

# JOB ROLE – CASHIER

Sector – Retail  
(Qualification Pack Code: RAS/Q 0102)



PSS Central Institute of Vocational Education  
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# **UNIT 3: CUSTOMER ORDER FOR GOODS**

## **Session 2: Procuring Supplies**

# Content

Title	Slide No.
Session Objectives	4
Introduction	5
Meaning of Procuring Supplies	6
Sources of Procuring Supplies	7-8
Selecting the Suppliers	9
Summary	10

# Session Objectives

**The student will be able to:**

- Describe the meaning of procuring supplies
- Identify the sources of procuring supplies
- Explain the factors affect the selecting of suppliers

# Introduction

Procuring supplies means to know the source, process and time when product is procured. A proposal is a basic source of supply, which is used for determining the needs automatically or interactively. Supplier selection is a very important process, which enables to meet the demanded items or orders of the customers.

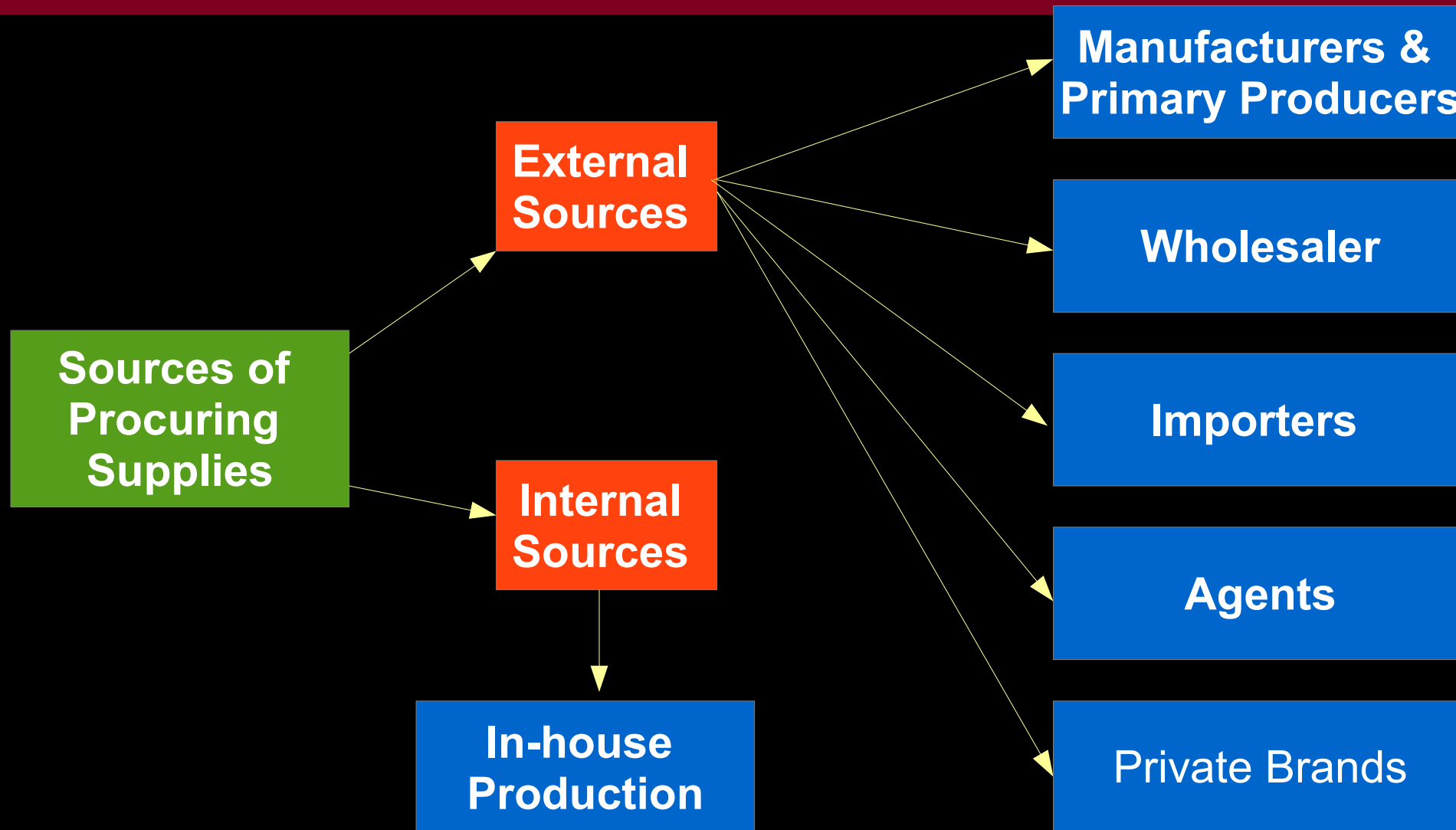
# Meaning of Procuring Supplies

‘Procurement’ is the process of obtaining goods and services. It refers to acquiring, finding and buying goods and services from external sources through tender or competitive bidding. The buyer receives goods at minimum price and benefits in other aspects as well, such as quantity, quality, time, and location.

