NAME:

DATE:

FINAL EXAM
BUSINESS PARTNER A1

READING

1) Read the conversation and write true (T) or false (F).



A: So, to issue a purchase order , you have to go into the payment system. First, you have to open the system.

B: OK.

A: Then , you enter the supplier´s details: name, address, etc. on the system.

B: Do I have to do that every time?

A: No, you don´t. You can choose it from a list here. When you have the supplier´s details , you enter the price here and the delivery date here. You can find the information on the contract.

B: And do I notify the supplier that the purchase order is ready?

A: No, you don´t have to do that. The system notifies the supplier automatically by email.

B: OK, that´s clear. What´s next?

A: The supplier delivers the items and requests payment.

B: So they have to tell us to pay them. Right?

A: Yes, they issue an invoice with the purchase order number on it. We can´t pay invoices without a purchase order number. You have to check the invoice against the purchase order. If it´s correct, you can request management approval. The manager approves the payment. And when they approve it, you can make the payment, but that´s later. Do you want to try to create a purchase order?

B: Yes, please.

1- To issue a purchase order, you have to enter the supplier´s details on the system. _____

2- You have to enter the supplier´s details on the system every time you issue a purchase order. _____

3- The system notifies the supplier by post. _____

4- First, you have to pay the supplier and then, they deliver the items. _____

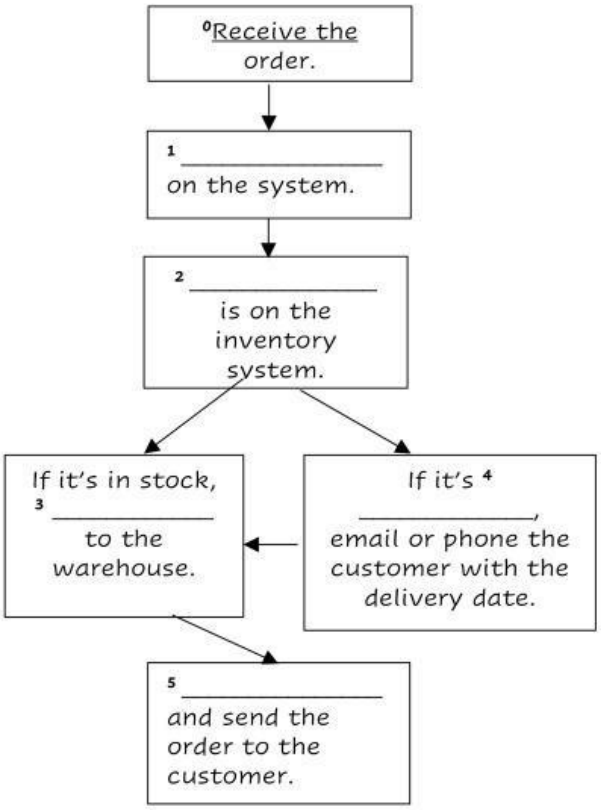
5- Invoices have to have the purchase order number on them. _____

6-Finally, the manager approves the payment, and then, you can make the payment. _____

LIVEWORKSHEETS

LISTENING

2) [BP_A1_Test_07_01.mp3] Listen and complete the workflow with a short phrase.





3) Listen again and choose the correct word.

1- The website *has / doesn't have* an automatic order system.

2- The company has a *small / large* warehouse.

3- They *can / can't* phone the customer about delays.

4- The system is very *good / bad.*

5- They can always deliver in a *month / week.*

6- Customers *have / don't have* 40 days to pay.

GRAMMAR AND VOCABULARY

4) Complete the sentences with the correct form of HAVE TO and the verbs in brackets.

1- _____to the planning meeting because it's cancelled. (Seb / not / go)

2- _____ the new contract. (you / check)

3- A: _____ the work this week? (we / complete)
B: No, next week is fine.

4- _____ (I / not send) an email to the client with the schedule now. The client isn't waiting for it.

LIVEWORKSHEETS

5- Seb's manager _____(approve) the dates before that. Seb can't do it.

6- _____ the accounts department about the changes? (he / notify)

5) Choose the correct word.



Top tips for a successful company website

1 *Put / Don't put* a lot of writing on the home page.

2 *Remember / Don't remember* to use a great design.

3 *Check / Don't* check that it works on laptops and mobile phones.

4 *Enter / Don't enter* personal information on the website. Put company information only.

5 *Forget / Don't forget* to include company contact information. Customers need our phone number.

6 *Send / Don't send* the website to colleagues to check it.

6) Choose the correct word.

1- We can _____ payment when we ship the order.

2- We sent the invoice yesterday and we're waiting for them to _____ it.

3- Denhams _____ paper to us and some other office items.

4- When you get a new order, _____ it on our system.

5- We can _____ the warehouse about the order when we get payment.

6- If our suppliers _____ an invoice with mistakes, we ask them to check it.



7) Complete the words in the online reviews.

The ordering process is very 0 S_____, just one click! Delivery is very 1E_____ . I can order ink cartridges today and have them by tomorrow!

I am very unhappy with the 2U_____ service. Sometimes orders are days or weeks late. The quality of the product is also 3 P_____ . The products don't work after one or two months.

The online order form was very 4C_____ and I didn't understand the system.

The process isn't very 5C_____ .

LIVEWORKSHEETS