

**Specification of Competency Standards**  
**for the Retail Industry**  
**Unit of Competency**

Functional Area - Merchandising / E-commerce Merchandising

Title	Handle trade documents
Code	111281L2
Range	This unit of competency (UoC) is applicable to staff responsible for handling trade documents in the retail industry. Practitioners have the ability to handle trade documents under supervision according to the established guidelines and procedures of the organisation to enable smooth transaction of goods.
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of handling trade documents</p> <ul style="list-style-type: none"> <li>• Possess knowledge of handling general trade documents</li> <li>• Differentiate local and cross-border trade as well as their trade documents</li> <li>• Understand trade-related laws, especially provisions for trade</li> </ul> <p>2. Handle trade documents</p> <ul style="list-style-type: none"> <li>• Identify different types of trade documents generally used by the organisation: <ul style="list-style-type: none"> <li>○ Documents for purchase (e.g. purchasing order, invoice)</li> <li>○ Documents for consignment (e.g. bill of lading, airway bill, seaway bill)</li> <li>○ Documents for delivery (e.g. arrival notice, delivery order, goods receipt)</li> <li>○ Insurance, T/T and documentary credit (e.g. notice of inspection arrangement, insurance policy)</li> <li>○ Import licence, customs documents, quota reporting, health certificate, etc.</li> <li>○ Invoice on local transaction and documents for payment (e.g. payment advice, payment receipt)</li> </ul> </li> <li>• Handle trade documents before deadline according to the established procedures of the organisation, including the procedures of classification, verification and calculation <ul style="list-style-type: none"> <li>○ Verify that the cross-border transport arrangement (e.g. by air, by sea, by rail, etc.) is stated in relevant documents</li> <li>○ Calculate the extra cost for cross-border transport</li> <li>○ Verify that the packaging (e.g. for fragile goods) and shipping method (e.g. wine that needs to be refrigerated all the way) for cross-border transport is stated in relevant documents</li> <li>○ File the trade documents processed (manually or electronically); prepare copies for relevant departments / partner organisations when necessary</li> </ul> </li> <li>• Report to the superior immediately when having doubts about the content of the trade document, and request the seller to clarify and amend</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Handle trade documents properly before deadline according to the established guidelines and procedures of the organisation</li> <li>• Do not handle or make any change to the trade documents against the rules without authorisation</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Handle trade documents properly before deadline according to the established guidelines and procedures of the organisation to enable smooth transaction of goods; and</li> </ul>

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	<ul style="list-style-type: none"><li>• Report to the superior immediately when having doubts about the content of the trade document, and request the seller to clarify and amend.</li></ul>
Remark	This UoC is adopted from 104959L2.