

# SFLSCM120 – SQA Unit Code J2LR 04

## Administer contracts



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### Overview

This standard is about administering contracts. It involves obtaining authorisation, instructions and information when administering contracts. It also involves providing documents, identifying problems, exchanging information and confirming that contracts comply with legal, regulatory and organisational requirements.

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

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### Performance criteria

- You must be able to:*
- P1 obtain the required authorisation to administer the **contract**
  - P2 obtain and clarify information from **colleagues** to support negotiation of the **contract**
  - P3 provide documents specified in the **contract**
  - P4 analyse information on **contract** outcomes
  - P5 identify and handle problems relating to the content and outcomes of the **contract**
  - P6 exchange information on the content and outcomes of the **contract**
  - P7 confirm the **contract** complies with relevant legal, regulatory and organisational requirement

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### Knowledge and understanding

*You need to know and understand:*

- K1 your organisation's strategic aims, objectives and activities in relation to the administration of contracts
- K2 **supply chain** management theories, models and practices
- K3 your organisation's information sources on **supply chain** processes
- K4 how to administer contracts for your organisation
- K5 your organisation's **contract** administration methods and procedures
- K6 procurement theories, models and practices
- K7 the relevant legal, regulatory and organisational requirements for the administration of **contracts**
- K8 the types of **communication methods** and procedures used by your organisation to administer **contracts**

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### Additional information

#### Glossary

1. **Contracts:** usually comprise of formal legally binding agreements, but can be informal agreements; both can be enforced through civil law
2. **Supply chain:** procurement, purchasing and supply, logistics, transport, and operations management, within and between international boundaries
3. **Communication methods:** verbal, written, electronic

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## Administer contracts

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**Relevant occupations** Retailing and wholesaling; Warehouse and distribution; Managers in Distribution, Storage and Retail; Transport Associate Professionals

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**Suite** Supply Chain Management

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**Key words** administer; administer; contracts; supply chain