as part of the planning phase.

[View All Answers](#)

Question - 28:

Tell us what are some appropriate remedies for a supplier's failure to perform?

Ans:

There are a great number of remedies you can use to deal with a supplier's failure to perform. The key is to know which remedy is appropriate for each situation and to contractually apply that remedy properly. For example, two available remedies are cover damages and contract termination. Cover damages involve you collecting from your contracted supplier any premium you had to pay to another supplier to enable you to require from the contracted supplier's failure. Termination enables you to cancel a contract completely with a supplier. If there was one small failure in the middle of a massive and important five-year contract with a great supplier, would you want to completely terminate that contract? Probably not. In that case, cover damages would be a more appropriate remedy as your organization would be able to recover any financial loss without having the entire future of a project put at risk while you switch suppliers. Cover damages and termination are only two of the many remedies we teach in our online course, "Supply Management Contract Writing."

[View All Answers](#)

Question - 29:

Tell us can We Negotiate To Bring The Suppliers Price Down?

Ans:

Negotiation or bartering on price is not ethical, however there are techniques that can be adopted to influence a change in a proposal, for example value engineering. This must be done by trained Procurement Service staff. If price is very important, it may be possible to carry out an eAuction. This must be decided in advance of the tender.

[View All Answers](#)

Question - 30:

Tell us are There Any Advantages To Still Being Classed As A Public Body?

Ans:

The advantages that we receive by complying with EU legislation are:

- * Free advertising of requirements and therefore being alerted to other suppliers that may not have been known about otherwise.
- * Compliance with the competition act.
- * Assurance that a robust and fair process has been followed.

[View All Answers](#)

Question - 31:

Tell us how can we reduce our risk through better contract language?

Ans:

Poorly written contracts either don't address or don't clearly address what happens in situations that can be described as the fruition of risk. Well-written contracts reduce risk by specifying exactly what will happen in the event that certain disruptive events occur. For example, a well-written delivery article with a liquidated damages clause can provide a supplier with sufficient incentive to completely avoid the possibility of a late delivery. A well-written indemnity clause can provide legal protection in a case where damage, injury or death occurs and the cause is related to a supplier's performance. And a Force Majeure clause can help your organization avoid being penalized when its failure to perform was due to an "act of God" or other factors outside of its reasonable control.

[View All Answers](#)

Question - 32:

Explain me your top three career accomplishments?

Ans:

A candidate's accomplishments underscore not only their perceived competencies but how much value they place on key parts of the position on offer. Maybe they restructured the purchase order process and implemented three-way verification to reduce rogue spending. Perhaps they spearheaded the streamlining of the supply chain for additional cost savings, or establishing a strong, mutually beneficial relationship with a supplier. Whatever the case, their answer should make it clear how they can put the skills they've used in the past to help strengthen your purchasing organization in the future.

[View All Answers](#)

Question - 33:



Explain me what techniques do you use to accelerate progress on your projects?

Ans:

Even when a project is expertly planned using a great tool like Microsoft Project, the realities of the business world will occasionally require you to accelerate progress on your project. In our online course "Professional Purchasing Project Management," we teach four techniques for accelerating progress on a procurement project: increasing resource units, finding ways to reduce the projected duration of tasks, adding resources and modifying working hours. These changes are implemented in real life as well as within the project plan.

[View All Answers](#)

Question - 34:

Do you know who Decides If We Do Our Own Tender Or Use A Consortia Agreement?

Ans:

It is a requirement, as identified in the Diamond Report, for University's to use collaborative agreements for 30% of their non pay spends. This is measured on an annual basis through statistical returns. The Procurement Service will always review any agreements that are available to use, and will discuss with the stakeholder if this is suitable for their needs. If they are, a mini competition will be undertaken that complies with the terms set in the framework agreement. This can substantially reduce timescales. If the agreement is not suitable, or does not closely match our requirements, we will have to do our own tender.

[View All Answers](#)

Question - 35:

Do you know how Is Spend Analysis Conducted?

