

1 Complete the dialogue with the words in the box. There are two extra words.

approve click enter invoice issue notify purchase receive request

A: Hi Jane. We need a(n)¹ _____ order for the extra supplies.

B: OK. Can you help me? I don't know how to create purchase orders.

A: No problem. Open the payment system and² _____ all the details.

B: Then do I³ _____ the supplier?

A: No. The system automatically sends an email.

B: Oh, that's really easy. What happens next?

A: Well, the suppliers deliver the goods and⁴ _____ payment.

B: They do that with a(n)⁵ _____, right?

A: Yes. The supplier has to⁶ _____ that with the purchase order number on it.

B: And then we pay it.

A: Yes, but first the manager has to⁷ _____ the payment.

B: Right, I think I understand. Thanks for your help.

2 Complete the words.

1 Their deliveries are always late. That company is totally **u**_____ **e**.

2 This department is very **e**_____ **t** and work is always on schedule.

3 This document is difficult to understand. It's very **c**_____ **d**.

4 Using the new system is very **s**_____ **e**. Just follow the instructions on the screen.

5 We can't use that supplier again. The quality of their products is very **p**_____ **r**.

6 The instructions are very **c**_____ **r**. They're easy to understand.

3 Choose the correct words.

John's job is to¹remember / organise / download the deliveries. When he²supplies / forgets / receives an order, he checks the product is in stock. Then he³confirms / receives / enters the delivery date with the customer. He has to⁴remember / forget / confirm to put all the details in the order system. He also has to⁵need / forget / check all the details carefully.

4 Complete the sentences with one word from each box.

bank induction job- medical office safety

certificate details meetings specific tour training

1 We give all our employees job-specific training.

2 You need a(n) _____ to show you are healthy and OK for work.

3 There are always _____ for new employees on their first day.

4 All employees need to receive health and _____.

5 HR need the _____ of all new employees so finance can arrange payment.

6 On their first day, new employees have a(n) _____ so they can see the building and meet other staff.