

Functional Area: Network Infrastructure & Operation (Planning & Design)

1. Title	Liaise with appropriate internal department on order purchasing	
2. Code	ITCSNO302A	
3. Range	This UoC concerns inter-departmental communication when purchasing network equipment/parts from vendors. Most large network operators have a purchasing department to perform procurement and normal purchasing policy which stipulates that all purchasing must be via this department. Hence, network engineering department, NOC, or site engineers will need to interface with purchasing when requesting for new parts or components.	
4. Level	3	
5. Credit	3	
6. Competency	<p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Possess the knowledge in the subject area</p> <ul style="list-style-type: none"> • Experienced with network equipment requirement specifications such as function, performance, size, etc • Knowledgeable of the organisation's purchasing policies and the use of appropriate documents for purchase requests • Experienced with product sourcing and evaluation • Experienced with using internal systems related to the vendors/suppliers equipment • Understand health and safety procedures, government regulations, compliances, etc <p>6.2 Liaise with appropriate internal department on order purchasing</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify the network equipment requirements (ref ITCSNO405A) • Determine which vendors/suppliers stock such components/parts by referencing to the vendor/supplier list (e.g. at purchasing department) • Perform supplier sourcing if no supplier/vendor stocks the required components/parts (ref ITCSNO408A) • Perform purchase request using the organisation standard requesting form • Forward the purchase request documents to purchasing department • Complete the necessary administration procedures, file copy of purchase request internally • Regularly check the order status from purchasing department and update appropriate stakeholders with the purchase status <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> • Follow purchasing requests and documentation in accordance with organisation policies and standards 	
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ol style="list-style-type: none"> i. liaise with colleagues to determine the requested network equipment to be purchased ii. use internal systems to identify internal product/equipment code for the requested equipment iii. fill in the required purchasing details correctly and send to purchasing department for action iv. create/update appropriate internal records of the purchase request in accordance with the organisation standard 	
Remark		