Ans:

Spend information is taken from all financial systems, Oracle, acquire and Barclaycard spend. This is then reviewed to look at off-contract spend, and these are then categorised into short-term (contract needed within 12 months, perhaps where there is a legal requirement or there is likely to be an increase in spend); medium-term (contract needed within 24 months) and long-term (contract needed, but not urgent as there are other contracts available that can be used).

[View All Answers](#)

Question - 36:

Tell us how Long Will It Take To Receive The Order?

Ans:

The lead time on orders is calculated from the time of acceptance of the Cost Estimate and deposit of funds for the supplies, and it depends on factors such as the availability of the commodity, the quantities requested, the general market situation, etc. Generally, it takes a minimum of 6 weeks after the deposit of funds for the goods to be delivered.

[View All Answers](#)

Question - 37:

Explain me how Do You Build a Sourcing Strategy?

Ans:

The first step of building a sourcing strategy is creating a Savings Strategy Outline. A Savings Strategy Outline will list all tasks that you plan to accomplish during a sourcing initiative. For each of those tasks, you will list target commencement dates, actual commencement dates, target completion dates, actual completion dates, target annual savings and actual annual savings. Obviously, at the beginning of your sourcing initiative, your Savings Strategy Outline will only contain target dates. But, as you progress through your sourcing initiative, you will add actual dates.

[View All Answers](#)

Question - 38:

Tell us how will you go about determining this company's purchasing patterns?

Ans:

The basis for determining an organization's purchasing patterns is conducting a spend analysis and building a spend profile. A well-done spend profile will reveal things like the amount of money your organization spends on each category of goods and services it purchases, the amount of money spent with each supplier, changes in spend over time, and other valuable information. Further analyzing that spend can help you determine opportunities for implementing cost savings practices like supplier consolidation, strategic sourcing, and standardization. Spend analysis can be conducted using a variety of tools, from deploying the most cutting-edge source-to-pay software to using PivotTables in Microsoft Excel spreadsheets.

[View All Answers](#)

Question - 39:

Suppose I Have A Need To Buy Items Totaling 1,200. Can I Not Raise This As 2 Card Transactions?

Ans:

Transactions cannot be disaggregated, and this may result in one of the transactions being declined by Barclaycard. It may also result in your card being cancelled for mis-use.

[View All Answers](#)

Question - 40:

Do you know how Does Unicef Ship Supplies?

Ans:

We deliver supplies "Cost and Insurance Paid" (CIP - Inco terms 2010) to the port of entry designated in the Cost Estimate. UNICEF nominated freight forwarders deliver the goods to the port of entry designated by the partner. If you request supplies to be shipped by air, the port of entry is usually the nearest major international airport. For sea shipments, the port of entry is usually the nearest major international seaport in the country where the project is implemented. The seaport of entry



for land-locked countries varies on a case-by-case basis. In general, air shipments will carry a higher delivery cost than ground or sea shipments.

[View All Answers](#)

Question - 41:

Explain me what's The Process For Signing A Standard Mou?

Ans:

Make sure the correct template is being used (Government, NGO or UN) and replace all the grey-shaded fields with the correct information. Print two hard copies and sign/date both, then submits both original signed copies to the UNICEF Country Office Representative for counter signature (or to Procurement Services if there is no UNICEF Country Programme). A fully signed copy will be returned to the partner for their records. Please note that any changes to the standard MOU template require clearance from the Director of Supply Division prior to signature.

[View All Answers](#)

Question - 42:

Suppose I Have A Need To Buy Items Totaling 1,200. Can I Have My Card Limit Raised For This Transaction?

Ans:

Transaction limits for all cards were raised in 2012. Purchases over 1,000 need to be requisitioned and raised formally unless the cardholder works in the Faculty of Science in which case single transaction limits may be increased on receipt of the Purchasing card limit request form.

[View All Answers](#)

Question - 43:

How to all we have is raw purchasing transaction data. What can you do to make sense of it?

