

PROPAM516

Place orders with suppliers



Overview

This unit must be used in accompaniment with the Supply Chain Management Standards Guidance Note.

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Performance criteria

You must be able to:

- P1 obtain information on the supplies that need to be ordered
 - P1.1 specifications and quality of supplies required is clearly identified
 - P1.2 quantity and rate of supplies required is clearly identified
 - P1.3 delivery schedules and other requirements are clearly specified
- P2 confirm the specifications with colleagues
 - P2.1 information is provided to all relevant colleagues
 - P2.2 colleagues are consulted on their views
- P3 place orders with suppliers
 - P3.1 orders are placed according to the specified schedule
 - P3.2 orders are placed according to procedures agreed with the supplier
- P4 confirm the orders with suppliers
 - P4.1 price and specifications are confirmed
 - P4.2 delivery instructions are agreed
- P5 identify any problems in placing orders
 - P5.1 problems are clearly identified as soon as possible
 - P5.2 colleagues are informed of problems according to organisational procedures
- P6 comply with procedures for placing orders
 - P6.1 supply chain management systems are used
 - P6.2 legal and organisational requirements are complied with

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Knowledge and understanding

You need to know and understand:

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| K1 | information sources on supply chain processes |
| K2 | organisational objectives and activities |
| K3 | presentation theories, models, and practices |
| K4 | procurement theories, models, and practices |
| K5 | supplier evaluation methods and procedures |
| K6 | supply chain management theories, models, and practices |

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Glossary

Definitions of key words used in the standards

Colleagues	any people who are directly employed or under contract by the same organisation.
Contracts (noun)	usually comprise of formal legally binding agreements, but can be informal agreements: both can be enforced through civil law.
Organisation	any type of private or public body, eg a private limited company or a local government body, regardless of size. Because of the complexity of ownership and control systems, each person will have to decide what their organisation is.
Resources	the facilities, equipment, materials, and finances that are required to sustain the supply chain.
Stakeholders	all organisations or individuals who have a vested interest in the organisation.
Supplies	any combination of goods or services that are procured, delivered, or stored in the supply chain.
Supply chain management	covers the application of procurement, purchasing and supply, logistics, transport, and operations management, within and between international boundaries

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Developed by	Proskills
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Version number	1
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Date approved	December 2007
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Indicative review date	2013
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Validity	Current
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Status	Original
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Originating organisation	
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Original URN	516
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Relevant occupations	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
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Suite	Print Management and Administration
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Key words	print, production, costing, estimating, sales, account, management
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