

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

Functional Area - Sales & Marketing

Title	Finalise sales orders
Code	108194L4
Description	Finalise a sales order in the business-to-business (B2B) fashion market. This applies to individuals who are required to negotiate and finalise sales in the B2B fashion market for a fashion business.
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"> <li>• understand the common practices of B2B sales and ordering in the fashion industry</li> <li>• explain the ordering policy and procedures of the organisation (e.g. minimum order size, payment and shipping methods)</li> <li>• assist clients to make a timely final buying decision</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 needs and preferences of the client</li> <li>• consider different sales solutions to meet the needs of a client</li> <li>• select appropriate closing tactics to close sales</li> <li>• negotiate conditions of agreement and confirm the buying decision</li> <li>• provide advice on payment methods or financing arrangements when required</li> <li>• identify cross-selling opportunities and complete sales order documents</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> <li>• demonstrate persuasion techniques to facilitate buying decision-making</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>• Completion of a sales order in the B2B fashion market for a fashion business through negotiation and confirmation of conditions of agreements.</li> </ul>
Remark	