

1. Title	Handle trade documents
2. Code	104959L2
3. Range	This unit of competency (UoC) is applicable to staff responsible for handling trade documents in the retail industry. It covers the abilities to handle trade documents under supervision according to the established guidelines and procedures of the organization to enable smooth transaction of goods.
4. Level	2
5. Credit	6 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Knowledge of handling trade documents</p> <ul style="list-style-type: none"> ◆ Possess knowledge of handling general trade documents ◆ Differentiate local and cross-border trade as well as their trade documents ◆ Understand trade-related laws, especially provisions for trade <p>6.2 Handle trade documents</p> <ul style="list-style-type: none"> ◆ Identify different types of trade documents generally used by the organization: <ul style="list-style-type: none"> • Documents for purchase, e.g. purchasing order, invoice, etc. • Documents for consignment, e.g. bill of lading, airway bill, seaway bill, etc. • Documents for delivery, e.g. arrival notice, delivery order, goods receipt, etc. • Insurance, T/T and documentary credit, e.g. notice of inspection arrangement, insurance policy, etc. • Import licence, customs documents, quota reporting, health certificate, etc. • Invoice on local transaction and documents for payment, e.g. payment advice, payment receipt, etc. ◆ Handle trade documents promptly and correctly before deadline according to the established procedures of the organization, including the procedures of classification, verification and calculation <ul style="list-style-type: none"> • Verify that the cross-border transport arrangement (e.g. by air, by sea, by rail, etc.) is stated in relevant documents • Calculate the extra cost for cross-border transport • Verify that the packaging (e.g. for fragile goods) and shipping method (e.g. wine that needs to be refrigerated all the way) for cross-border transport is stated in relevant documents • File the trade documents processed (manually or electronically); prepare copies for relevant departments / partner organizations when necessary ◆ Report to the superior immediately when having doubts about the content of the trade document, and request the seller to clarify and amend

	<p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> ◆ Handle trade documents 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 trade documents against the rules without authorization
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> (i) Handle trade documents properly before deadline according to the established guidelines and procedures of the organization to enable smooth transaction of goods; and (ii) Report to the superior immediately when having doubts about the content of the trade document, and request the seller to clarify and amend.
8. Remark	