

**Unit of Competency****Functional Area: Finance**

Title	Handle trading and shipping documents
Code	105167L2
Range	This unit of competency is applicable to practitioners in the import and export industry to handle trading procedures and documents effectively and make the freight process smoother.
Level	2
Credit	4 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Basic knowledge of procedures and documents for settlement of trading payment <ul style="list-style-type: none"> <li>• Describe different modes of settlement of trading payment, such as letter of credit (L/C) and collections, etc.</li> <li>• Describe the importance of transport documents to settlement of trading payment, such as clean bill of lading and packing list, etc.</li> <li>• Describe the types and functions of shipping documents, financial documents, business documents and official documents, and their relationship</li> <li>• Describe the settlement process of trading payment, and the role of its participants</li> <li>• Describe the role of banks in import and export operations, and the operations of a bank as a consignee and its relationship with the buyer</li> <li>• Describe the financial issues that may be caused by delay in the logistics operations</li> </ul> </li> <li>2. Application of the basic knowledge of trading procedures and documents in goods delivery <ul style="list-style-type: none"> <li>• Obtain and study financial documents, such as L/C copy for reference</li> <li>• Check whether the import, export or re-export permit and other documents meet relevant requirements</li> <li>• Inform the relevant parties and make remedies if the logistics arrangements have changed and do not comply with the L/C</li> <li>• Check the validity of the L/C or other financial documents and provide appropriate freight service</li> <li>• Handle procedures relevant to delivery of goods without the bill of lading and exceptional arrangement for delivery</li> <li>• Handle procedures for delivery of goods without the presentation of the original bill of lading but with company or bank guarantee</li> <li>• Arrange appropriate and freight documents according to the requirements of the financial documents</li> <li>• Respond to customers' enquiries related to freight service and payment settlement</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency is:</p> <ul style="list-style-type: none"> <li>• Capable of handling trading and freight documents in accordance with financial arrangements or payment settlement methods</li> </ul>
Remark	This UoC is adapted from the Logistics UoC LOSAIE204A