

**Specification of Competency Standards**  
**for the Fashion Industry**  
**Unit of Competency**

Functional Area - Merchandising & Material Procurement

Title	Build inventory of qualified suppliers / vendors
Code	108137L5
Description	Build a pool of potential suppliers / vendors that matches with the organisational requirements and has a high possibility of being the source of supply. This applies to individuals who are required to develop preferred lists of suppliers / vendors for sourcing purposes.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the subject area</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• review the process of supplier / vendor selection</li> <li>• source potential suppliers / vendors through various channels</li> <li>• relate sourcing needs to supplier / vendor selection</li> <li>• identify the data required for evaluating the qualification of suppliers / vendors</li> <li>• understand the concept of establishing selection criteria</li> </ul> <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• identify the sourcing strategy or policy adopted by the fashion business</li> <li>• identify the sourcing needs (e.g. type of materials for certain types of fashion product) of the fashion business</li> <li>• establish a set of general requirements for qualifying suppliers / vendors (e.g. compliance with the code of conduct, location, capacity and capability)</li> <li>• collect data from potential suppliers / vendors for assessing their qualifications against the general requirements</li> <li>• evaluate qualifications of the potential suppliers / vendors based on the data collected or through site visits by the sourcing team</li> <li>• create the inventory of qualified suppliers / vendors with detailed records of their evaluation results</li> <li>• update the inventory record on a regular basis</li> <li>• review the performance of qualified suppliers / vendors on a continuous basis</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• have insight into latest sourcing trends and best practices in supplier / vendor management</li> <li>• handle data of suppliers / vendors with strict confidentiality and in an ethical manner</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> <li>• Establishing a qualified list of suppliers / vendors based on the organisational requirements as well as developing an evaluation form for collecting qualification data from suppliers / vendors.</li> </ul>
Remark	