

ManageFirst Purchasing Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Forecasts indicate that 530 customers will be served Saturday night and 17 percent will order sirloin steaks. How many sirloin steaks will be served?**
 - A. 85**
 - B. 95**
 - C. 100**
 - D. 90**

- 2. What type of negotiation position reflects when negotiation on a specific point should be concluded?**
 - A. Opening**
 - B. Concession**
 - C. Fallback**
 - D. Going-In**

- 3. When preparing for vendor negotiations, what is there to consider?**
 - A. Minimum order quantity**
 - B. Preferred delivery window**
 - C. Fallback position**
 - D. Bulk purchase discount**

- 4. Which is an important characteristic for an effective negotiator?**
 - A. Speaking loudly**
 - B. Listening carefully**
 - C. Making quick concessions**
 - D. Always quoting prices**

- 5. In a make-or-buy analysis, what is typically the first factor to determine?**
 - A. Product quality**
 - B. Delivery schedule**
 - C. Pricing flexibility**
 - D. Brand preference**

- 6. When is product ownership transferred from the vendor to the purchaser?**
- A. Upon payment**
 - B. The delivery invoice is signed**
 - C. When goods are inspected**
 - D. When the order is placed**
- 7. A signature dish is a menu item that?**
- A. Is the cheapest item on the menu**
 - B. Is renamed weekly**
 - C. Is a seasonal item**
 - D. Customers associate with a specific operation**
- 8. Where are concerns about purchasing ethics often documented within a company?**
- A. Marketing plan**
 - B. Job descriptions**
 - C. Statement of business conduct**
 - D. Vendor contracts**
- 9. A petty cash fund is typically used with which type of purchasing system?**
- A. Open market purchasing**
 - B. Just in time purchasing**
 - C. Vendor sourcing**
 - D. Closed-bid purchasing**
- 10. What is the most reliable way to find appropriate supply?**
- A. Online advertising**
 - B. Previous experience with vendors**
 - C. Random vendor search**
 - D. Government procurement portal**

Answers

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1. D
2. C
3. C
4. B
5. A
6. B
7. D
8. C
9. B
10. B

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Explanations

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1. Forecasts indicate that 530 customers will be served Saturday night and 17 percent will order sirloin steaks. How many sirloin steaks will be served?

- A. 85
- B. 95
- C. 100
- D. 90**

Think of the percent as a share of the total demand. 17 percent of 530 customers is $0.17 \times 530 = 90.1$ steaks. Since you can't serve a fraction of a steak, round to the nearest whole steak, which is 90. This matches the expected count for sirloin steaks.

2. What type of negotiation position reflects when negotiation on a specific point should be concluded?

- A. Opening
- B. Concession
- C. Fallback**
- D. Going-In

Setting a fallback position in negotiation means deciding in advance the least favorable terms you're willing to accept on a given point and using that as the point to conclude the discussion on that issue. It's your bottom line or exit point: if the other side can't meet it, you stop negotiating that item and either walk away or pivot to other topics. This helps you avoid agreeing to terms you can't accept and gives you a clear signal for when a deal on that point is possible. This differs from an opening or going-in position, which is your initial demand, and from a concession, which is what you're willing to give up during bargaining to reach agreement.

3. When preparing for vendor negotiations, what is there to consider?

- A. Minimum order quantity
- B. Preferred delivery window
- C. Fallback position**
- D. Bulk purchase discount

Having a fallback position is what you want to have ready before you start negotiating. This means your backup plan or best alternative if the vendor won't meet your terms. It gives you real leverage because you know what you'll do if the deal isn't favorable, such as sourcing from another supplier or revising the scope. With a clear fallback, you can set your bottom-line terms, test offers against that standard, and avoid making concessions you'll regret later. The other items—like minimum order quantity, delivery window, or potential discounts—are important discussion points, but they're details you negotiate from a position informed by your fallback plan.

4. Which is an important characteristic for an effective negotiator?

- A. Speaking loudly
- B. Listening carefully**
- C. Making quick concessions
- D. Always quoting prices

Listening carefully is essential in negotiation because it reveals what the other party truly needs, not just what they say. Active listening helps you pick up priorities, constraints, and underlying interests, so you can tailor proposals that create value for both sides. It also allows you to ask targeted questions, confirm understanding, and prevent miscommunication, which builds trust and keeps the discussion constructive. In contrast, speaking loudly can escalate tension, making collaboration harder. Making quick concessions can erode your leverage and long-term value, and always quoting prices can trap you in a narrow, price-only frame that overlooks other important needs. So, careful listening directly supports understanding, relationship-building, and better, more durable agreements.

