
Overview

This unit is about contributing to the purchase of goods and/or services. It applies to you if you are directly responsible for buying goods and services. This unit involves identifying the requirements and sourcing suppliers. You will be required to undertake an evaluation of potential suppliers to create a shortlist of preferred suppliers. You will identify potential suppliers and follow organisation procedures on recording information on purchase. You will undertake post supply evaluation of the supplier and deal with any issues in an appropriate and timely manner.

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Purchase goods or services

Performance criteria

- You must be able to:*
- P1 specify any new goods and services required, and the criteria they have to meet
 - P2 identify potential suppliers of equipment/material
 - P3 provide suppliers with all the information they need to provide written quotations
 - P4 assess potential suppliers in terms of:
 - P4.1 the range and quality of their equipment/material
 - P4.2 the quality of customer service and support
 - P4.3 the cost and availability of the equipment and material
 - P4.4 the likely viability of the supplier
 - P5 select a shortlist of preferred suppliers based on your specified criteria
 - P6 recommend the most suitable quotation to the appropriate person
 - P7 confirm with the relevant supplier your acceptance of the quotation
 - P8 complete all necessary purchase records in line with your organisation requirements
 - P9 assess the performance of the supplier in relation to the goods and services purchased in relation to their specification and workplace requirements
 - P10 carry out any discussions regarding shortfalls in the performance of the goods and services with the supplier promptly, in order to reach agreement on the action to be taken, escalating the issue to the appropriate person where you are unable reach satisfactory conclusion

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Knowledge and understanding

You need to know and understand:

- K1 the principles of contractual agreements with suppliers
- K2 legislation on the sale of goods
- K3 the nature and use of record-keeping systems
- K4 workplace purchasing policy
- K5 the prevailing industry pricing for equipment, material and external services
- K6 sources of information on suppliers and on their products and services
- K7 the strengths and weaknesses of potential suppliers
- K8 how to apply negotiation skills
- K9 how to undertake the evaluation of goods, services and supplier performance

CCSCCS6 - SQA Unit Code HJ03 04

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