

Work based competence: _____ Overall weight in Portfolio: 10 %

Competence area: Ensuring process of purchase

- 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).

Descriptions	never	seen once	seen more often	seen regularly	Proficiency category				Evidence Weekly protocol Visit Questions
					I excellent	II good	III Need to improve	IV Unsatisfactory	
Can extract and process standard information from the companies database using the company procedure									
Can communicate effectively internal and externally regarding orders									
can carry out a regional market analysis to find new suppliers for a given demand									
can request quotations									

can compare offers regarding price, product quality and distribution conditions									
can negotiate conditions within a given framework									
can compile the necessary information for the supplier									
can monitor an ongoing purchase process with the help of the company's ERP / information-system									
Comments assessor 1									
Comments assessor 2									

Competence area: Observing and analysing foreign markets and foreign contexts									
<p>He/She</p> <ul style="list-style-type: none"> 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>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). 									
Descriptions	never	seen once	seen more often	seen regularly	Proficiency category				Evidence Weekly protocol Visit Questions
					I excellent	II good	III Need to improve	IV Unsatisfactory	
can look for data within the company about the current market position of the company and find indicators for developments									
can collect key data of the company's sellers / buyers and markets									
can use research tools and software to acquire necessary information									
can compile a report / presentation about market players, market structure and development from the perspective of the company									

can conduct an external analysis (benchmark, competitor analysis, etc) and link it to company's date (e.g. SWOT-Analysis)									
can plan measures to obtain and develop the market position of the company									
Comments assessor 1									
Comments assessor 2									
Overall									