

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Purchasing and Logistics Management

Title	Import goods
Code	104980L4
Description	This unit of competency (UoC) is applicable to staff responsible for the purchase and supply chain in the retail industry. It requires analysis and judgement. It covers the abilities to import goods for retail, which includes the purchase, inventory method and sales of goods.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of importing goods</p> <ul style="list-style-type: none"> • Understand the corporate policy for purchasing international goods • Know about the corporate business objectives • Master the negotiation skills for international purchase agreement • Master the procedures of importing goods, including: <ul style="list-style-type: none"> ○ Product study and tender invitation ○ Collecting samples ○ Negotiation ○ Order and delivery management • Master the customs ordinances and regulations related to imports • Understand the purchasing ethics and code of conduct <p>2. Import goods</p> <ul style="list-style-type: none"> • Communicate and coordinate with internal departments to confirm the purchasing needs • Confirm the reasons for the need of importing goods, such as: <ul style="list-style-type: none"> ○ Product's uniqueness ○ Brand ○ New market ○ Bigger profit • Purchase international products <ul style="list-style-type: none"> ○ Check the supplier's proof, including: <ul style="list-style-type: none"> ▪ Reputation ▪ Experience in export trade ▪ quality ▪ Health certificate / laboratory reports ▪ Service attitude ○ Master the supplier's quality assurance system ○ Negotiate and arrange with the supplier on the goods delivery method ○ Agree on the minimum order quantity of goods, minimum quantity order and pay-on-delivery guarantee ○ Complete the necessary customs procedures for the imports, or outsource the process to agents • Coordinate with internal units to receive the goods • Track the delivery status of goods and check the quality of goods upon delivery <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Comply with the legal requirements on logistics transport, warehousing, customs and bonded goods when importing goods • Prevent any abuse of power or malpractice, such as abuse / misappropriation of the organizational assets and theft, in a professional manner

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Master the organization's requirements on goods purchase; and• Source reliable international suppliers and coordinate the entire import process to ensure that the goods are delivered to the appropriate retail units.
Remark	