

**Specification of Competency Standards**  
**for the Import and Export Industry**  
**Unit of Competency**

Functional Area - Operations Management and Planning

Title	Implement e-procurement management
Code	110994L4
Range	This unit of competency is applicable to practitioners in the import and export industry who are responsible for managing electronic procurement and electronic tendering procurement processes.
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Possess e-commerce knowledge</p> <ul style="list-style-type: none"> <li>• Examine the knowledge of electronic procurement management and apply appropriate management solutions</li> <li>• Examine the process of electronic tendering procurement</li> <li>• Examine the regulatory requirements of electronic tendering procurement</li> </ul> <p>2.2.1 Manage the electronic procurement process</p> <ul style="list-style-type: none"> <li>• Evaluate procurement needs</li> <li>• Manage suppliers</li> <li>• Handle purchase order process</li> <li>• Manage the purchase order and contract</li> </ul> <p>2.2.2 Manage the electronic tendering and procurement process from bidding to completing the transaction</p> <ul style="list-style-type: none"> <li>• Create and upload electronic tender documents and tender notices</li> <li>• Process bid opening and evaluation procedures</li> <li>• Manage procurement contracts</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Strictly adhere to the enterprise's e-procurement policies and processes</li> <li>• Comply with the regulatory requirements for electronic tendering procurement processes</li> <li>• Adjust the electronic procurement process according to market changes</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> <li>• Capable of managing the electronic procurement and electronic tendering procurement processes according to the established transaction procedures of the enterprise and relevant regulations</li> </ul>
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