Australian Government

TLIR4009 Implement purchasing systems

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement purchasing systems in various contexts within the transport and logistics industry.

It includes identifying purchasing requirements, sourcing purchases, checking costings and arranging the purchase of materials.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify purchasing requirements	1.1 Purchasing requirements are identified from orders and instructions in accordance with workplace procedures
	1.2 Quantities, quality of goods, price limitations and delivery requirements are determined or confirmed in consultation with appropriate personnel
2 Source purchase	2.1 Source/s of materials are identified from workplace preferred supplier lists or through networks and knowledge of local

and/or overseas suppliers

2.2 Supplier/vendor is advised of requirements and specifications in accordance with site requirements

2.3 Availability of supply is confirmed

2.4 Difficulties in supply are reported in accordance with workplace procedures

3 Check costings

3.1 Alternative suppliers are contacted to check different costings

3.2 Actual costs are compared to predicted costs

3.3 Recommendations regarding alternative suppliers are communicated to appropriate personnel in accordance with workplace procedures

3.4 All records/reports are maintained in accordance with site requirements

4 Purchase materials

4.1 Capacity of supplier to meet price, quality and delivery expectations is confirmed

4.2 Order is placed with supplier and delivery schedules are confirmed

4.3 Appropriate orders and invoices are exchanged in accordance with workplace procedures

4.4 Materials are checked/inspected on receipt in accordance with site requirements in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4009A Implement purchasing systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851