

041605T4STO

STOREKEEPING LEVEL 5

BUS/OS/SK/CR/01/5/B

Receive Delivered Goods

March/April 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections: **A** and **B**.
2. Answer **ALL** questions in section A.
3. Answer question **TWELVE** (12) and any other **TWO** (2) questions in section B.
4. Marks for each question are indicated in the brackets.
5. Candidates are provided with a separate answer booklet.
6. Do not write on the question paper.

This paper consists of FIVE (5) printed pages

**Candidates should check the question paper to ascertain that all
pages are printed as indicated and that no questions are missing.**

SECTION A (40 MARKS)

Answer ALL the questions in this section.

1. When receiving delivered goods, it is advisable for a storekeeper to keenly scrutinize the documents involved. State FOUR documents used for receiving delivered goods. [4 Marks]
2. Inspection is an important requirement for receipt of goods since it helps in detecting defects and other issues related to the delivered goods. Name THREE methods of inspecting received goods. [3 Marks]
3. Demurrage is a penalty paid to the carrier by either the supplier if the receiving organization retains the delivery vehicle or equipment beyond the contractual period. State FOUR reasons that could cause such delays. [4 Marks]
4. It is important for a storekeeper to understand the process of receiving delivered goods. Identify FOUR factors that a storekeeper should consider before offloading delivered goods from the carrier. [4 Marks]
5. Once delivered goods have been received successfully, a storekeeper is required to prepare a goods' received report. List FOUR items contained in the content of this report. [4 Marks]
6. Rejection of delivered goods is by suppliers when buying organizations are unable to receive the goods for whatever reason. Name THREE documents used when goods are rejected by buyers. [3 Marks]
7. Adequate preparation should be made before delivered goods are received. List FOUR facilities required during goods receipt process. [4 Marks]
8. Successful receipt of delivered goods is followed, in most cases, with processing of supplier payments. Name THREE authority levels required for supplier payment approval. [3 Marks]
9. Inspection of received goods is usually followed by an inspection report. List THREE items that are likely to be contained in an inspection report compiled after receiving delivered goods. [3 Marks]
10. Goods once delivered should be inspected before receipt. State FOUR disadvantages of receiving delivered goods without inspection. [4 Marks]
11. Unpacking of delivered goods is part of the receiving process. Outline TWO tasks that a receiving clerk should perform during the process of unpacking. [4 Marks]

SECTION B (60 MARKS)

Answer QUESTION 12 and any other TWO QUESTIONS.

12. Read the following case and answer the questions that follow.

Madiany Enterprises

Madiany Enterprises is a successful omni-channel distributor of household goods that range from furniture to electronics. Part of its success is attributed to the efficiency of its warehousing operations. The management periodically organizes training workshops for the warehouse staff to keep up with the emerging trends in warehousing operations. During their latest workshop, it was revealed that certain suppliers deliver goods in batches whose contents become tedious to verify during receipt. Due to the sheer number of batches, receiving clerks often receive per batch that is later unpacked and verified when the supplier has long been paid. On more than one occasion, they have discovered that the content of the batches that are supposed to have a standard number of materials that is either less or excess. Another worrying trend revealed during this workshop was the rushed processing of documents for supplier payment. This often led to conflicts between the finance department and the procurement. The relationship between finance and procurement has started thawing after establishing that some suppliers evade the due process of document verification with the help of a few individuals from the warehouse department. In the wake of these revelations, the management is preparing a report that is expected to bring changes to the warehousing and procurement operations to maintain the efficiency of the enterprise's business operations.

Required

- a) Madiany Enterprise's current receiving procedure presents challenges. Develop a THREE-point plan to address these challenges. [6 Marks]
- b) Propose to the organization's management, a THREE-point plan to handle the rushed processing of suppliers' payment documents. [6 Marks]
- c) Discuss FOUR ways that the warehouse department of *Madiany Enterprises* could use to plan the receipt of its delivered goods. [8 Marks]

13. Different organizations have various ways of receiving and inspecting goods

- a) Describe FIVE steps in the receiving and inspection process. (10 Marks)
- b) *Susu Center Holdings* would like to introduce the stock documents to enhance transparency in the stores. Describe FIVE types of information contained in a bin card.
[10 Marks]

14. Documentation provides tangible evidence that the goods ordered have been produced and dispatched in accordance with the buyer's requirements.

- a) Discuss FIVE items contained in the goods delivery documents. (10 Marks)
- b) Delivered goods are usually updated in the store's ledger or bin cards. Discuss FIVE benefits of maintaining accurate stores records.
[10 Marks]

15.

- a) Inspection of delivered goods can be undertaken by various units/entities before receipt. Explain FOUR entities under which delivered goods' inspection can be done.
[8 Marks]
- b) ~~Delivered goods are received~~ terms specified during the sourcing process. Discuss SIX reasons why delivered goods may be rejected by a storekeeper.
[12 Marks]