

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

Title	Manage international purchasing
Code	LOSAPD503B
Range	This unit of competency is applicable to logistics service providers. Practitioners should have the knowledge of purchasing, supply chain management, and be capable of conducting international purchasing activities.
Level	5
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of international purchasing</p> <ul style="list-style-type: none"> • Know about international purchasing • Understand company purchasing policy and procedures • Know about local import requirement • Understand the principles of international trade • Know about international purchasing and related rules and regulations • Know about the principles of supply chain management <p>2. Source international suppliers</p> <ul style="list-style-type: none"> • Analyse and research strategic implications for the organisation's international purchasing • Identify goods or services to be purchased internationally • Conduct research from relevant information sources for potential sources of supply • Evaluate the potential suppliers globally and their reliability and stability • Examine the international market structures for proposed purchases • Determine the relevant regulations and requirements governing international purchasing • Identify potential sources of supply • Apply workplace policies, procedures and regulations to source international suppliers • Details of Global after sales service and maintenance services <p>3. Prepare invitations</p> <ul style="list-style-type: none"> • Obtain specifications of requirements from relevant sources for international purchasing of goods • Select the most appropriate purchasing strategies to source the goods • Develop the selection criteria for evaluating offers, and document the criteria • Prepare invitations to potential suppliers in line with the selection criteria • Check the invitations to ensure they are in compliance with the company's policies and procedures • Seek approval for invitations to be offered • Send the invitations to potential suppliers and confirm receipt <p>4. Prepare recommendations</p> <ul style="list-style-type: none"> • Receive quotations from suppliers with international purchasing incoterms and condition, their specification and other formalities • Assess quotations against documented criteria and requirements of purchasing strategies • Seek further information from suppliers to clarify offers where appropriate

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	<ul style="list-style-type: none"> • Evaluate offers against purchasing criteria and other company requirements where appropriate • Select the most suitable offer and recommend the supplier for approval • Obtain approval from relevant parties <p>5. Issue contract to successful supplier for appointment</p> <ul style="list-style-type: none"> • Draft the contract with successful supplier • Seek legal opinion to ensure legality of contract if there are any adjustments to the contract counter-proposed by the successful supplier • Negotiate with the successful supplier on business terms and conditions if required • Announce appointment by issuing agreed contract to successful supplier • Inform unsuccessful offers of the outcome of the evaluation process <p>6. Arrange importation of goods</p> <ul style="list-style-type: none"> • Assess risks in owner transport of goods from place of receipt to place of delivery • Arrange relevant insurance coverage • Arrange inspection, packing, transport, importation, customs clearance and delivery of goods • Ensure all statutory and regulatory requirements are met • Manage the supply and logistics channels to ensure the delivery of goods is in good order <p>7. Arrange payments and ensure all contractual obligations are satisfied</p> <ul style="list-style-type: none"> • Determine payment method • Make arrangements to settle the payment • Take actions to ensure in compliance with contractual conditions <p>8. Evaluate international purchasing and implement identified improvements</p> <ul style="list-style-type: none"> • Review international purchasing • Conduct a review on the processes and identify the need for improvements • Obtain approval to implement improvements • Communicate changes to relevant personnel and provide support to implement improvements • Monitor and review implementation of improvements and evaluate the effectiveness of the improved processes
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of sourcing international suppliers and reviewing their reliability and stability; • Capable of managing suppliers and logistics channel to ensure the proper delivery; and • Capable of evaluating international purchasing and implementing identified improvements
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