

**SKILLS FRAMEWORK FOR RETAIL  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Supplier Relationship Management					
<b>TSC</b>	Supplier Sourcing					
<b>TSC Description</b>	Formulate organisational strategies to source for, manage and review supplier contracts					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b> <b>RET-SRM-3002-1.1</b>	<b>Level 4</b> <b>RET-SRM-4002-1.1</b>	<b>Level 5</b> <b>RET-SRM-5002-1.1</b>	<b>Level 6</b>
			Assess product needs from design plans, comply with relevant regulations and standards, evaluate availability of products from new and existing suppliers, check availability of required product within existing stock and identify new suppliers to create new business opportunities	Manage and review supplier partnerships and contracts, review and evaluate tender documents as well as invite quotes from product suppliers	Formulate the organisation's strategies and plans for the sourcing of suppliers and design specifications and criteria for product supply and purchasing	
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Specifications and types of items to be sourced</li> <li>Company's policy and procedures with regards to sourcing and procurement.</li> <li>Effective communications skills through all channels such as emails, telephone calls, SkypeE and face-to-face.</li> <li>Sources of suppliers information</li> <li>International and local importing and exporting regulations and types of agreement between countries</li> </ul>	<ul style="list-style-type: none"> <li>Merchandising strategies</li> <li>Supplier sourcing strategies</li> <li>Trends and predictions of markets and consumer trends</li> <li>Financial, costing and accounting issues relevant to merchandise buying</li> <li>Market price of raw material for product or merchandise</li> <li>Quantity, production lead-time, minimum order quantity and delivery required</li> <li>Specifications and types of items to be sourced</li> <li>Types of customers and customers' requirements</li> <li>Company's policies and procedures with regards to sourcing and procurement</li> </ul>	<ul style="list-style-type: none"> <li>Merchandising strategies</li> <li>Supplier sourcing strategies</li> <li>Trends and predictions of markets and consumer trends</li> <li>Financial, costing and accounting issues relevant to merchandise buying</li> <li>Market price of raw material for product or merchandise</li> <li>New sources of raw material or merchandise</li> <li>Company's policies and procedures with regards to sourcing and procurement</li> <li>International and local importing and exporting regulations</li> </ul>	
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Search and identify sources of suppliers in local and overseas market</li> <li>Research on import</li> </ul>	<ul style="list-style-type: none"> <li>Lead team on supplier sourcing in local and overseas market</li> <li>Evaluate products and/or services against required</li> </ul>	<ul style="list-style-type: none"> <li>Guide team on supplier sourcing in local and overseas market</li> <li>Define product specifications and criteria</li> </ul>	

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			<p>regulations, permits and taxes</p> <ul style="list-style-type: none"> <li>• Evaluate availability of product from preferred suppliers</li> <li>• Monitor and check available of required product with existing stocks</li> <li>• Carry out sourcing of supplies in accordance with established organisational procedures</li> <li>• Complete sourcing operations with proper documentation and handover according to established organisational procedures</li> </ul>	<p>quality standards and established code of conduct according to organisational standards</p> <ul style="list-style-type: none"> <li>• Obtain quotes from product suppliers</li> <li>• Negotiate contractual terms, supply arrangement and document according to established organisational procedures</li> <li>• Review and evaluate tender documents</li> <li>• Seek management approval for selected suppliers</li> </ul>	<p>for product supply and purchasing</p> <ul style="list-style-type: none"> <li>• Endorse product packaging design</li> <li>• Set supplier sourcing budget</li> <li>• Determine financial costs related to merchandise buying</li> <li>• Approve and prioritise recommendations of suppliers</li> </ul>	
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