

Unit of Competency

Functional Area: Shipping Documents and Management

Title	Handle electronic documents
Code	105174L2
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of handling electronic documents as required in daily import and export operations.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess basic knowledge of electronic documents for import and export operations <ul style="list-style-type: none"> • Describe the electronic documents to be handled by individual companies/units in daily import and export operations, including the following types of documents: <ul style="list-style-type: none"> • Documents for purchase and goods (purchasing order, invoice, etc.) • Documents for consignment (bill of lading, master airway bill/house airway bill, seaway bill, etc.) • Documents for local transport (arrival notice, delivery order, good receipt, etc.) • Inspection, insurance and documentary credit (notice of inspection arrangement, insurance policy, etc.) • Invoice on local transaction and documents for payment (payment advice, payment receipt, etc.) • Describe the use of documents that need to be handled • Describe the handling procedures of relevant electronic documents • Describe the legal responsibilities of various types of electronic documents • Know how to operate software of the company to handle relevant electronic documents 2. Handle electronic documents commonly used in the import and export industry <ul style="list-style-type: none"> • Use relevant template to prepare the electronic document needed in each import and export procedure according to the requirements of individual companies and relevant units • Send the prepared electronic document to relevant units • Receive electronic documents from relevant units and handle them • Input relevant data in the documents • Record and save the documents
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of handling electronic documents commonly used in the import and export industry according to the requirements of the company and relevant units as well as the handling procedures for electronic documents
Remark	This UoC is adapted from the Logistics UoC LOCUEL211A