

<b>Title</b>	<b>Purchase and receive marine products from suppliers</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to: identify and describe marine products to purchase for on selling in a marine distribution or retail environment; place a purchase order with a marine supplier; monitor freight of imported marine products; and receive ordered marine products.
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<b>Classification</b>	Boating Industries > Marine Sales and Services
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Evidence is required for one New Zealand and one international purchasing transaction – international transactions may be simulated for assessment purposes.
- 2 Recommended for entry: Unit 25354, *Demonstrate knowledge of product purchasing for the New Zealand marine industry*.
- 3 Legislation that may apply to this unit standard includes: Copyright Act 1994; Trade Marks Act 2002; Biosecurity Act 1993, and any subsequent amendments.
- 4 Transitional biosecurity information available at [www.mpi.govt.nz](http://www.mpi.govt.nz).
- 5 Definitions  
*Terms of trade* are a suppliers' guide to customers on how transactions will be carried out, from quoting through to final payment;  
*Company procedures* are the documented or accepted procedures in the workplace where the unit standard is being assessed.

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### Outcomes and performance criteria

#### Outcome 1

Identify and describe marine products to purchase for on-selling in a marine distribution or retail environment.

#### Performance criteria

- 1.1 Stock levels are evaluated in terms of product description and quantity.  

Range	quantity may include but is not limited to – number of items, lineal quantity, volumetric quantity, weight.
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- 1.2 Products to purchase are determined in accordance with current and projected company requirements.
- Range may include but is not limited to – new products that fit within company's business sector and strategy.
- 1.3 Product description and quantity are recorded in accordance with company and supplier ordering requirements.
- 1.4 Identified product types and quantities are in alignment with organisation's business plan and positioning in the market place.

## Outcome 2

Place a purchase order with a marine supplier.

### Performance criteria

- 2.1 Order is placed in accordance with suppliers agreed terms of trade.
- 2.2 Order accurately describes products and quantities.
- Range product identification codes, part numbers.
- 2.3 Order specifies purchaser requirements.
- Range may include but is not limited to – delivery, product quality, information for documentation.
- 2.4 Order is in accordance with purchase organisation's format.
- 2.5 Insurance responsibilities are checked to ensure purchaser's risk is covered.
- 2.6 Confirmation of order is sort from supplier to confirm order receipt and requirements.
- Range confirmation is sort for order accuracy, completion, delivery, price.

## Outcome 3

Monitor freight of imported marine products.

### Performance criteria

- 3.1 Communication between supplier and freight agent is checked in accordance with the requirements for receiving goods in New Zealand.

- 3.2 Charges and fees are checked and payment organised according to requirements of shipment.

Range may include but is not limited to – GST, duty, agent fees, freight fees, Ministry of Agriculture and Fisheries (MAF), other charges.

#### Outcome 4

Receive ordered marine products.

#### Performance criteria

- 4.1 Product quantity and quality are checked in accordance with order documentation.
- 4.2 Products are entered into stock in accordance with company procedures.

Range may include but is not limited to – MAF transitional arrangements.

<b>Planned review date</b>	31 December 2020
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	12 December 2008	N/A
Rollover and Revision	2	31 May 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0136
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact the NZ Marine and Composites ITO [training@nzmarine.com](mailto:training@nzmarine.com) if you wish to suggest changes to the content of this unit standard.