

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Merchandising / E-commerce Merchandising

Title	Implement the purchase
Code	111283L3
Range	This unit of competency (UoC) is applicable to staff in the purchasing department of a retail organisation. Practitioners have the ability to choose suitable suppliers in order to purchase suitable goods in right quantities from them according to established purchasing procedures of the organisation and limits of authority of the relevant post.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of purchasing</p> <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 (e.g. Trade Descriptions Ordinance) • 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 • Monitor the trends and specifications of environmental products for consumer choice • Master the environmental purchasing concept and its application <p>2. Implement the purchase</p> <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 organisation • 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 organisation • Review the types and ranges of goods according to the sales targets set by the organisation • Provide suggestions to superiors for adjustments and optimisation in planning and developing the types of goods • Follow all relevant laws (e.g. comply with the Prevention of Bribery Ordinance, no bid rigging in the purchasing process) <p>3. Exhibit professionalism</p>

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	<ul style="list-style-type: none">• Follow the organisation's established purchasing procedures and limits of authority of the relevant post to prevent any abuse or malpractice such as misappropriation of organisational assets and theft, etc.• Protect the benefit of the organisation during the purchase of goods
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Implement the purchase of goods effectively according to the organisation's established purchasing procedures; and• Handle purchase-related documents properly (e.g. quotations, purchase orders).
Remark	This UoC is adopted from 104963L3.