Ans:

Raw purchasing transaction data can take up a lot of space on a screen or in a report. It can appear useless. But, modern technology can help you transform that data into information and intelligence. And you don't need to purchase an expensive procurement technology suite to do so. Microsoft Excel offers many functions that can be very useful for analyzing raw purchasing transaction data. From simple sorting and subtotals to using PivotTables, you can conduct a very thorough spend analysis using Excel alone.

[View All Answers](#)

Question - 44:

Explain me there Is Only One Supplier Able To Carry Out This Work. Why Do You Still Need To Do A Tender?

Ans:

Even though there may only be one supplier capable of fulfilling the need, their suitability to work for the University still needs to be assessed.

[View All Answers](#)

Question - 45:

Tell me what Happens If I Do Not Want To Award The Contract Or Tender To The Supplier Ranked In First Position?

Ans:

The reason for agreeing the evaluation criteria in advance is to ensure that the correct weightings have been given to those areas of most importance. Through the detailed evaluation undertaken, the supplier ranked in first position should therefore be the correct supplier, and an award will be made.

[View All Answers](#)

Question - 46:

Explain me a Supplier Has Offered To Take Me Out For Lunch, What Should I Do?

Ans:

If the supplier is contracted to the University and the lunch is of low value (i.e. a sandwich lunch) this is fine to accept. However, if the supplier is currently in a tender process, under no circumstance should lunch be accepted. For a lunch where the value is over 30, the gifts and hospitality form should be completed and sent to the Procurement Service.

[View All Answers](#)

Question - 47:

Tell me where Can I Find Details About The Commodities Available Under Procurement Services?

Ans:

The UNICEF Supply Catalogue contains specifications for over 2,000 commodities that respond to the needs of children and their families. The Catalogue is designed to help partners identify the most appropriate supplies for the programmes, and assist in supply planning, delivery and monitoring.

[View All Answers](#)

Question - 48:

Tell us a situation in which you've overcome the objections of a difficult stakeholder?

Ans:

Depending on their situation, this may very well prove to be one of a candidate's top three accomplishments. Regardless, job seekers need to show they understand truly effective ways to engage with internal clients as well as external suppliers, and work together to accomplish initiatives and support both procurement and company-wide goals.

[View All Answers](#)

**Question - 49:**

Please explain the purchasing process step-by-step?

Ans:

Even in the most tactical procurement roles, a buyer should be able to visualize the purchasing process from beginning to end. Each of these nine steps of the tactical purchasing process should be known inside and out:

- * Determining a need
- * Communicating the need
- * Reviewing the need
- * Finding potential suppliers
- * Conducting bidding and/or negotiation
- * Selecting a supplier
- * Formalizing the commitment
- * Following up
- * Closing out the transaction

[View All Answers](#)

Question - 50:

Tell us what is a purchase requisition and how would you process it?

Ans:

A purchase requisition is an electronic or paper document that makes an internal customer's request for a purchased product or service official. How a requisition is processed will depend on the procurement technology available in your organization as well as the characteristics of the requested purchase. For example, if the request is for a commonly purchased item from a contracted supplier, your organization's source-to-pay system may automatically convert the requisition to a purchase order and dispatch it to the appropriate supplier without any manual intervention from the procurement department. Or, if the request is for an expensive service that has never been bought by your organization before, you may want to begin a sourcing process at Phase I of the NLPA's "10 Phase Approach to World-Class Sourcing."

[View All Answers](#)

Question - 51:

Suppose if we buy a customized product from a single source, how will you know if the price is fair?

Ans:

Price comparison is easy when you are buying a standard product that is offered by multiple suppliers. You have easy access to price data points for comparison. But, when you are purchasing a customized product from a single source, you do not have the luxury of multiple price data points. Therefore, you need to use other techniques. One of those other techniques is using a "should cost model."

[View All Answers](#)

Question - 52:

Suppose I Know The Supplier I Want, How Do I Identify This To The Procurement Service?

