

**SKILLS FRAMEWORK FOR MARINE AND OFFSHORE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Supply Chain Management					
TSC	Vendor Management					
TSC Description	Manage vendor relationships by ensuring contract terms are being met, providing innovation in services, operating within standards established by the organisation, and adhering to all security, compliance, business continuity and best practices					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			MAR-SCL-3004-1.1	MAR-SCL-4004-1.1	MAR-SCL-5004-1.1	
			Collaborate with vendors to fulfil procurement needs	Develop long-term vendor relationships	Drive strategic vendor partnerships	
Knowledge			<ul style="list-style-type: none"> Procurement workflows Bill of materials (BOM) Types of marine equipment, parts and materials Types of ships and rigs, terminologies and features Types of procurement management tools, systems and software Organisation's sourcing policies and procedures Service level agreements (SLAs) and preferred supplier agreements (PSAs) 	<ul style="list-style-type: none"> Organisation's tendering and purchasing processes Key critical components of rigs and ships Organisation's procurement strategies Vendor landscape Contract management Types of cost-benefit evaluation Principles of negotiation 	<ul style="list-style-type: none"> Best-in-class vendors and their respective contact points Organisation's due-diligence processes Organisation's product portfolios Organisation's business strategies and objectives 	
Abilities			<ul style="list-style-type: none"> Source for vendors according to marine equipment, parts and materials required Establish contact with vendors to verify their capability to deliver on the project's or organisation's needs Clarify technical specification requirements to ensure procured items meet engineering standards Collaborate with vendors to rectify quantity errors, specification 	<ul style="list-style-type: none"> Source for vendors to ensure the supply of key critical components Develop relationships with new vendors to expand supplier options Participate in tendering processes, presenting objective and non-bias inputs into vendor-selection process Collaborate with vendors to rectify recurring supply issues and gross quality defects, handling any other issues 	<ul style="list-style-type: none"> Source for best-in-class vendors for high-profile projects and expansion or innovation initiatives to ensure quality and successful execution Establish strategic partnerships with best-in-class vendors to ensure business continuity and leverage on opportunities to reduce vendor fragmentation Collaborate with vendors and Legal to conduct due-diligence prior to 	

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			<p>mismatches, and quality defects upon delivery, escalating issues to senior team members as necessary</p> <ul style="list-style-type: none"> • Provide administrative support related to invoicing and payments • Update vendor information and records into the procurement management system 	<p>escalated by junior team members</p> <ul style="list-style-type: none"> • Review existing contract terms against performance metrics to discuss contract renewals, terminations and modifications of terms with vendors in the organisation's best interest 	<p>establishing any agreements</p> <ul style="list-style-type: none"> • Leverage on performance metrics to lead management reviews regarding vendor contract renewals, terminations and modification of terms • Communicate service level agreements (SLAs) and preferred supplier agreements (PSAs) changes to senior executives and key stakeholders 	
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