

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Purchasing and Logistics Management

Title	Manage international purchasing
Code	104993L6
Description	This unit of competency (UoC) is applicable to supervisory and management staff responsible for purchase of goods in the retail industry. It requires critical analysis and evaluation. It covers the abilities to supervise and manage international purchasing activities by their broad international horizons and profound expertise in purchasing in order to promote the development of the retail business of the organization.
Level	6
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of international purchasing</p> <ul style="list-style-type: none"> • Fully master professional knowledge of purchasing • Understand the organization's requirements of the quality and standard of different types of goods including foreign goods • Understand the latest information of international materials supply and sales markets • Understand the relationship between new information of the retail market and overall purchasing international purchasing plan • Understand local and international ordinances and regulations related to purchasing <p>2. Manage international purchasing</p> <ul style="list-style-type: none"> • Formulate an overall international purchasing plan and performance indicators, including: <ul style="list-style-type: none"> ○ Formulate international purchasing procedures ○ Regularly review and improve international purchasing model ○ Formulate international purchasing specifications and terms ○ Monitor the smooth implementation of the overall international purchasing plan • Formulate selection guidelines according to the organization's purchasing strategies to select appropriate overseas suppliers • Instruct and monitor subordinates to collect and organize overseas supplier information such as quality of goods or their financial condition, etc. • Master overseas trade regulations such as export control or tariff, etc. • Formulate the organization's payment method for international purchasing, including: <ul style="list-style-type: none"> ○ Hedging ○ Letter of credit ○ Payment by cheques (offshore or onshore) ○ Exchange of goods/offset trade, etc. • Strive for discounts/benefits from sellers/suppliers trading on a long-term basis • Introduce green (environmental) purchasing concept and measures into international purchasing • Ensure that immediate remedial measures will be taken when problems occur in international purchasing, e.g. <ul style="list-style-type: none"> ○ Failure of overseas suppliers in providing goods agreed in time ○ Delay in transportation ○ Goods not corresponding to description (unable to pass quality inspection) ○ Fluctuation of foreign currency ○ Other problems e.g. strike, war, etc. <p>3. Exhibit professionalism</p>

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	<ul style="list-style-type: none">• Strictly adhere to the organization's established procedures of international purchasing activities and the purchasing authority• Protect the benefits of the organization in international purchasing management• Prevent any abuse of power or malpractice, such as abuse / 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">• Properly manage the international purchasing activities of the organization by their broad international horizons and profound knowledge in purchasing; and• Implement international purchasing plans and performance indicators to promote the development of the retail business of the organization.
Remark	