



Australian Government

BSBPUR403 Conduct international purchasing

Release: 1

BSBPUR403 Conduct international purchasing

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to conduct international purchasing.

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 purchasing of specified goods within organisation policies and procedures and regulatory frameworks. Individuals undertaking this unit are typically purchasing in accordance with an organisation's international purchasing guidelines and work under minimal supervision of a senior purchasing 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 – Purchasing 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 to be purchased internationally 1.2 Research potential sources of supply from relevant information sources 1.3 Examine market structures for proposed purchases 1.4 Determine regulations governing international purchasing 1.5 Identify potential sources of supply from research

ELEMENT	PERFORMANCE CRITERIA
	1.6 Seek assistance and clarification as required on which organisation procedures, policies and regulations govern the international purchasing of specified goods 1.7 Apply organisation procedures, policies and regulations governing the international purchasing of specified goods
2. Prepare invitations to offer for imported goods	2.1 Obtain and clarify specifications of requirements for international purchasing of specified goods from relevant personnel as required 2.2 Select purchasing strategy most appropriate to the proposed purchase 2.3 Develop and document invitations to offer 2.4 Ensure invitations to offer are checked for compliance with regulations, organisation policies and procedures and description of required goods 2.5 Develop, document and obtain approval for criteria for evaluating offers 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 offer documents from suppliers 3.2 Assess offer documents against documented criteria and requirements of purchasing strategies 3.3 Seek further information from suppliers, as required, to clarify offers 3.4 Evaluate offers against purchasing criteria 3.5 Select preferred offer and make recommendation for approval to relevant personnel 3.6 Obtain approval for recommended offers
4. Action successful offers	4.1 Draft contract with successful supplier 4.2 Access legal expertise to ensure legality of contract agreements 4.3 Issue contract in accordance with received approval 4.4 Inform unsuccessful offers of outcome of evaluation process
5. Arrange importation of goods	5.1 Assess risks in ownership and transport of goods from point of delivery to final destination 5.2 Arrange relevant insurance cover 5.3 Seek agents as required to arrange inspection, packing, transport, importation, customs clearance and delivery of goods

ELEMENT	PERFORMANCE CRITERIA
	into store 5.4 Satisfy statutory and regulatory requirements including fumigation and export/import controls 5.5 Ensure supply and logistics channels are managed, to achieve delivery of goods satisfactorily and within designated timelines
6. Arrange provision of foreign currency payments	6.1 Obtain advice on payment strategy to be followed 6.2 Receive arrangements made to initiate currency hedging, letter of credit or payment by direct cheque in accordance with advice 6.3 Authorise payments at appropriate times
7. Ensure all contractual obligations are satisfied	7.1 Ensure that actions are taken to rectify any non-compliance with contractual conditions and specifications

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.7, 2.1, 2.4, 3.2, 3.4, 4.2, 5.1	Gathers and analyses textual information from a range of sources and identifies relevant key information for work requirements
Writing	2.3, 2.5, 2.6, 3.3, 3.4, 3.5, 3.6, 4.1, 4.2, 4.3, 4.4, 5.1, 5.3, 6.1, 6.2, 6.3	- Develops clear workplace documents appropriate to audience and context - Completes authorisations according to requirements
Oral Communication	1.6, 2.1, 2.5, 3.3, 3.6, 4.2, 5.3, 6.1	- Uses clear language and appropriate features to provide information to a variety of individuals - Uses active listening and questioning techniques to convey and clarify information
Numeracy	2.1, 3.4, 5.2, 6.2, 6.3	Interprets numerical data to determine purchasing, insurance and foreign currency requirements
Navigate the world of work	1.4, 1.6, 1.7, 2.1, 2.2, 2.4, 4.2, 5.4, 7.1	- Recognises and considers the implications of legal and regulatory responsibilities on own work - Adheres to implicit and explicit organisational procedures and policies, seeking advice from others if necessary

Interact with others	1.6, 2.1, 2.5, 2.6, 3.3, 3.5, 3.6, 4.1, 4.2, 5.3, 6.1	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1, 1.5, 2.2, 2.3, 2.5, 2.6, 3.1, 3.2, 3.4, 3.5, 5.1, 5.2, 5.5, 6.1, 6.3, 7.1	• Takes responsibility for systematically planning, sequencing and prioritising tasks according to agreed timelines • Uses systematic processes to gather and analyse information required to make decisions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPUR403 Conduct international purchasing	BSBPUR403B Conduct international purchasing	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBPUR403 Conduct international purchasing

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- source international suppliers for specified goods
- prepare and issue invitations to offer
- evaluate and select successful offers
- issue contracts with preferred suppliers
- inform unsuccessful suppliers of outcome of evaluation process
- arrange importation of goods and foreign currency payments
- check that contractual conditions have been met, and take action if non-compliances are identified.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and give an overview of key provisions of relevant legislation that affects business operations, codes of practice and national standards
- list methods of payment applicable to international purchasing
- outline organisational policies and procedures for international purchasing
- list the range of agencies and organisations involved in arranging importation arrangements such as:
 - consultants
 - customs brokers
 - freight forwarders
 - logistics and transport companies
- identify relevant insurance brokers and outline the range of available types of policies to cover risks of international purchasing

- outline external organisations that can provide information and assistance available from external organisations.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the administration – purchasing and contracting field of work and include access to:

- organisation policies and procedures
- purchasing strategies and relevant purchasing records
- office equipment and supplies
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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