

**Specification of Competency Standards**  
**for the Manufacturing Technology Industry**  
**Unit of Competency**

Functional Area - Procurement, Logistics Planning and Control

Title	Screen and select supplier
Code	106502L4
Range	This unit of competency is applicable to the procurement departments of corporations of Manufacturing Technology Industry. Practitioners should be capable to base on the characteristics and demands of the necessary raw materials and semi-finished products, Screen and select suitable suppliers, review and select suppliers
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of screen and selection of supplier</p> <ul style="list-style-type: none"> <li>• Understand procurement concept, including basic procurement concept, objective factors of procurement and requirements of purchasing suitable goods</li> <li>• Understand the characteristics and quality requirements of the procured materials</li> <li>• Understand the storage methods and requirements of materials</li> <li>• Understand the evaluation methods of suppliers, including suppliers qualifications, competence, commitment, control systems, cash resources and financial stability, cost and compatibility, the design skills of supplier questionnaire and field trips techniques</li> </ul> <p>2. Screen and select supplier</p> <ul style="list-style-type: none"> <li>• Review the types and requirements of the required material</li> <li>• Initially review outward frequency and feature demands</li> <li>• According to relevant guidelines, find and select supplier</li> <li>• Carry out field trips and value analysis, identify and select potential suppliers</li> <li>• Mark the qualified suppliers and produce supplier list</li> <li>• Detailedly review the information of suppliers and relevant certification requirements</li> <li>• Objectively score and rank each supplier</li> </ul> <p>3. Professional handling of screen and selection of supplier</p> <ul style="list-style-type: none"> <li>• Prevent any abuse or corruption, such as abuse/ misappropriation of corporate assets and theft</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to Evaluate the overall strength of potential suppliers, identify and select potential suppliers</li> <li>• Capable to carry out supplier review independently and select qualified supplier</li> </ul>
Remark	