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FINAL EXAMINATION**

**COURSE NAME : F & B PROCUREMENT AND COSTING
PURCHASING SYSTEM**

COURSE CODE : DHM2073/HPS6123

EXAMINATION : NOVEMBER 2016

DURATION : 3 HOURS

INSTRUCTION TO CANDIDATES

1. This examination paper consists of **FOUR (4)**:
 - PART A (20 MARKS)
 - PART B (20 MARKS)
 - PART C (20 MARKS)
 - PART D (40 MARKS)

2. Candidates are not allowed to bring any material to examination room EXCEPT with the permission of invigilator.

3. Please make sure that all material is available during this examination session:
 - i. Question Paper
 - ii. Objective Answer Paper
 - iii. Answer Booklet

DO NOT OPEN QUESTION PAPER UNTIL HAVE BEEN TOLD TO DO SO

THIS QUESTION PAPER CONSISTS OF 11 PRINTED PAGES INCLUDING FRONT PAGE

PART A

This part contains of **TWENTY(20)** questions.

Answer ALL in Objective Answer Paper.

1. Purchasing, receiving, storage and inventory control are an important activities exist in _____
 - A. purchasing process
 - B. procurement process
 - C. purchasing procedure
 - D. procurement procedure

2. There are **TWO (2)** types of hospitality operations, which are referring _____ and _____
 - A. commercial and profitable
 - B. non-commercial and bankruptcy
 - C. non-commercial and commercial
 - D. commercial and e-commerce

3. Military operations and institutional operations is referring to _____
 - A. nothing
 - B. non-commercial
 - C. e-commerce
 - D. commercialization

4. The following types of operations are generally considered part of the commercial segment:
 - A. Hospitals
 - B. Lodges
 - C. Canteen
 - D. Dining hall in universities

5. Supplier often identified as a seller, is a person who offers products for sale.
What is buyer?
- A. Has charge of the selection and purchasing of products.
 - B. Have no charge of the selection and purchasing of products.
 - C. Have sell and buy product.
 - D. Have produce and keep product.
6. There are **FOUR (4)** techniques to identify supply sources which:
- A. Previous experience, written information, trade exhibits and telephone directories
 - B. Previous product, experience, written information and trade centre
 - C. Trade exhibits, telephone directories, written advertisement, and trade centre
 - D. Previous experience, written filed, written documentation and telephone directories
7. Which are the characteristic of supplier?
- A. Lazy and always sleepy
 - B. Not punctual on time
 - C. Good health financial
 - D. Always give the excuses
8. What are the two techniques involved in selecting supplier?
- A. Database and value analysis
 - B. Analysis and promoting
 - C. Buy decision and promoting
 - D. Value analysis and buy decision
9. Purchasing can be defined as:
- A. Activity concerned with the selling procedure
 - B. Activity concerned with acquisition products
 - C. Activity concerned with renting product
 - D. Activity concerned with renting procedure

10. Objective of purchasing is involving:
- A. Maintain quality, obtain low possible edible portion cost, minimize investment and buy little good for stocking
 - B. Maintain an adequate supply, minimize investment, maintain quality, and obtain low possible edible portion cost
 - C. Minimize investment, cost saving, buy less and maintain quality
 - D. Buy more, used more, have an adequate stock and restock less
11. Which of the below is **NOT** types of purchasing ?
- A. Independent Purchasing
 - B. Group Purchasing
 - C. Centralized Purchasing
 - D. Team Purchasing
12. Which are the term that related with Audit Trail ?
- A. Resources
 - B. Order Form
 - C. Record and Document
 - D. Purchase Order
13. What are the advantage of Purchase Specifications?
- A. Specifications can make purchase costs high
 - B. Personel difficult understanding of requirement and quality standards
 - C. To make organization run slow
 - D. Receiving personnel can check incoming products aganist the quality requirement noted in the property's specifications.
14. One of potential decision making entities are involved:
- A. The owner manager
 - B. Relatives
 - C. Neighbour
 - D. Crazy Peoples

