

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Merchandising and Supply Chain Management

Title	Implement the purchase
Code	104963L3
Range	This unit of competency (UoC) is applicable to staff in the purchasing department of a retail organization. It requires some judgement and covers the abilities to choose suitable suppliers in order to purchase suitable goods in right quantities from them according to established purchasing procedures of the organization and limits of authority of the relevant post.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of purchasing <ul style="list-style-type: none"> • Master the latest information on the price, market demand and market share of different goods • Understand the cost structure of goods in order to negotiate with the suppliers for marginal returns • Understand the legislation on the standard and sales of goods • Master the required specifications and inventory of different goods • Master the documents and handling method of the company for purchase • Understand the procedures for selecting suppliers of different goods • Master the trend and specifications of environmental products for consumer choice • Master the environmental purchasing concept and its application 2. Implement purchase <ul style="list-style-type: none"> • Confirm what goods to be purchased according to established purchasing procedures and limits of authority of the relevant post • Explain to / discuss with the supplier about the marketing plan according to the advantage of the organization • Confirm the supplier of goods needed according to the established supplier selection procedures • Purchase from selected suppliers according to established strategies, including: <ul style="list-style-type: none"> • Supply agreement • Confirming the specifications and quantity of different goods • Purchase price and cycle • Handling suppliers' requests • Understand storage methods for goods • Collect quotation information for comparison and analysis, and make a purchase according to the sales targets set by the organization • Assist in reviewing the types and ranges of goods • Assist in planning and developing the types of goods • Follow all relevant government laws, e.g. no bid rigging in the purchasing process 3. Exhibit professionalism <ul style="list-style-type: none"> • Strictly follow the organization's established purchasing procedures and limits of authority of the relevant post • Protect the benefit of the organization during the purchase of goods • Prevent any abuse or malpractice such as misappropriation of the organizational assets and theft, in a professional manner
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Implement the purchase of goods effectively according to the organization's established purchasing procedures; and • Handle purchase-related documents properly.
Remark	