Ans:

Unless the supplier is legitimate single source, there should be no stipulation in advance of a tender of who the stakeholder or approver wishes to use. A full tender exercise will be completed that will determine the supplier best placed to fulfill the requirement.

[View All Answers](#)

Question - 53:

Suppose I Need To Buy Some Equipment That Fits In With Other Equipment. Can I Specify That?

Ans:

Only where there is a specific need to link in to other equipment for compatibility reasons can a brand be specified. If there is no issue with compatibility, a particular brand cannot be specified. The Procurement Service will be able to provide advice.

[View All Answers](#)

Question - 54:

Suppose I Have Been Offered A Gift By A Supplier, What Should I Do?

Ans:

This should be notified to the approver and where the value is over 30 the gifts and hospitality form should be completed and sent to the Procurement Service. The gift should then be raffled within the Department with the proceeds being donated to charity.

[View All Answers](#)

Question - 55:

Please explain why Does Unicef Offer Procurement Services?

Ans:

UNICEF is dedicated to protecting children's and women's rights through helping them meet their basic needs and expanding their opportunities. Making essential supplies available, accessible and affordable is core to this commitment. Procurement Services enables UNICEF to support Governments, NGOs, UN Agencies and other development partners in fulfilling children's right to survival and development and the achievement of the Millennium Development Goals. The primary purpose is to ensure that Governments and other development partners can access UNICEF's supply networks, experience and expertise to procure strategic, essential commodities for children.

[View All Answers](#)

**Question - 56:**

Tell us what is the most difficult lesson you've learned during your time in procurement?

Ans:

Much like the question about accomplishments, this deceptively simple query can reveal how a candidate will tackle the challenges that crop up on their new job. Experience brings insight, and with it the potential for paradigm shifts that can benefit your organization with the right hire.

[View All Answers](#)

Question - 57:

Explain me how do you keep records of supplies?

Ans:

Whether or not records are kept of supplies depends on a number of factors such as the cost of supplies, use of supplies (for consumption versus for use in manufacturing or billable services), the cost of poor supply record keeping versus the cost of keeping records and so forth. However, for higher value, higher volume supplies that are considered direct costs, a computerized inventory management system should be used to track supplies. This is important for a number of reasons including accounting accuracy, replenishment efficiency, and others.

[View All Answers](#)

Question - 58:

Tell us what factors would you consider if you had to produce cost savings in a short time frame?

Ans:

When it comes down to it, you can look at just two aspects of spend to determine whether a category is ripe for producing cost savings in a short time frame: effort and impact. You can create a quadrant representing the four combinations of these two factors. All categories of spend identified in your spend analysis should be assigned to one of these quadrants. The categories of spend with low effort and high impact should be the first ones considered if you had to produce cost savings in a short time frame.

[View All Answers](#)

Question - 59:

Suppose as Durham University Obtains Funding From Sources Other Than The Public Sector, Are We Still Classed As A Public Body?

Ans:

The issue of whether a University remains a contracting authority for the purposes of EU procurement law depends on the precise source of funding and this would need to be reviewed by an independent legal expert to determine.

[View All Answers](#)

Question - 60:

Tell me why Can I Not Give My Card To Somebody Else To Use On My Behalf?

Ans:

This is classed as fraud and must not be done under any circumstance. It is the cardholder's responsibility to use the card in accordance with the training and policy.

[View All Answers](#)

Question - 61:

Suppose I Am Responsible For Requisitioning On Behalf Of A Department That Uses Acquire. How Long Will It Take For My Requisition To Be Dealt With?

Ans:

This will depend on the complexity of the requirement, but all requisitions will be reviewed, though not necessarily auctioned, within 3 working days, as it will depend upon the level of purchase required.

[View All Answers](#)

Question - 62:

Tell us what Happens If I Realise I Have Missed Something From The Specification After The Tender Documents Have Been Received From Suppliers?

Ans:

This needs to be discussed with the Procurement Service who will be able to advice on the best course of action. It may be necessary to re-issue the tender, or in the case of an EU tender, re-advertise.