15. Which of the following below are **NOT** related with Good Specifications?
- A. Consistent with product or grades currently on the market.
 - B. Unrealistic
 - C. Clear, simple and sufficiently specific
 - D. Fair to the supplier protective to buyer.
16. The control process consists of_____.
- A. establish standards and standards procedure for operations
 - B. not train the individual staff about standard procedure
 - C. not take appropriate action to correct deviations from standards
 - D. unmonitor performance and compare actual performance with establish standards
17. Which of the following below are the way to reduce the cost of purchasing?
- A. Buy the product in large quantities
 - B. Improved negotiations
 - C. Purchase the product one by one
 - D. Not finding the supplier
18. What can be define for the term of Blanket Order ?
- A. Order by wholeseller
 - B. Miscellaneous items
 - C. Form of volume discount
 - D. Expensive order
19. In receiving procedure, what are normally done by signing the delivery invoice?
- A. Move Accepted Products To Storage Immediately
 - B. Complete Necessary Receiving Documents
 - C. Accept Incoming Products
 - D. Check Incoming Products Against Delivery Invoices

20. What are **THREE (3)** things that must be controlled in the storage?.

- A. Sun, Light, Humidity
- B. Light, Temperature, Oxygen
- C. Land, Sun, Oxygen
- D. Humidity, Temperature, Light

[20 MARKS]

PART B

This part contains of **TWENTY(20)** questions.

Answer ALL questions in Objective Answer Paper

Blacken the **A** for **TRUE** statement and **B** for **FALSE** statement.

1. The function of the buyers is to procure the required products for the desired use at the minimum cost.
2. Technique for selecting product can be divided into **THREE** that consists of Value Analysis, Data Analysis and Centralized Analysis.
3. One of the basic choices of production is purchase the item completely, starting with the raw material or by raw ingredients.
4. The characteristic for service is flexibility and durability.
5. Exhibit at trade shows and conventions or professional meetings and other occasions related is the statement that related for trade exhibits and conventions.
6. Some supplier may offer high priority, regular, and low priority delivery options, with payment according to the speed of delivery are statement related to provide your own supplier services.
7. A hospitality operations image and reputation are very fragile and could difficult to be tarnished irreparably.
8. Services supplier and economic values cannot manipulated.
9. Miscellaneous items are the example for blanket the order.
10. The cash discount is a viable alternative only when the buyer has the authority to promise a quick payment and only when enough cash is available.
11. Sequence of operation consisting of planning, leading, organizing and controlling.
12. **FOUR (4)** respects that include in establish standard and standard procedures consist of menu, ambience, atmosphere and decoration.
13. The others name for yield percentage is yield cost.
14. The formula to find yield percentages is number of portions multiple by portion size and divided by quantity.
15. To measure the liquid items, we can use weight measure scale.
16. The first step while you are receive the products from supplier is check incoming products against purchase orders on purchase records.

17. In unsatisfactory merchandise, you need to keep that merchandise at your storage area.
18. FIFO is the short term for First In First Out.
19. When determining par levels, you must establish maximum counts only.
20. Issuing is the process used to supply food to production units after it has been received.

[20 MARKS]

PART C

This part contains of **FOUR (4)** questions. Answer the **ALL** question
Answer the questions in Answer Booklet.

QUESTION 1

List **FIVE (5)** steps or procedure that involved in procurement process.

(5marks)

QUESTION 2

List **FIVE (5)** goals of purchasing system.

(5marks)

QUESTION 3

Describe **FIVE (5)** importance's of Purchase Specifications

(5 marks)

QUESTION 4

What are the steps that involved in forecasting?

(5 marks)

[20MARKS]

PART D

This part contains of **FOUR (4)** questions. Answer the **ALL** question.

Answer the questions in Answer Booklet.

QUESTION 1

The quantities used by the bartender must be controlled. To do so, one must determine in advance the specific quantities to be used for the production of drinks and then provide the bartender with a means of measuring those quantities. One of the tools that can be used is by using the standard recipe. **Briefly explain how standard recipe may influence to establish standard and standard procedure.**

(10 marks)

QUESTION 2

Once the components of a receiving programmed are planned and implemented, an organization is ready to receive goods. **Explain briefly about the SIX (6) procedure involves in receiving procedure.** Give the examples to support your answer.

(10 marks)

QUESTION 3

Placing products in storage, taking them out when needed, and ordering more when necessary are inadequate for control of valuable resources. Inventory control records must include adequate procedures to provide the foodservices manager with up to date and reliable data on costs of operation. There are **TWO (2)** kinds of record keeping system. **List that TWO (2) types of record keeping system and explain by giving examples to support your answer.**

(10 marks)

QUESTION 4

When sitting down to design your menu, make sure that the menu layout is specific to your restaurant or event. Brainstorm a bit; think about what makes your restaurant unique. From that, there are factors that affecting the menu pricing. **List FIVE (5) that factors of menu pricing and explain with details. Give examples to support your answer.**

(10 marks)

[40 MARKS]

END OF QUESTION PAPER

