

1. Title	Receive goods for storage
2. Code	104957L1
3. Range	This unit of competency (UoC) is applicable in distribution centres or warehouses of the retail industry. It covers the ability to handle daily routines, receive and take record of goods according to the procedures of the organization in predictable and regular situations.
4. Level	1
5. Credit	3 (for reference only)
6. Competency	Performance Requirements 6.1 Knowledge of handling goods ◆ Understand the policies and procedures of the organization for storing goods ◆ Understand the documents for receiving goods ◆ Know about the inventory mechanism of the organization ◆ Understand the infrastructure of distribution centre or warehouse ◆ Understand the storage procedures for goods received ◆ Understand the storage requirements of goods to be stored, including: • Temperature • Lighting • Fragility • Humidity • Handling of dangerous goods such as: alcoholic goods, LPG goods, etc. • First-in first-out or other methods • Security ◆ Understand taxable goods (e.g. goods need to be taxed upon withdrawal) ◆ Understand the occupational safety and health guidelines of the organization 6.2 Receive goods for storage ◆ Check the shipping document and cross check the order code, description, quantity, packing specifications, etc. with the purchase record ◆ Check the readability of the bar code (or other scannable labels) ◆ Discharge the goods and inspect them for damage ◆ Take appropriate steps to handle damaged goods, including: • Separating the damaged goods from the intact ones • Notifying the supplier • Preparing a notification for returning goods • Arranging transportation • Notifying a claim adjuster, if necessary, for a third party record ◆ Store goods received according to the procedures of the organization and the storage requirements for the labels, temperature, humidity, safety, storage location, etc. ◆ Update the inventory record according to the procedures of the organization ◆ Save and maintain all documents related to the goods received according to the procedures of the organization

	6.3 Exhibit professionalism ◆ Receive goods for storage according to relevant occupational safety and health regulations and guidelines ◆ Prevent any malpractice, such as theft, in a professional manner
7. Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: (i) Check the documents and complete necessary procedures for storing goods according to the procedures of the organization; and (ii) Record information on goods stored and make sure the inventory record is correct.
8. Remark	