



**Australian Government**

# **BSBPRC403 Conduct international procurement**

**Release: 1**

# BSBPRC403 Conduct international procurement

## Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 3.0. |

## Application

This unit describes the skills and knowledge required to conduct international procurement. This includes sourcing potential suppliers, inviting offers, evaluating the offers received, preparing recommendations and contracting the successful supplier. It also covers arranging importation of the goods, satisfying regulatory requirements, arranging required payments and ensuring all contractual obligations are met.

It applies to individuals who conduct international procurement activities to reduce cost and increase efficiency. Individuals will be able to demonstrate the ability to localise and implement sourcing strategies based on market analysis, business requirements, and organisational objectives. Individuals undertaking this unit are typically undertaking procurement in accordance with an organisation's international procurement guidelines and work under minimal supervision of a senior procurement manager or in consultation with senior management.

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

## Unit Sector

Administration – Procurement and Contracting

## Elements and Performance Criteria

| ELEMENT                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                              |
| 1. Source international suppliers                | 1.1 Identify goods and/ or services to be procured internationally<br>1.2 Research potential sources of supply from relevant information sources<br>1.3 Examine market structures for proposed international procurement activities |

| ELEMENT                                            | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    | 1.4 Determine regulations governing international procurement<br>1.5 Source and apply relevant organisation procedures, policies and regulations govern the international procurement of goods and/ or services                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. Prepare invitations to offer for imported goods | 2.1 Obtain and clarify specifications of requirements for international sourcing of specified goods and/ or services from relevant stakeholders as required<br>2.2 Select procurement strategy most appropriate to the proposed goods and/ or services<br>2.3 Develop and document invitations to offer<br>2.4 Ensure invitations to offer are checked for compliance with regulations, organisation policies and procedures and description of required goods and/ or services<br>2.5 Develop, document and obtain approval for criteria for evaluating offers<br>2.6 Issue invitations to offer to prospective suppliers after gaining approval from relevant personnel |
| 3. Prepare recommendations in response to offers   | 3.1 Receive and assess offer documents from suppliers against criteria and requirements of organisational procurement strategies<br>3.2 Seek further information from suppliers, as required, to clarify offers<br>3.3 Select preferred offer and make recommendation for approval to relevant personnel<br>3.4 Consult with stakeholders and obtain approval for recommended offers                                                                                                                                                                                                                                                                                      |
| 4. Action successful offers                        | 4.1 Prepare contract documentation with successful supplier<br>4.2 Consult to ensure legality of contract agreements in accordance with organisation procedures<br>4.3 Issue contract in accordance with received approval from stakeholders<br>4.4 Inform unsuccessful offers of outcome of evaluation process in accordance with legal and organisation requirements                                                                                                                                                                                                                                                                                                    |
| 5. Arrange importation of goods                    | 5.1 Assess risks in ownership and logistics of goods and/ or services throughout international procurement activity<br>5.2 Seek agents as required to arrange inspection, packing, transport, importation, customs clearance and delivery of goods                                                                                                                                                                                                                                                                                                                                                                                                                        |

| ELEMENT                                           | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | <p>and/ or services</p> <p>5.3 Satisfy statutory and regulatory requirements including fumigation and export/import controls</p> <p>5.4 Ensure supply and logistics channels are managed, to achieve delivery of goods and/ or services satisfactorily and within designated timelines</p>                                                                     |
| 6. Arrange provision of foreign currency payments | <p>6.1 Obtain advice from stakeholders on payment strategy to be followed for international procurement</p> <p>6.2 Receive arrangements made to initiate currency hedging, letter of credit or payment by direct cheque in accordance with advice</p> <p>6.3 Finalise and authorise payments at appropriate times according to organisational requirements</p> |

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

| Skill                      | Description                                                                                                                                                                                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | <ul style="list-style-type: none"> <li>Gathers and analyses textual information from a range of sources and identifies relevant key information for work requirements</li> </ul>                                                                                           |
| Writing                    | <ul style="list-style-type: none"> <li>Develops clear workplace documents appropriate to audience and context</li> <li>Completes authorisations according to organisational procurement requirements</li> </ul>                                                            |
| Oral Communication         | <ul style="list-style-type: none"> <li>Uses clear language and appropriate features to provide information to a variety of stakeholders and personnel</li> <li>Uses active listening and questioning techniques to convey and clarify information</li> </ul>               |
| Numeracy                   | <ul style="list-style-type: none"> <li>Interprets numerical data to determine procurement, insurance and foreign currency requirements</li> </ul>                                                                                                                          |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Recognises and considers the implications of legal and regulatory responsibilities on own work</li> <li>Adheres to implicit and explicit organisational procedures and policies, seeking advice from others if necessary</li> </ul> |
| Interact with others       | <ul style="list-style-type: none"> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> </ul>                                                                                                              |

|                   |                                                                                                                                                                                                                                                                      |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Get the work done | <ul style="list-style-type: none"><li>• Takes responsibility for systematically planning, sequencing and prioritising tasks according to agreed timelines</li><li>• Uses systematic processes to gather and analyse information required to make decisions</li></ul> |
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## Unit Mapping Information

| Code and title<br>current version                                 | Code and title<br>previous version                            | Comments                                                                                                             | Equivalence status |
|-------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------|
| BSBPRC403<br>Conduct<br>international<br>procurement<br>Release 1 | BSBPUR403 Conduct<br>international<br>purchasing<br>Release 1 | Title change, updates to performance criteria, performance evidence, knowledge evidence and assessment requirements. | Equivalent unit.   |

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>