

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

Functional Area - Smart Logistics

Title	Submit cargo manifests electronically
Code	LOCUEL207B
Range	This unit of competency is applicable to logistics related companies. Practitioners should be capable to use the electronic service to submit cargo manifests to the government and to receive and dispatch relevant documents.
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of electronic cargo manifest</p> <ul style="list-style-type: none"> <li>• Understand the functions and content of cargo manifest</li> <li>• Understand the abbreviations and codes used for data input of cargo manifests and relevant documents, and guides to complete them</li> <li>• Understand how to submit cargo manifest electronically</li> <li>• Understand the computer software for handling relevant electronic documents</li> <li>• Understand the procedures of customs clearance and document handling by the Customs and Excise Department</li> <li>• Understand the electronic cargo manifest service and procedures of receiving and dispatching relevant documents, including submission, revision and confirmation of information</li> <li>• Understand the information required for declaration and processing of cargo manifests and relevant documents</li> <li>• Know the abbreviations and requirement when filing the main information of the electronic manifest</li> <li>• Understand the channels of cargo manifest operation</li> <li>• Understand the legal responsibilities of using different kinds of electronic documents</li> <li>• Understand the data compatibility of different operation system and its development</li> </ul> <p>2. Execute the operational procedures for submitting cargo manifests electronically</p> <ul style="list-style-type: none"> <li>• Prepare cargo manifest information and submit information of the company according to customs requirements and procedures with respect to the company's role in freight operation (e.g. as carrier or consignor)</li> <li>• Use the e-platform, internet and computer software of the service provider to submit the cargo manifest</li> <li>• Collect instructions on the revision of master bill of lading, consignment and cargo handling, and revise or supplement the information of the cargo manifest</li> <li>• Capable to answer the enquiries from government department</li> <li>• Verify and dispatch the cargo manifest to relevant organisations</li> <li>• Handle outstanding manifest advice on cargo manifest submission according to procedures</li> <li>• Receive instruction documents, such as detention notices, release vouchers, etc. from the Customs and Excise Department according to procedures</li> <li>• File the cargo manifests, manifest demand, outstanding manifest advice and receipt acknowledgements</li> <li>• Receive update instructions regularly on how to complete and submit cargo manifests</li> <li>• Participate in training on filling and submitting electronic manifests</li> </ul>

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	<ul style="list-style-type: none"><li>• Establish data transfer with business partners with legal binding and requirement to support data reliability</li><li>• Develop different possibilities on the data transfer for different nature of customers' data</li><li>• Report to the company on the benefits on the establishment of electronic data interchange with major business partners</li></ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"><li>• Capable to use the electronic services provided by the government or other service providers to submit cargo manifests and to receive and dispatch relevant documents correctly.</li></ul>
Remark	