When orders are placed and products specified by reference to a sample, it is important that the sample on which the contract is based should be:

i. Identified

ii. Labelled

iii. The signed and labelled samples retained by both buyer and supplier

It is implied that where goods are sold by sample, the bulk must correspond to the sample in quality and the buyer must have a reasonable opportunity to compare the bulk with the sample.

Activity 3.1

Give five examples of things that can go wrong if the procurement is badly specified.

Service specifications

There are many and diverse types of services that an organisation can procure, including such things as:

1. Transport
2. Advertising
3. Payroll administration
4. Security services
5. Banking services
6. Catering
7. Training
8. Design services
9. Management consultancy