1. Title	Handle commonly-used shipping documents
2. Code	104956L1
3. Range	This unit of competency (UoC) is applicable to staff in the logistic department of a retail organization. It covers the ability to handle commonly-used shipping documents under supervision according to the established procedures of the organization.
4. Level	1
5. Credit	3 (for reference only)

6. Competency	Performance Requirements
	
	6.1 Knowledge of handling logistics documents
	
	    ♦ Understand various types of documents to be handled in daily logistics operation, including:
	    • Documents related to purchase and goods (purchasing order, invoice, etc.)
	    • Documents for consignment (bill of lading, master airway bill/house airway bill, seaway bill, etc.)
	    • Documents for local transport (arrival notice, delivery order, cargo receipt, etc.)
	    • Inspection, insurance and documentary credit (notice of inspection arrangement, insurance policy, etc.)
	    • Invoice on local transaction and documents for payment (payment advice, payment receipt, etc.)
	    ♦ Understand the handling procedures of relevant electronic documents
	    ♦ Understand the legal responsibilities of various types of electronic documents
	    ♦ Know how to operate software of the organization to handle relevant electronic documents
	
	6.2 Handle commonly-used shipping documents
	
	    ♦ Use relevant templates to prepare documents needed in each logistics operation procedure according to the requirements of the organization and relevant units
	    ♦ Send the prepared documents to relevant units
	    ♦ Receive electronic documents from relevant units and handle them according to procedures
	    ♦ Input relevant data of the electronic documents to the documentation system
	    ♦ Copy and save the documents according to the procedures of the organization
	
	6.3 Exhibit professionalism
	
	    ♦ Ensure that the shipping documents are handled properly before deadline according to the established guidelines and procedures of the organization
	    ♦ Work in a meticulous manner and do not handle or make any change to the shipping documents against the rules without authorization

7. Assessment Criteria	The integrated outcome requirement of this UoC is the ability to: (i) Ensure that the commonly-used shipping documents are handled under supervision before deadline according to the established guidelines of the organization.
8. Remark	