

Unit DR7F 04 (2GEN2) Order stock

This Unit has the following element:

Element 1 (2GEN2.1) Order stock

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit DR7F 04 (2GEN2) Order stock

Unit Summary

This Unit is about ordering stock in line with established purchasing agreements. It details several dispatch methods, such as by post or computer, as well as the type of information that is consistently required during the ordering process.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ checking stock levels and consulting with colleagues on whether new stock is needed
- ◆ identifying stock requirements
- ◆ using the correct procedures and documentation to order stock
- ◆ responding to queries and dealing with stock problems

Unit DR7F 04 (2GEN2)

Order stock

Element 1 (2GEN2.1)

Order stock

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Check stock levels on a regular basis and consult with colleagues to determine if new stock is required	
②	Identify stock requirements , ensuring sufficient storage space will be available upon arrival	
3	Obtain relevant documentation for ordering stock and where required obtain permission from the proper person to place an order	
④	Complete required information on documentation and dispatch it correctly within the time required to ensure delivery before current stock is finished	
5	Maintain documentation in line with organisational requirements	
6	Obtain and file notification of placed orders and delivery note from supplier	
7	Respond to queries and solve problems that arise about the order within your authority	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Stock requirements, both required from the following:</i>						
product type required						
amount required						
<i>Required information, at least four required from the following:</i>						
quantity						
product type						
date for required delivery						
contact details						
<i>Dispatch method, at least one required from the following:</i>						
post						
fax						
computer						
in person						
telephone						
<i>Problems, at least none required from the following:</i>						
quantity						
time						
non-delivery						
availability						
type						
quality						

Unit DR7F 04 (2GEN2)**Order stock****Element 1 (2GEN2.1)****Order stock**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DR7F 04 (2GEN2)**Order stock****What you must know for the Unit****For the whole Unit**

K1	What the ordering process is
K2	When you should order new stock
K3	Who is responsible for arranging the central purchasing agreement
K4	What the central purchasing agreement contains
K5	Why, what and who to contact when problems occur with the ordering process
K6	When ordering needs to be approved by a line manager
K7	Where to obtain the ordering documentation from
K8	What information needs to be entered on the documentation
K9	Where ordering documentation is kept

Knowledge evidence retained

Assessor signature: _____

Date: _____

Unit DR7F 04 (2GEN2)**Order stock**

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback