Australian Government

BSBPRC406 Conduct e-procurement

Release: 1

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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 e-procurement to source goods and/ or services in response to internal needs.

It applies to individuals who conduct online procurement of goods and/ or services from a variety of sources. While an individual may work closely with other staff members in the organisation, they have responsibility and autonomy to source quality goods and/ or services, monitor the procurement process and assess suppliers against organisation procurement policies and procedures.

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

Unit Sector

Administration - Procurement

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements and risks for e-procurement	1.1 Research and identify goods and/ or services to be e-procured in accordance with organisational objectives 1.2 Assess risk and benefits associated with e-procurement of goods and/ or services in accordance with organisational policies and procedures 1.3 Document and discuss e-procurement risks and benefits with organisational management
2. Engage in e-procurement	2.1 Create an e-procurement order for goods and/ or services 2.2 Electronically monitor the status of e-procured goods and/ or

ELEMENT	PERFORMANCE CRITERIA
	services against costs, timelines and organisational policies and procedures
	2.3 Assist in the e-payment of third parties and identify rejected payments
	2.4 Contribute to the development of e-procurement reports
	2.5 Present report to organisational management for review
3. Support organisational objectives through e-procurement	3.1 Analyse the benefits of e-procurement against organisational objectives and identify areas for improvement
	3.2 Review different e-procurement platforms that could assist in continuous improvement of organisational policies and procedures
	3.3 Contribute to new ways of electronic working through improvements in e-procurement
	3.4 Assist in consultation of stakeholders to gain buy-in to e-procurement strategies

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	• Analyses, matches and interprets information, paying attention to detail to identify errors
Writing	• Records information accurately using correct spelling, grammar and terminology
Oral Communication	• Uses questioning and active listening to convey and clarify information and instructions
Numeracy	• Performs mathematical analysis to verify financial information
Navigate the world of work	• Follows legislative requirements, and organisational protocols, policy and procedures relevant to own role
Interact with others	• Uses correct communication practices and protocols to obtain strategy approval from stakeholders
Get the work done	• Plans, organises and implements tasks according to organisational and requirements • Responds to problems by implementing standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPRC406 Conduct e-procurement Release 1	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10