

Title	Prepare quotations for marine product supply		
Level	4	Credits	4

Purpose	People credited with this unit standard are able to: demonstrate knowledge of quotations for marine product supply; explain the treatment of GST in the marine industry when quoting; prepare a quotation for marine products; deliver a quotation to the customer; and confirm quotation has been received by the customer.
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Classification	Boating Industries > Marine Sales and Services
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Available grade	Achieved
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Guidance Information

- 1 Learners undertaking assessment against this unit standard are expected to comply with the following legislation and any subsequent amendments:
 - Consumer Guarantees Act 1993
 - Fair Trading Act 1986
 - Sale of Goods Act 1908.
- 2 Recommended for entry: Unit 25355, *Demonstrate knowledge of customer service requirements for the supply of boat construction materials and equipment.*
- 3 This unit standard may be assessed in conjunction with Unit 11751, *Match customer's requirements for marine products with manufacturer's specifications.*
- 4 This unit standard does not cover generic sales, which are covered in other unit standards such as Unit 11831, *Apply skills and qualities of a salesperson in a retail or distribution environment.*
- 5 Competence must be demonstrated for a multiple product quotation exceeding a total value of \$500.
- 6 Definition
Company procedures refers to the documented or accepted procedures in the workplace where the unit standard is being assessed.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of quotations for marine product supply.

Performance criteria

- 1.1 The definition of a quote is described in accordance with contract law.
- 1.2 The difference between a quote and an estimate are explained in accordance with contract law.
- 1.3 Examples of quotations and estimates in the New Zealand marine industry are explained in terms of compliance with contract law.
- Range evidence is required for a minimum of two quotations and two estimates.

Outcome 2

Explain the treatment of GST in the marine industry when quoting.

Performance criteria

- 2.1 Treatment of GST is explained for goods supplied for use in New Zealand in accordance with New Zealand tax law.
- 2.2 Treatment of GST is explained for goods supplied for export in accordance with New Zealand tax law.
- Range exemption for overseas vessels, declaration certificate.
- 2.3 Responsibilities of the supplier in terms of GST responsibility for product supply are explained in accordance with New Zealand tax law.

Outcome 3

Prepare a quotation for marine products.

Performance criteria

- 3.1 Quotation specifies products by manufacturer and part number.
- 3.2 Quotation is prepared in accordance with company procedures and format.
- Range may include but is not limited to – electronic, hard copy.
- 3.3 Quoted price is in accordance with the company's pricing structure.
- 3.4 Quote specifies delivery time.
- 3.5 Quote specifies payment terms and period of validity.
- 3.6 Quote specifies product warranty and service inclusions.
- 3.7 GST is accounted for in accordance with customer, company, and legislative requirements.

Outcome 4

Deliver a quotation to the customer.

Range may include – face-to-face, written, electronic delivery.

Performance criteria

4.1 Quotation is delivered to the customer in accordance with the customers requirements and company procedures.

4.2 Delivery of quotation includes explanation in accordance with the quotation scope and complexity.

Range may include – cover letter, email, verbal explanation, product and warranty information.

Outcome 5

Confirm quotation has been received by the customer.

Performance criteria

5.1 Customer is contacted to confirm receipt of quotation and that the quotation has been interpreted as intended.

Range may include but is not limited to – price, scope of quote description, delivery terms.

Planned review date	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

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.