Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Conduct Electronic Data Interchange (EDI) in the industry and with customers
2. Code	LOCUEL302A
3. 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.
4. Level	3
5. Credit	6（for reference only）
6. Competency	<table><tr><td colspan="2">Performance Requirements</td></tr><tr><td>6.1 Basic EDI knowledge</td><td>♦ Understand the regular logistics procedures between the company and relevant units ♦ Understand the functions and roles of the company's website in e-logistics operation and electronic data processing ♦ Understand the suitable format for electronic document/data adopted by the company and relevant units ♦ 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 relevant units ♦ Understand the legal responsibilities and risks of the e-logistics operation between the company and relevant parties</td></tr></table>

			♦ Understand the common EDI standards, forms and technologies of the logistics industry, including:
			  • Electronic Data Interchange (EDI)
			  • Extensible Markup Language (XML)
			  • Digital Trade and Transportation Network (DTTN)
			♦ Master the EDI software used by the company
			♦ Understand the compatibility of EDI standards, formats and technologies adopted by the company and relevant parties

	6.2	Conduct EDI with relevant units	♦ Process the electronic documents/data as required for the e-logistics operation according to the company's requirements and procedures ♦ 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 ♦ Input, transfer, transmit, store and release documents/data according to e-logistics procedures

	♦ Send electronic data to relevant parties
	♦ 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
	   • Conduct electronic security procedures, such as input security code, log on identity verification, etc., according to e-logistics procedures
	♦ Receive electronic data from relevant parties
	   • 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
	♦ Handle non-compatible data release, such as contacting the sender, converting interpretation software, seeking technical support, etc.

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) 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
8. Remarks	