# Sources of Procuring Supplies

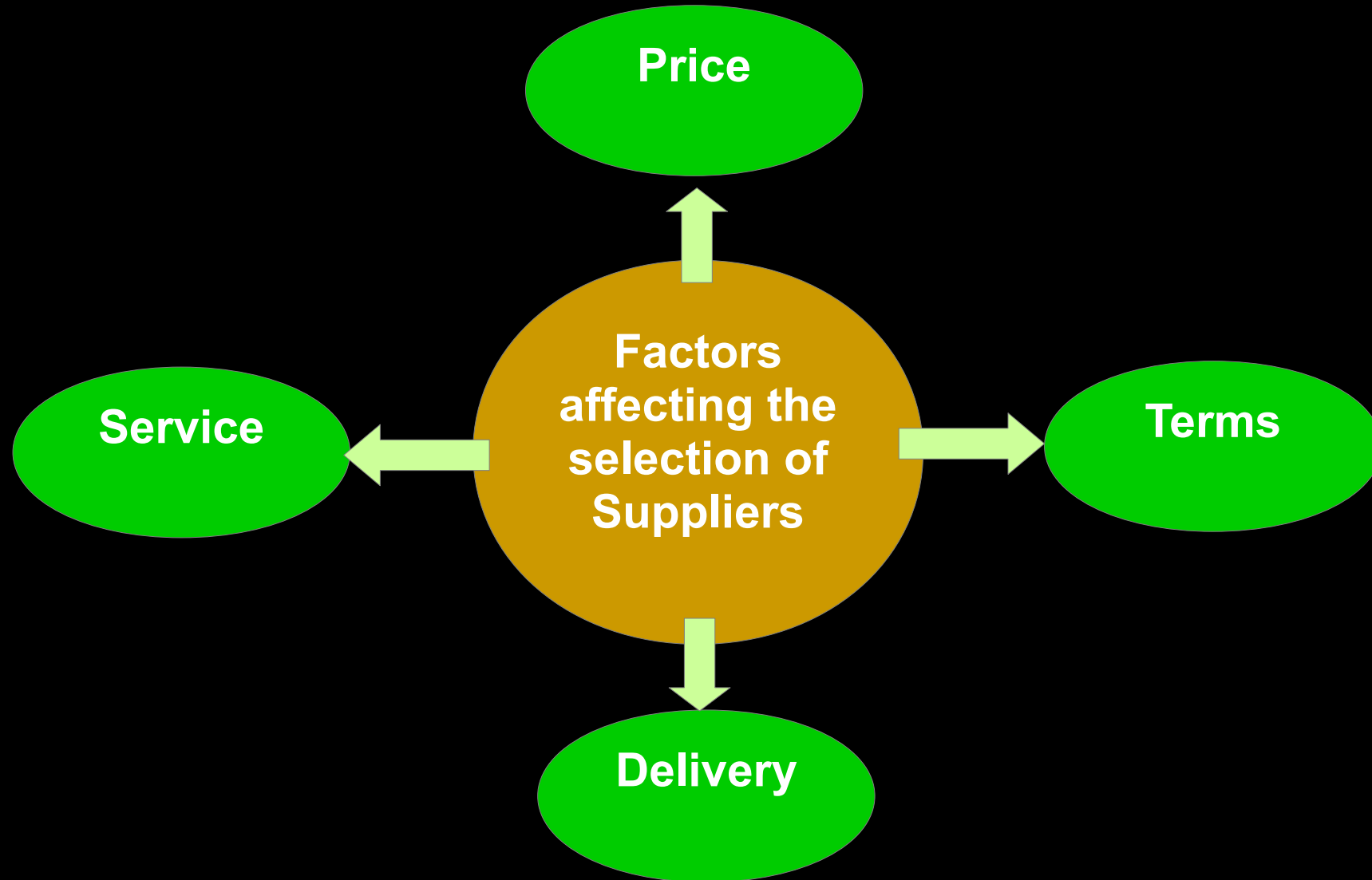
Procuring supplies means to know the process and timing of when a product is procured. A proposal is a basic source of supply, which is used for determining the needs automatically or interactively. The system uses a source to create procurement proposal.

# Sources of Procuring Supplies





# Selecting the Suppliers



# Summary

In this session, you have learnt about the meaning of procuring supplies, sources of procuring supplies and selecting the suppliers.

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