

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

Functional Area - Smart Logistics

Title	Conduct Electronic Data Interchange (EDI) in the industry and with customers
Code	LOCUEL302B
Range	This unit of competency is applicable to all logistics related enterprises. Practitioners should be capable to conduct data interchange electronically when interchanging logistics related documents with relevant units in the logistics industry.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic EDI knowledge</p> <ul style="list-style-type: none"> <li>• Understand the daily logistics operation procedures between the company and internal and external relevant units</li> <li>• Understand the functions and roles of the company's website in e-logistics operation and electronic data processing</li> <li>• Understand the suitable format for electronic document/data adopted by the company and internal and external relevant units</li> <li>• Understand the workflow and transmission of electronic documents/data, method and technology for receiving or interchange, and security procedures and requirements for e-logistics operation between the company and internal and external relevant units</li> <li>• Understand the legal responsibilities and risks of the e-logistics operation between the company and internal and external relevant parties</li> <li>• Understand the common EDI standards, forms and technologies of the logistics industry, including: <ul style="list-style-type: none"> <li>○ Electronic Data Interchange (EDI)</li> <li>○ Extensible Markup Language (XML)</li> <li>○ Digital Trade and Transportation Network (DTTN)</li> </ul> </li> <li>• Master the EDI software used by the company</li> <li>• Understand the compatibility of EDI standards, formats and technologies adopted by the company and relevant parties</li> <li>• Understand the requirement of system security of the company and external markets</li> <li>• Understand the global changes and new emerging technologies</li> </ul> <p>2. Conduct EDI with relevant units</p> <ul style="list-style-type: none"> <li>• Study the capabilities and usability of the data format of relevant units according to the company's goals</li> <li>• Compare with both parties (sending and receiving) of each system specification and design treatment plan</li> <li>• Identify potential risks in the e-logistics operation process, such as firewall functions and other security issues</li> <li>• Process the electronic documents/data as required for the e-logistics operation according to the company's requirements and procedures</li> <li>• Conduct relevant e-logistics procedures (e.g. processing of online order received via the corporate website) according to the requirements of the company and relevant units as well as procedures relevant to electronic security and electronic documents/data interchange and storage</li> <li>• Input, transfer, transmit, store and release documents/data according to e-logistics procedures</li> <li>• Proceed test data and reports according to company requirements</li> <li>• Send electronic data to relevant parties</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Convert the document/data to be interchanged with other units into suitable EDI standards and formats with special software used by the company, and send the converted electronic document to relevant units</li> <li>○ Conduct electronic security procedures, such as input security code, log on identity verification, etc., according to e-logistics procedures</li> <li>● Receive electronic data from relevant parties <ul style="list-style-type: none"> <li>○ Convert the electronic data into in-house format with special software used by the company in respect of different EDI standards adopted by the unit that send out the data</li> </ul> </li> <li>● Handle non-compatible data release, such as contacting the sender, converting interpretation software, seeking technical support, etc.</li> <li>● Plan the next stage of electronic message exchange to ensure continuous improvement of the progress in accordance with the needs and changes of operational and market needs</li> <li>● Handle the security requirement and continuously enhance based on the existing environment to minimise the risk of the company</li> <li>● Regular update procedure and KPI to reflect the new technologies changes.</li> <li>● Prepare report to reflect the compliance of users and report irregularities to the company and action taken like re-training, re-set security level or block, etc.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency are:</p> <ul style="list-style-type: none"> <li>● Capable to use special software used by the company to send, receive and interpret electronic data according to the EDI standards formats and technologies adopted by the company and relevant parties; and</li> <li>● Capable to compile reports to reflect user compliance and report violations and actions taken to the company</li> </ul>
Remark	This UoC is adopted from the Logistics UoCs LOCUEL302A and LOCUEL306A