5. In a make-or-buy analysis, what is typically the first factor to determine?

- A. Product quality**
- B. Delivery schedule
- C. Pricing flexibility
- D. Brand preference

The most important starting point is whether the product can meet the required quality standards. In a make-or-buy decision, you define the exact specifications, performance criteria, tolerances, and any regulatory or safety requirements the item must satisfy. If neither making in-house nor buying from a supplier can consistently achieve those quality targets, the option isn't viable, regardless of cost or delivery advantages. Once you've confirmed that quality targets can be met, you can then weigh other factors like delivery schedules and pricing, but quality determines whether the decision to buy or make is even possible. Brand preference is not a primary driver in this early feasibility step.

6. When is product ownership transferred from the vendor to the purchaser?

- A. Upon payment
- B. The delivery invoice is signed**
- C. When goods are inspected
- D. When the order is placed

Ownership passes when the goods are delivered and received, which is evidenced by signing the delivery invoice. This sign-off confirms that the purchaser accepts the goods and takes title to them, along with the associated risk, at the moment of delivery. Payment timing doesn't automatically transfer ownership, especially when credit terms are involved. Inspection happens after delivery to verify quality and quantity, but it doesn't by itself move title. And placing the order occurs before delivery, so ownership isn't transferred then.

7. A signature dish is a menu item that?

- A. Is the cheapest item on the menu**
- B. Is renamed weekly**
- C. Is a seasonal item**
- D. Customers associate with a specific operation**

The main idea is that a signature dish is the item that carries the restaurant's identity in the eyes of guests. It's the dish people automatically associate with that particular operation, reflecting its style, flavors, and branding. Because of that strong link, the dish becomes the face of the restaurant—something guests come for, remember, and talk about, which helps distinguish the place from others. This isn't about being the cheapest, or about changing the name every week, or even about being seasonal—the hallmark is the clear, enduring connection between the dish and the specific operation.

8. Where are concerns about purchasing ethics often documented within a company?

- A. Marketing plan**
- B. Job descriptions**
- C. Statement of business conduct**
- D. Vendor contracts**

Purchasing ethics concerns are documented in the statement of business conduct because this policy outlines the organization's ethical standards, expectations for behavior, and the procedures for reporting and addressing ethical issues across all areas, including procurement. It provides a single, formal reference that guides decisions, ensures consistency, and supports compliance with laws and anti-corruption rules. A marketing plan focuses on market strategy and promotion, not on the organization's ethical guidelines. Job descriptions describe roles and duties, but they don't serve as the formal policy for ethical behavior across the company. Vendor contracts govern terms with individual suppliers and may touch on compliance, but the overarching ethics concerns are captured in the broader policy document, not in each contract.

9. A petty cash fund is typically used with which type of purchasing system?

- A. Open market purchasing**
- B. Just in time purchasing**
- C. Vendor sourcing**
- D. Closed-bid purchasing**

Petty cash is designed for small, everyday, time-sensitive purchases that you don't want to route through the full purchasing cycle. In a just-in-time purchasing system, the goal is to have items arrive exactly when they're needed and to keep inventory to a minimum, so operations aren't slowed by delays. A petty cash fund supports that by providing immediate funds to cover small, urgent needs—office supplies, a quick repair, or other minor items—so work can continue without waiting for a formal purchase order and longer lead times. The other methods describe larger-scale or competitive procurement processes, which aren't the aim of petty cash.

10. What is the most reliable way to find appropriate supply?

- A. Online advertising**
- B. Previous experience with vendors**
- C. Random vendor search**
- D. Government procurement portal**

Relying on vendors with whom you've already worked and seen perform well is the most reliable way to find appropriate supply. Past experience provides real, observed evidence of how a supplier handles quality, delivers on time, scales to your needs, and communicates when issues arise. This knowledge helps you choose partners who consistently meet your standards, reducing the risk of stockouts, quality problems, or last-minute disruptions. It also gives you a solid baseline for negotiating terms, forecasting demand, and building a stable, mutually beneficial relationship. While exploring new sources can be useful, it carries more uncertainty until you've validated their capabilities. Online advertising can surface unfamiliar suppliers who haven't been tested in your operations. A random vendor search lacks focus and due diligence. A government procurement portal can be a vetted channel, but it may not align with your specific requirements or timing, and it doesn't guarantee you'll find the best fit for your particular product or service.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://managefirstpurchasing.examzify.com>

We wish you the very best on your exam journey. You've got this!

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