

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

Functional Area - Merchandising / E-commerce Merchandising

Title	Import goods
Code	111289L4
Range	This unit of competency (UoC) is applicable to staff responsible for the purchase and supply chain in the retail industry. Practitioners have the ability 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. Understand the knowledge of importing goods</p> <ul style="list-style-type: none"> <li>• Understand the corporate policy for purchasing imported goods</li> <li>• Know about the corporate business objectives</li> <li>• Master the negotiation skills for international purchase agreement</li> <li>• Master the procedures of importing goods, including: <ul style="list-style-type: none"> <li>○ Product study and tender invitation</li> <li>○ Collecting samples</li> <li>○ Negotiation</li> <li>○ Order and delivery management</li> </ul> </li> <li>• Master the customs ordinances and regulations related to imports</li> <li>• Understand the purchasing ethics and code of conduct</li> </ul> <p>2. Import goods</p> <ul style="list-style-type: none"> <li>• Communicate and coordinate with internal departments to confirm the purchasing needs</li> <li>• Analyse the reasons for the need of importing goods, such as: <ul style="list-style-type: none"> <li>○ Product's uniqueness</li> <li>○ Brand</li> <li>○ New market</li> <li>○ Bigger profit</li> </ul> </li> <li>• Purchase imported products <ul style="list-style-type: none"> <li>○ Check the supplier's proof, including: <ul style="list-style-type: none"> <li>▪ Reputation</li> <li>▪ Experience in export trade</li> <li>▪ quality</li> <li>▪ Health certificate / laboratory reports</li> <li>▪ Service attitude</li> </ul> </li> <li>○ Master the supplier's quality assurance system</li> <li>○ Negotiate and arrange with the supplier on the goods delivery method</li> <li>○ Agree on the minimum order quantity of goods, minimum quantity order and pay-on-delivery guarantee</li> <li>○ Complete the necessary customs procedures for the imports, or outsource the process to agents</li> </ul> </li> <li>• Coordinate with internal departments / retail units to receive the goods</li> <li>• Track the delivery status of goods and check the quality of goods upon delivery</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Comply with the legal requirements on logistics transport, warehousing, customs and bonded goods when importing goods</li> <li>• Prevent any abuse of power or malpractice</li> </ul>

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

Functional Area - Merchandising / E-commerce Merchandising

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none"><li>• Master the organisation's requirements on goods purchase; and</li><li>• Source international suppliers with stable supplies and coordinate the entire import process with internal departments to ensure that the goods are delivered to the appropriate retail units.</li></ul>
Remark	This UoC is adopted from 104980L4.