[View All Answers](#)

Question - 63:

Tell us what Steps Does A Partner Need To Take To Order Through Procurement Services?

Ans:

- * Check to see if you are eligible to order through procurement services (Procurement Services are only available to governments, non-governmental organizations, United Nations agencies, international financial institutions, philanthropic organizations and universities)
- * Register as a Partner (only applicable for non-governmental organizations).
- * Select supplies through the Supply Catalogue.
- * Complete a request for Cost Estimate from using UNICEF Supply Catalogue
- * Submit the request to the UNICEF Country Office and/or directly to UNICEF Supply Division Procurement Services Centre.
- * A Cost Estimate for the supplies and services you require is prepared and sent to you with a letter of offer. The letter outlines the advance payment procedure.
- * A signed Memorandum of Understanding (MOU) must be received prior to any procurement activity. If you do not have a valid agreement we will inform you accordingly and guide on the process to establish one.
- * Upon receipt of your advance payment and a signed MOU, procurement activities commence. An order confirmation is sent to you.



* A final statement of accounts is sent to you along with a customer survey form, for you to complete and return.

[View All Answers](#)

Question - 64:

Do you know what Services Are Offered Via The Procurement Services Mechanism?

Ans:

Procurement Services can assist in the procurement of strategic essential commodities aimed at reducing under-five mortality, including vaccines, safe injection materials, essential medicines, medical and diagnostic supplies, bed nets, micronutrients, therapeutic food, equipment and supplies to ensure safe drinking water. In addition, Procurement Services covers products required for children's education as well as other supplies, equipment and services that are in line with UNICEF's mandate.

Supply related services including warehousing, in-country logistics and other operational support are provided with the aim of developing capacity in national procurement and supply systems or to assist in emergency situations.

[View All Answers](#)

Question - 65:

Explain me how would you implement a cost-saving, value-building initiative across the entire organization?

Ans:

What technology and tools, such as procurement software, would you use to do so? And how would you engage with stakeholders to achieve total buy-in? In answering this set of questions, the prospective employee has a chance to demonstrate their problem solving and negotiation skills, as well as their knowledge of existing tools and techniques. It also speaks to their relationship management and interpersonal skills, and their ability to strategize cogently and capably under pressure.

[View All Answers](#)

Question - 66:

Do you know which are the key procurement metrics?

Ans:

Every organization has different goals and different situations. Therefore, the optimal procurement metrics for one organization may not be the optimal procurement metrics for another organization. That being said, there are 10 Procurement Key Performance Indicators that all procurement departments should consider including in their metrics. Of course, some of these may not apply and others that are not mention should be included. Therefore, please consider these metrics more of a starting point for ideas than a standard set of metrics:

- * Cost savings
- * Managed spend as a percentage of total spend
- * Cost savings as a percentage of managed spend
- * Procurement operating costs as a percentage of managed spend
- * Return on investment
- * Percent of on-time supplier deliveries
- * Supplier defect rate
- * Customer satisfaction
- * Procurement cycle time
- * Value of supplier idea implementation

[View All Answers](#)

Question - 67:

Explain me are you familiar with UCC (Uniform Commercial Code)?

Ans:

If you operate in the United States and purchase goods from US suppliers, you should be familiar with the UCC. It is the body of law that covers the purchase and sale of goods within the US above a certain monetary threshold.

[View All Answers](#)

Question - 68:

Tell us how do you define cost savings in a way that will be embraced by executive management ?

Ans:

Historically, there has been a gap between what procurement professionals consider to be "cost savings" and what executive management considers to be cost savings. You see, executive management uses standard financial statements as their "scorecard" for the business. Some procurement professionals have never made an effort to understand how financial statements work. Therefore, they have a difficult time reporting cost savings in a way that people using financial statements will consider legitimate. To define cost savings in a way that will be embraced by executive management, you need to communicate cost savings in a way that can be reconciled with data on the organization's official financial statements using the "language of accounting."

