

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Merchandising & Material Procurement

Title	Finalise material purchasing
Code	108140L4
Description	Place purchase order to material supplier for manufacturing fashion products. This applies to individuals who are required to proceed with the material procurement.
Level	4
Credit	2
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"> • explain the contract terms and conditions • illustrate the key elements of a contract • understand the rights and liabilities of each party under a contract • identify risk factors which would affect material purchasing <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • negotiate with selected suppliers regarding their offerings • determine material order details (e.g. price, delivery, quantity, quality) based on the specifications and requirements • set contract terms and conditions (e.g. payment terms, trade terms) in relation to the material order and in alignment with organisational policy • reach a consensus with the supplier on handling the supply problems and their consequences • schedule to place orders in accordance with the production schedule • confirm the orders and prepare related documentation • communicate the order details and schedule with related parties <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • prepare the accurate contract document in compliance with legal requirements • value integrity to resist bribery, corruption and fraud in the fashion supply chain
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Preparation of an order document (contract) for material procurement based on the specifications and requirements for fashion products.
Remark	