

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 and ² _____ all the details.
 B: Then do I ³ _____ 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 and ⁴ _____ payment.
 B: They do that with a(n) ⁵ _____, right?
 A: Yes. The supplier has to ⁶ _____ that with the purchase order number on it.
 B: And then we pay it.
 A: Yes, but first the manager has to ⁷ _____ 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 to ¹remember / organise / download the deliveries. When he ²supplies / forgets / receives an order, he checks the product is in stock. Then he ³confirms / receives / enters the delivery date with the customer. He has to ⁴remember / forget / confirm to put all the details in the order system. He also has to ⁵need / 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.