[View All Answers](#)

Question - 69:

Suppose I Have Items That I Wish To Remove From My College Or Department. What Do I Need To Do?

Ans:

You will need to complete the appropriate Sold Note or Gifts of Second Hand Goods and Materials form in compliance with the appropriate procedure.

[View All Answers](#)

Question - 70:

As you know I Am Not Sure Of The Exact Spending For My Requirement, But It Is Likely To Be Close To 170k. Does This Need To Be An Eu Tender?



Ans:

As the limit is so close to the threshold set in the legislation, it would be appropriate to treat this as an EU tender. Failure to do so may result in the tender having to be aborted if costs escalated over the EU threshold.

[View All Answers](#)

Question - 71:

Suppose I Am Out In The Field And Am Unable To Seek Approval From My Approver, What Do I Do?

Ans:

If possible, contact the approver by telephone or email asking for approval and complete the purchase card authorization form as soon as you are able.

[View All Answers](#)

Question - 72:

Tell us why Does Financial Approval Take Place After The Sourcing In Acquire But Before On The Paper Based System?

Ans:

This is because the actual cost is being approved in the electronic system acquiring. It is therefore important to ensure your approver is happy for you to place the requisition, to save them rejecting it after the sourcing has taken place.

[View All Answers](#)

Question - 73:

Explain me what Happens If I Realise I Have Missed Something From The Specification After The Tender Document Has Been Issued But Before The Tender Documents Have Been Received From Suppliers?

Ans:

This needs to be discussed with the Procurement Service who will be able to advice on the best course of action. It may be necessary to re-issue the tender, or in the case of an EU tender, re-advertise.

[View All Answers](#)

Question - 74:

Suppose My Purchase Is From Grant Funding. Do The University's Procedures Still Apply?

Ans:

Regardless of the source of funding, the money is classed as public money, so University procedures and legislation will apply.

[View All Answers](#)

Question - 75:

Tell me what Is The Difference Between Standard And Non-standard Mous And Who Must Approve And Sign A Mou?

Ans:

A standard MOU has a fixed, pre-determined text which has been approved by the Director of Supply Division (SD) and cannot be changed in areas other than designated entry fields. Standard MOUs are signed between the partner and UNICEF Representatives in Country Offices, or in instances where there is no Country Office presence, with SD Director.

A non-standard MOU is an MOU in which text or format other than the designated entry fields has been changed and is prepared in order to meet specific requests or needs of the customer which are not addressed in the standard MOU. Non-standard MOUs are approved by the SD Director on a case-by-case basis, and are signed between the partner and UNICEF Representatives in Country Offices, or in instances where there is no Country Office presence, with SD Director. UNICEF Representatives in Country Offices may sign a non-standard MOU only upon prior written delegation of signing authority by the SD Director.

[View All Answers](#)

Question - 76:

Explain me how Are The Funds Transferred By A Procurement Services Partner Recorded And Managed By Unicef?

Ans:

With the exception of Handling Fees, UNICEF does not take title to funds paid to UNICEF by Procurement Services partners. In general, funds transferred by Procurement Services partners are treated as trust funds by UNICEF and are to be used exclusively to implement the Procurement Services arrangement entered into with the partner.

[View All Answers](#)

Question - 77:

Tell us what Is The Objective Of Unicef Procurement Services?

Ans:

The objective of Procurement Services is to offer UNICEF's knowledge, purchasing capacity and logistics expertise to development partners, so that they can use their own financial resources and donor funds to procure life-saving essential supplies for children. Procurement Services is an integrated component of UNICEF's country programmes of cooperation and has become an important entry point for UNICEF in helping countries to strengthen their national capacity in planning for supply needs, selection of supplies and equipment and their effective delivery and distribution. Procurement Services is designed as a transitional mechanism for Governments until national public and private supply systems can effectively perform their role.

[View All Answers](#)

Question - 78:

Tell us as an in procurement, what would you say is the difference between strategic sourcing and Purchase?



