

03 Self-evaluation professional competences

This document exists in English only

Competence area 2: Ensuring the process of purchasing

Category	He/She	He/She
Level		
1	I can use the company's database to find standard information about suppliers and orders.	I can carry out a regional market analysis to find new suppliers for a given demand
2	I can find necessary information about known suppliers in the company's database.	I can request quotations from sellers
3	I can compile information for an order with a known supplier, with given products, terms and conditions.	I can compare offers regarding price, product quality and distribution conditions
4	I can fill out the company standard forms and purchasing paperwork	I can negotiate conditions within a given framework
5	I can provide information to my colleagues regarding an order	I can compile the necessary information for the supplier
6	I can provide necessary and correct information to the supplier	I can monitor an ongoing purchase process with the help of the company's ERP system

He/She

- can order defined lots and products (using known products, supplier and delivery services) with the help of enterprise resource planning (ERP) such as SAP/Navision systems
- can process order documents and ensure the information flow to different departments and companies

He/She

- can observe the purchasing process and compare offers in terms of price, quality and delivery conditions
- can analyse the distribution market and carry out regional market analysis to ensure suitable purchasing processes (benchmarking, brands, product areas, different cargo enterprises)
- can negotiate prices and delivery conditions. Depending on the status of delivery he/she can ensure that the seller provides the correct documentation (e.g. waybills: CMR, airway bill, B/L, invoice, certificate of origin, export declaration, letter of instructions for the seller, packing list)

03 Self-evaluation professional competences

Competence area 6: Observing and analysing foreign markets and foreign contexts

Category	<p>He/She can collect company data such as market share, turnover or history, current buyers, suppliers etc and produce statistics and figures as requested by the company</p>	<p>He/She</p> <ul style="list-style-type: none"> - is able to identify specific strengths and measures required to determine the company's market position. - can use marketing tools for market analysis (e.g. SWOT analysis, competitor analysis, etc) according to predefined information needs. - can obtain information about given market players and institutions in different foreign countries. - can prepare information about foreign markets, taking into account known indicators for market development (e.g. growth rate, productivity, etc).
Level		
1	I can look for data within the company about the current market position of the company	I can collect key data regarding market structure in foreign markets
2	I can find indicators for developments within the company's data	I can conduct an external analysis (benchmark, competitor analysis, etc)
3	I can collect key data of the company's sellers / buyers	I can research trends and developments in foreign markets
4	I can use research tools to acquire necessary information	I can link company's data with external market data
5	I can use software to prepare data and information	I can compile a SWOT-Analysis
6	I can compile a report / presentation about market players, market structure and development from the perspective of the company	I can plan measures to obtain and develop the market position of the company

03 Self-evaluation professional competences

Competence area 2: Ensuring the process of purchasing

Category	He/She	He/She
1	I can use the company's database to find standard information about suppliers and orders.	I can carry out a regional market analysis to find new suppliers for a given demand
2	I can find necessary information about known suppliers in the company's database.	I can request quotations from sellers
3	I can compile information for an order with a known supplier, with given products, terms and conditions.	I can compare offers regarding price, product quality and distribution conditions
4	I can fill out the company standard forms and purchasing paperwork	I can negotiate conditions within a given framework
5	I can provide information to my colleagues regarding an order	I can compile the necessary information for the supplier
6	I can provide necessary and correct information to the supplier	I can monitor an ongoing purchase process with the help of the company's ERP system

03 Self-evaluation professional competences

Competence area 6: Observing and analysing foreign markets and foreign contexts

Category	<p>He/She can collect company data such as market share, turnover or history, current buyers, suppliers etc and produce statistics and figures as requested by the company</p>	<p>He/She</p> <ul style="list-style-type: none"> - is able to identify specific strengths and measures required to determine the company's market position. - can use marketing tools for market analysis (e.g. SWOT analysis, competitor analysis, etc) according to predefined information needs. - can obtain information about given market players and institutions in different foreign countries. - can prepare information about foreign markets, taking into account known indicators for market development (e.g. growth rate, productivity, etc).
Level		
1	I can look for data within the company about the current market position of the company	I can collect key data regarding market structure in foreign markets
2	I can find indicators for developments within the company's data	I can conduct an external analysis (benchmark, competitor analysis, etc)
3	I can collect key data of the company's sellers / buyers	I can research trends and developments in foreign markets
4	I can use research tools to acquire necessary information	I can link company's data with external market data
5	I can use software to prepare data and information	I can compile a SWOT-Analysis
6	I can compile a report / presentation about market players, market structure and development from the perspective of the company	I can plan measures to obtain and develop the market position of the company