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## Overview

### **What this standard is about**

This standard is about scheduling and placing orders. It deals with confirming and specifying information on supplies. It involves scheduling of orders, ensuring orders are placed and resolving problems.

### **Who this standard is for**

This standard is for supply chain practitioners. This could, for example be in purchasing, freight logistics operations or transport management roles.

## [SQA Unit Code – DX71 04] V1

### SfL99 Schedule and approve the placing of orders

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#### Performance criteria

- You must be able to:*
- P1 specify information on the **supplies** that need to be ordered
  - P2 confirm the **specifications** with **colleagues**
  - P3 schedule orders to meet the requirements of the **supply chain**
  - P4 ensure orders are placed with suppliers
  - P5 identify and resolve problems with orders
  - P6 ensure the placing of orders complies with all relevant requirements

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## SfL99 Schedule and approve the placing of orders

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### Knowledge and understanding

*You need to know and understand:*

- K1 evaluation methods and procedures
- K2 information sources on **supply chain** processes
- K3 legal and regulatory requirements
- K4 organisational objectives and activities
- K5 presentation theories, models, and practices
- K6 procurement theories, models, and practices
- K7 supplier evaluation methods and procedures
- K8 **supply chain** management theories, models, and practices

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## SfL99 Schedule and approve the placing of orders

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### Additional Information

#### Glossary

1. **Colleagues:** Permanent, temporary, agency staff
2. **Supplies:** Any combination of goods or services that are procured, delivered or stored in the supply chain
3. **Supply chain:** Procurement, purchasing and supply, logistics, transport, and operations management, within and between international boundaries
4. **Specifications:** A set of requirements to be satisfied by a material product or service

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### SfL99 Schedule and approve the placing of orders

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**Originating organisation** Skills for Logistics

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**Original URN** NSfL99

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**Relevant occupations** Professional Occupations; Managers and Senior Officials; Business Analyst; Transportation operations and maintenance; Retail and commercial enterprise; Retailing and wholesaling; Warehouse and distribution; Business management; Production Managers; Functional Managers; Quality and Customer Care Managers; Managers in Distribution, Storage and Retail; General; Vehicle Trades; Transport Associate Professionals; Business and Finance Associate Professionals

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**Suite** Supply Chain Management

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**Key words** Schedule, approve, demand, orders, supply chain