Ans:

One of the key difference of Strategic Sourcing in contrast to conventional purchasing is that it extends beyond purchasing and focuses on converging and sustaining the buyer-supplier-relationships (SkjÅ, t-Larsen & Scharj, 2001). The objective is to leverage them, exploit their capabilities, integrate and complement the core competencies of the various partners in the supply chain (interdependence) so as to provide value and cost efficiencies and uniqueness for the customer.

[View All Answers](#)

Question - 79:

Do you know what is risk management?

Ans:

Simplified, risk management is the process of identifying things that can go wrong, having a plan for handling those things if they do go wrong, and executing that plan. Procurement risk management is risk management applied to handling things that can interrupt the incoming flow of purchased goods and services and the costs thereof.

[View All Answers](#)

Question - 80:

Explain me if a department wants to order equipment that's beyond budget, what would you do?

Ans:

There are many options available for handling a request to make a purchase that exceeds an internal customer's budget. Refusing to place the order is only one - and possibly the least professional - approach to take. One option that can be explored with the internal customer is leasing the equipment instead of buying it.

[View All Answers](#)

Question - 81:

Explain me have you used a vendor management software?

Ans:

Vendor management software can be an excellent resource for supporting all of the processes that every procurement department should be doing: keeping track of vendor performance metrics, drawing attention to sub-par vendor performance, and identifying opportunities for vendor performance improvement.

[View All Answers](#)

Question - 82:

Tell us what process do you go through when conducting a sourcing initiative?

Ans:

The Next Level Purchasing Association's "10 Phase Approach to World-Class Sourcing" has become a globally-used best practice for conducting a sourcing initiative in the most organized, effective manner.

[View All Answers](#)

Question - 83:

Tell me does It Not Cost More To Buy Something Sustainable?

Ans:

We have proven through proactive contract management and engagement with suppliers that sustainable procurement does not need to cost more, and can often cost less.

[View All Answers](#)

Question - 84:

Tell me why Does It Take So Long To Do An Eu Tender?

Ans:

There are timescales stipulated within the legislation that relate to the time the supplier has to review and submit documents. These timescales are deemed to be reasonable. The remainder of the time is linked to the process that the University undertakes in order to ensure a fair process and correct award. This would be undertaken regardless of whether it was an EU tender or not.

[View All Answers](#)

Question - 85:

Tell me how Do I Get A Supplier Added To Oracle For Tendering?

Ans:

Please review the supplier process.

[View All Answers](#)

Question - 86:

Suppose I Am Having Problems With A Supplier. What Do I Need To Do?

Ans:

Please contact the Procurement Service to discuss. There are several options available, each of them will be discussed with you, but could include a formal letter to the supplier detailing issues, formal meeting with agenda to discuss issues, or, in extreme cases, notification to the supplier of breach of contract. The Procurement Service will be in the best position to provide advice.

[View All Answers](#)



Question - 87:

Explain me why Do Evaluation Criteria Need To Be Agreed In Advance?

Ans:

In EU tenders, there is a legal requirement that selection and award criteria are notified to suppliers in the notice and documentation, so they understand the importance that we have placed on each section. In non-EU tenders, it is still good practice to do this.

[View All Answers](#)

Question - 88:

Explain me what Is Value For Money?

Ans:

Value for money is a detailed and complex evaluation that takes place to review the value that the University will derive from a purchase, whether that is additional value in terms of additional warranty, additional functionality, energy consumption, whole life costs, total cost of ownership or the price that will be paid.

[View All Answers](#)

Question - 89:

Suppose I Have A Family Member Who Is A Supplier To The University. What Should I Do?

Ans:

You need to declare this on the personal interest form and must ensure that the University is notified of this whenever any business dealings may be impacted by this relationship.

[View All Answers](#)

Question - 90:

Suppose I Would Like Special Markings On My Supplies. Is This Possible?

Ans:

Yes. Please inform us if you have any special requirements, when you request the Cost Estimate, and before the deposit of funds as this can influence the pricing information.

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