Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Smart Logistics

Title	Handle electronic documents commonly used in the logistics industry
Code	LOCUEL202B
Range	This unit of competency is applicable to logistics related companies. Practitioners should be capable to handle electronic documents as required in daily logistics operation.
Level	2
Credit	6 （For Reference Only）

Competency	Performance Requirements
	1. Possess basic knowledge of electronic documents for logistics operation
	
	• Understand the electronic documents to be handled by individual companies/units in daily logistics operation, including the following types of documents:
	    o Documents for purchase and goods (purchasing order, invoice, etc.)
	    o Documents for consignment (bill of lading, master airway bill/house airway bill, seaway bill, etc.)
	    o Documents for local transport (arrival notice, delivery order, cargo receipt, etc.)
	    o Inspection, insurance and documentary credit (notice of inspection (survey) arrangement, insurance policy, etc.)
	    o Invoice on local transaction and documents for payment (payment advice, payment receipt, etc.)
	• Understand how to complete required and related data and the sources of data
	• Understand the handling procedures of relevant electronic documents
	• Understand the legal responsibilities of various types of electronic documents
	• Know how to transfer electronic documents with airlines, recruitment agencies, contractors and other associations
	• Understand the use of documents that need to be handled
	• Know how to operate system/platform (系統/平台) of the company to handle relevant electronic documents (like : Trade Single Window)
	
	2. Handle electronic documents commonly used in the logistics industry
	
	• Create and change password regularly.
	• 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 according to procedures
	• Input relevant data in the documents
	• Record and save the documents
	• Establish a proper filing system according to the company policy
	• Report to the company about the situation of violation to ensure the stability and security of the system

Assessment Criteria	The integrated outcome requirement of this unit of competency is: • Capable to handle 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.
Remark	This UoC is adopted from the Logistics UoCs LOCUEL202A and LOCUEL211A