

Procure to Pay Process Questionnaire

For Director of Procurement

Organization & Authority

1. What is your reporting structure within the organization?
2. Who are the key stakeholders in the P2P process reporting to you?
3. What is the approval hierarchy for purchases?
4. What are the monetary thresholds for different approval levels?

Policies & Procedures

1. What are the key procurement policies in place?
2. How often are these policies reviewed and updated?
3. How are policy updates communicated to stakeholders?
4. What emergency procurement procedures exist?

Vendor Management

1. What is the process for vendor selection and approval?
2. How are vendor master files maintained and controlled?
3. What is the process for vendor performance evaluation?
4. How are vendor contracts managed and renewed?

Risk & Controls

1. What do you consider the key risks in the P2P process?
2. What controls are in place to mitigate these risks?
3. How do you monitor control effectiveness?

4. What recent control improvements have been implemented?

For Production Planning Manager

Requirements Planning

1. How is the production schedule determined?
2. What triggers the creation of purchase requisitions?
3. How are minimum inventory levels established?
4. What system is used for production planning?

Purchase Requisition Process

1. How are material requirements calculated?
2. What information must be included in purchase requisitions?
3. How are emergency requisitions handled?
4. What checks are performed before requisition submission?

Inventory Management

1. How are inventory levels monitored?
2. What is the process for handling excess inventory?
3. How are stockouts prevented?
4. What reports are reviewed to manage inventory?

For Purchasing Specialists

Purchase Order Processing

1. What information do you verify before creating a PO?

2. How are PO numbers generated and controlled?
3. What are the different types of POs?
4. How are rush orders handled?

Price and Terms

1. How do you verify pricing accuracy?
2. What is the process for price changes?
3. How are vendor terms maintained?
4. What discount validation procedures exist?

System Access

1. What system access do you have?
2. What transactions can you perform?
3. What transactions require additional approval?
4. How are system access changes requested?

For Warehouse Supervisor

Receiving Process

1. What documentation is required for receiving?
2. How are quantities verified?
3. What quality checks are performed?
4. How are exceptions handled?

Storage and Handling

1. How are materials stored and organized?

2. What controls exist over high-value items?
3. How is damaged material handled?
4. What is the process for returns to vendors?

Documentation

1. What receiving documents are generated?
2. How long are documents retained?
3. How are documents retrieved if needed?
4. What system entries are made for receipts?

For Accounts Payable Manager

Invoice Processing

1. How are invoices received and processed?
2. What is the 3-way matching process?
3. How are exceptions handled?
4. What controls prevent duplicate payments?

Payment Processing

1. How is the payment schedule determined?
2. What payment methods are used?
3. What controls exist over payment processing?
4. How are payment changes authorized?

Reconciliation

1. What reconciliations are performed?

2. How often are reconciliations done?
3. Who reviews the reconciliations?
4. How are discrepancies resolved?

For All Process Owners

General Controls

1. What systems do you use?
2. What are your access levels?
3. How do you maintain segregation of duties?
4. What reports do you review regularly?

Documentation

1. What key documents do you maintain?
2. Where are documents stored?
3. How long are documents retained?
4. How are documents retrieved if needed?

Training

1. What training is required for your role?
2. How often is training updated?
3. How is training documented?
4. What procedures exist for new employees?

Monitoring

1. What metrics do you track?

2. What reports do you review?
3. How are exceptions handled?
4. What escalation procedures exist?

Improvements

1. What process improvements have been made recently?
2. What challenges do you face in your role?
3. What improvements would you recommend?
4. What resources would help improve the process?