DIANO

DIANO ACADEMY · CHECK

DIANO for Procurement: the check

Answer on your own. Choose one answer for each question unless it says otherwise.

Track: G: General employees · **Version:** 5 November 2026

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NAME	DATE
COMPANY	SCORE / 12

1. You saved a new supplier. What is its status?

- ☐ a) Active
- ☐ b) Draft, until it is submitted and approved
- ☐ c) Paid
- ☐ d) Closed

2. Why must a supplier be Active?

- ☐ a) Until it is Active you can't approve a purchase order, a bill or a payment for it
- ☐ b) So it shows in green
- ☐ c) So the supplier can sign in
- ☐ d) It doesn't matter

3. Who approves a purchase order?

- ☐ a) The buyer who made it
- ☐ b) Only a Company Admin
- ☐ c) The supplier
- ☐ d) The Delivery user

4. You saved a purchase order with a wrong quantity. How do you fix it?

- ☐ a) Press Edit and change it
- ☐ b) Cancel it with a reason and make a new one
- ☐ c) Delete the supplier
- ☐ d) Change it on the goods received note

5. How does an approved order reach the supplier?

- ☐ a) DIANO e-mails it automatically
- ☐ b) View, then Print or Save/PDF; send it yourself; then Mark sent
- ☐ c) By WhatsApp only
- ☐ d) The supplier signs in to DIANO

6. The goods arrive. What do you record?

□ a) A goods received note (Copy to › Goods received, then Record GRN)

□ b) A credit note

□ c) A journal

□ d) A receipt

7. What is the three-way match?

□ a) Three people sign the order

□ b) DIANO checks the order, the goods received and the invoice against each other

□ c) Three suppliers quote

□ d) Three months of stock

8. Who captures and approves the supplier's invoice (bill)?

□ a) Procurement

□ b) A Company Admin or Finance User; someone other than the person who captured it approves

□ c) The supplier

□ d) Nobody

9. Are purchase requisitions required?

□ a) Yes, always

□ b) No, they are optional; most small businesses start at the purchase order

□ c) Only for services

□ d) Only on Fridays

10. A supplier's bank details change. What happens on an Active supplier?

□ a) They change at once

□ b) They wait for another Company Admin (Approve bank details)

□ c) DIANO pays the old account

□ d) The supplier is deleted

11. Where do you add a new stock item?

□ a) Procurement & Supply Chain › Inventory items › Items tab › New item

□ b) Settings › Company profile

□ c) Sales › Quotes

□ d) DIANO Drive

12. You see "This needs a second person". What does it mean?

□ a) DIANO is broken

□ b) Your company keeps this step for two people; ask a colleague

□ c) Your password is wrong

□ d) The supplier must sign

Pass mark: 10 out of 12. Your trainer marks this check. Nothing you write here is stored by DIANO.