

Specification of Competency Standards
for the Fashion
Unit of Competency.

Functional Area - Merchandising & Material Procurement

Title	Assist in preparing price quotations
Code	111529L3
Range	This unit of competency applies to practitioners who are required to assist in preparing quotations by compiling supplier information, retrieving standard prices and entering detailed data into quotation templates or systems.
Level	3
Credit	2 (<i>For Reference Only</i>)
Competency	Performance Requirements 1. Knowledge in the subject area Be able to • describe the organisation's pricing policies and target profit margins • state basic elements of a quotation (e.g. unit price, minimum order quantity, delivery terms) • understand the purpose of quotations in customer communication and order processing • describe the key fields and structure of customer quotation templates or systems • understand the basic impacts of exchange rates and commercial terms on pricing 2. Application and process Be able to • collect and organise supplier pricing data and relevant commercial terms for quotation use • assist the merchandising or sales team in preparing draft quotations according to guidelines for internal review • input quotation data into designated quotation templates or systems • verify that entered data is consistent with source materials and meets customer requirements • update or revise quotation data in accordance with established procedures to reflect the latest information 3. Exhibit professionalism Be able to • handle pricing and customer data confidentially in accordance with organisational regulations • verify quotation data to maintain accuracy and completeness
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to accomplish: • Input prices and commercial terms into customer-designated quotation templates or systems and complete compliant draft quotations for review by the merchandising or sales team. • Verify that input data is consistent with source materials, correct basic errors and comply with organisational confidentiality requirements when handling quotation data.
Remark	