

**Overview**

This standard is about the skills and knowledge needed for you to source supplies in a food and drink business.

Sourcing of materials and services in a food and drink business is a key skill in the fast moving, highly competitive, global food and drink industry. The use of innovative, cost effective sources for the supply of raw materials, goods and services can contribute to the financial success of a food and drink business. Food and drink business supplies can be sourced locally, nationally or globally.

You will need the skills and knowledge to locate suppliers for the required food and drink product, packaging materials or service adhering to regulatory and organisational requirements. You must also have the skills and knowledge to summarise the findings, make recommendations and communicate to relevant people.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in sourcing supplies in a food and drink business.

## Performance criteria

*You must be able to:*

### **Gather information**

1. source the organisational strategy and policies to be adhered to when sourcing materials in the food and drink business
2. adhere to the social, ethical and environmental considerations to be accounted for when sourcing materials
3. confirm, with the relevant people, the quantities, specifications, lead time, cost and processing requirements of the materials you are sourcing

### **Source materials**

4. research the availability of the materials or service from a number of sources
5. source formal and informal information relating to the reliability and solvency of the suppliers
6. check that suppliers comply with organisational requirements
7. adhere to the organisational requirements for the obtaining of quotes from suppliers

### **Communicate information**

8. summarise quotes received from suppliers including any recommendations and additional relevant information
9. communicate summary quotes to relevant people
10. confirm the preferred supplier

## Knowledge and understanding

*You need to know and understand:*

1. how to locate the organisational strategy and policies relating to sourcing and why it is important to follow them
2. why it is important to adhere to the organisational social, ethical and environmental policies and how to do this
3. what the requirements are for the material or service and why it is important to adhere to them when carrying out sourcing activities
4. how to locate suppliers using existing organisational systems and records and innovative, external sources of information
5. why it is important to gather informal information relating to specific suppliers and how to do this
6. what the regulatory and organisational requirements are for suppliers to the food and drink business
7. the organisational and regulatory requirements for maintaining traceability when sourcing supplies
8. why it is important to adhere to the organisational requirements for the obtaining of quotes from suppliers
9. how to summarise and present quotes for a specific material or service, adhering to organisational requirements
10. how to use the information relating to the suppliers to help inform decision making
11. the organisational methods of communication and information technology available in your organisation and how to use them
12. why it is important to adhere to organisational requirements relating to your conduct and behaviours when dealing with external contacts

Source supplies in a food and drink business

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