

Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Handle electronic documents
2. Code	LOCUEL211A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of handling electronic documents as required in daily logistics operations.
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Basic knowledge of electronic documents for logistics operations</p> <ul style="list-style-type: none"> • Understand the electronic documents to be handled by individual companies/units in daily logistics 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, cargo 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.) • Understand the use of documents that need to be handled • Understand the handling procedures of relevant electronic documents • Understand the legal responsibilities of various types of electronic documents • Know how to operate software of the company to handle relevant electronic documents <p>6.2 Handle electronic documents commonly used in the logistics industry</p> <ul style="list-style-type: none"> • Use relevant template to prepare the electronic document needed in each logistics 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
7. 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 logistics industry according to the requirements of the company and relevant units as well as the handling procedures for electronic documents
8. Remarks	This UoC is adapted from the Logistics UoC LOCUEL202A