

Name:

Date:

Class:

## **Lesson 15.1**

### **Practice Your Understanding**

1. You have been hired as a purchasing manager. Interpret which of the following are likely to be duties you would need to perform as part of your job. (15.1-1)
  - a. Selecting vendors  
Answer:
  
  - b. Hiring employees  
Answer:
  
  - c. Collecting and analyzing data to make financially sound buying decisions  
Answer:
  
  - d. Purchasing office supplies  
Answer:
  
2. As the purchasing manager of a pet supply store, you are responsible for selecting a vendor. After vetting multiple options, you have selected what you believe to be the vendor that provides the most value. Determine the next steps in purchasing by placing the options listed in the correct order. (15.1-2)
  - a. Evaluate the vendor  
Answer:
  
  - b. Negotiate the purchase of canned dog food  
Answer:
  
  - c. Purchase canned dog food  
Answer:

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- d. Pay the invoice for the canned dog food

Answer:

- e. Receive the order of canned dog food

Answer: