

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Purchasing and Logistics Management

Title	Handle commonly-used shipping documents
Code	104956L1
Description	This unit of competency (UoC) is applicable to staff in the logistic department of a retail organization. It covers the ability to handle commonly-used shipping documents under supervision according to the established procedures of the organization .
Level	1
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of handling logistics documents</p> <ul style="list-style-type: none"> • Understand various types of documents to be handled in daily logistics operation, including: <ul style="list-style-type: none"> ○ Documents related to 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 handling procedures of relevant electronic documents • Understand the legal responsibilities of various types of electronic documents • Know how to operate software of the organization to handle relevant electronic documents <p>2. Handle commonly-used shipping documents</p> <ul style="list-style-type: none"> • Use relevant templates to prepare documents needed in each logistics operation procedure according to the requirements of the organization and relevant units • Send the prepared documents to relevant units • Receive electronic documents from relevant units and handle them according to procedures • Input relevant data of the electronic documents to the documentation system • Copy and save the documents according to the procedures of the organization <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure that the shipping documents are handled properly before deadline according to the established guidelines and procedures of the organization • Work in a meticulous manner and do not handle or make any change to the shipping documents against the rules without authorization
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Ensure that the commonly-used shipping documents are handled under supervision before deadline according to the established guidelines of the organization.
Remark	