




|   |  |                              |
|---|--|------------------------------|
|  | <b>Buying, receiving and warehousing goods</b> | <b>ECVET Unit No 1</b>       |
|   |  | <b>Level 2 Credit points</b> |

| Knowledge  | Skills  |
|--|---|
| <ul style="list-style-type: none"> <li>• calculation of quantities, scheduling and calculation of prices</li> <li>• enquiries, offers, orders</li> <li>• calculation of purchase</li> <li>• comparison of offers</li> <li>• defects</li> <li>• complaints</li> <li>• delay in delivery</li> <li>• minimum stock level, reorder level</li> <li>• warehousing costs</li> <li>• storage and transport regulations</li> </ul>  | <p>The students are able</p> <ul style="list-style-type: none"> <li>• according to specifications to calculate order sizes, to calculate prices, to determine the right time to order, to plan the purchase of goods</li> <li>• to request for offers and to compare offers under supervision</li> <li>• to take part in placing orders</li> <li>• to control incoming goods according to specifications and to identify defects</li> <li>• to list the rights when facing defective delivery and to propose adequate action</li> <li>• to recognize the conditions of a delay in delivery, to contrast the rights of the buyer and to outline proposals for adequate action</li> <li>• to describe the requirements of adequate warehousing and its legal regulations</li> </ul> |
| Competences  |   |
| <p>The students are able</p> <ul style="list-style-type: none"> <li>• to describe the different steps for purchasing goods</li> <li>• to acquire data to decide on the purchase of goods and to consider quantitative aspects</li> <li>• to compare and present offers under supervision</li> <li>• to take part in ordering goods</li> <li>• through direct instruction to check incoming goods and to take care of appropriate storage</li> <li>• according to specifications to recognize a breach of duty caused by the supplier and to list measures to eliminate it</li> </ul> |   |

|   |  |                              |
|---|--|------------------------------|
|  | <b>Buying, receiving and warehousing goods</b> | <b>ECVET Unit No 1</b>       |
|   |  | <b>Level 3 Credit points</b> |

| Knowledge   | Skills   |
|---|--|
| <ul style="list-style-type: none"> <li>• calculation of quantities, scheduling and calculation of prices</li> <li>• enquiries, offers, orders</li> <li>• calculation of purchase</li> <li>• comparison of offers</li> <li>• Enterprise Resource Planning</li> <li>• defects</li> <li>• complaints</li> <li>• delay in delivery</li> <li>• minimum stock level, reorder level</li> <li>• stock turn rate</li> <li>• warehousing costs</li> <li>• storage and transport regulations</li> </ul>  | <p>The students are able</p> <ul style="list-style-type: none"> <li>• to calculate order sizes</li> <li>• to calculate prices</li> <li>• to determine the right time to order</li> <li>• to plan the purchase of goods</li> <li>• to request for offers and to compare offers</li> <li>• to place repeat orders</li> <li>• to consider the place of performance, the passing of risks and the place of jurisdiction</li> <li>• to use computer aided enterprise resource planning</li> <li>• to control incoming goods according to operational rules and to identify defects</li> <li>• to prove the rights when facing defective delivery and to propose adequate action</li> <li>• to evaluate the conditions of a delay in delivery, to contrast the rights of the buyer and to outline proposals for adequate action</li> <li>• to consider the requirements of adequate warehousing and its legal regulations</li> </ul> |
| Competences   |  |
| <p>The students are able</p> <ul style="list-style-type: none"> <li>• to plan the purchase of goods considering the data from enterprise resource planning</li> <li>• to use information technology systems during their planning</li> <li>• to consider quantitative and qualitative aspects when purchasing goods</li> <li>• to analyze the data they obtained and to present their findings as a basis for decision making</li> <li>• to purchase ordinary goods considering economic, legal and ecological aspects</li> <li>• to prepare a sales contract using different communication media</li> <li>• to control incoming goods, to store them adequately considering important principles of warehousing</li> <li>• to record a breach of duty caused by the supplier, to outline measures to eliminate it and to carry out the usual procedures independently</li> </ul> |  |

|   |  |                              |
|---|--|------------------------------|
|  | <b>Buying, receiving and warehousing goods</b> | <b>ECVET Unit No 1</b>       |
|   |  | <b>Level 4 Credit points</b> |

| Knowledge   | Skills  |
|---|---|
| <ul style="list-style-type: none"> <li>• calculation of quantities, scheduling and calculation of prices</li> <li>• enquiries, offers, orders</li> <li>• calculation of purchase</li> <li>• comparison of offers</li> <li>• Enterprise Resource Planning</li> <li>• defects</li> <li>• complaints</li> <li>• delay in delivery</li> <li>• minimum stock level, reorder level</li> <li>• stock turn rate</li> <li>• warehousing costs</li> <li>• storage and transport regulations</li> </ul>  | <p>The students are able</p> <ul style="list-style-type: none"> <li>• to calculate order sizes</li> <li>• to calculate prices</li> <li>• to determine the right time to order</li> <li>• to plan the purchase of goods</li> <li>• to request for offers and to compare offers</li> <li>• to order goods in a defined framework</li> <li>• to consider the place of performance, the passing of risks and the place of jurisdiction</li> <li>• to use computer-aided enterprise resource planning</li> <li>• to control incoming goods and to identify defects</li> <li>• to prove the rights when facing defective delivery and to react appropriately</li> <li>• to evaluate the conditions of a delay in delivery and to take legal action</li> <li>• to consider the requirements of adequate warehousing and its legal regulations</li> </ul> |
| Competences   |   |
| <p>The students are able</p> <ul style="list-style-type: none"> <li>• to plan the purchase of goods considering the data from enterprise resource planning</li> <li>• to use information technology systems during their planning</li> <li>• to consider quantitative and qualitative aspects when purchasing goods</li> <li>• to analyze the data they obtained and to use their findings as a basis for decision making</li> <li>• to purchase goods considering economic, legal and ecological aspects</li> <li>• to prepare and to conclude a sales contract using different communication media</li> <li>• to control incoming goods, to store them adequately considering important principles of warehousing and to present and use optimization options</li> <li>• to evaluate a breach of duty caused by the supplier, to eliminate it and to communicate in a problem oriented way with the supplier</li> </ul> |   |