

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Merchandising / E-commerce Merchandising

Title	Manage international purchasing
Code	111295L6
Range	This unit of competency (UoC) is applicable to supervisory and management staff responsible for purchase of goods in the retail industry. Practitioners have the ability 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 organisation.
Level	6
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Have expert knowledge of international purchasing</p> <ul style="list-style-type: none"> • Fully master professional knowledge of purchasing • Have expert knowledge of the organisation'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 • Have expert knowledge of 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 organisation's purchasing strategies to select appropriate overseas suppliers • Instruct and monitor subordinates to collect and organise 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 organisation'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

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Merchandising / E-commerce Merchandising

	<p>3. Exhibit professionalism</p> <ul style="list-style-type: none">• Adhere to the organisation's established procedures of international purchasing activities and the purchasing authority• Protect the benefits of the organisation in international purchasing management• Prevent any abuse of power or malpractice, such as abuse / misappropriation of the organisational assets and theft
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 organisation 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 organisation.
Remark	<p>This UoC is adopted from 104993L6.</p>