

Overall weight in Portfolio: 10 %

Competence area 2: Ensuring the process of purchasing

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).

	Never		Seen more often	Seen regularly		Evidence			
Descriptions		Seen once							
He / She					I Excellent	II Good	III Need to improve	IV Unsatis- factory	Weekly protocol Visit Questions
can use the company's database to find standard information about suppliers and orders									
can find necessary information about known suppliers in the company's database									
can compile information for an order with a known supplier, with given products, terms and conditions									
can fill out the company's standard forms and purchasing paperwork									
can provide information to his/her colleagues regarding an order									
can provide necessary and correct information to the supplier									



can carry out a regional market						
analysis to find new suppliers for a						
given demand						
can request quotations from sellers						
can compare offers regarding						
price, product quality and						
distribution conditions						
can negotiate conditions within a						
given framework						
can compile necessary information						
for the supplier						
can monitor an ongoing purchase						
process with the help of the						
company' s ERP system						
Comments assessor 1			•	•	•	
Comments assessor 2						



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

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.

He/She

- 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			Seen more often	Seen regularly	Proficiency category				Evidence
He / She	Never	Seen once			I Excellent	II Good	III Need to improve	IV Unsatis- factory	Weekly protocol Visit Questions
can look for data within the company about the current market position of the company									
can find indicators for developments within the company's data									
can collect key data of the company's sellers / buyers									
can use research tools to acquire necessary information									
can use software to prepare data and information									
can compile a report / presentation about market players, market structure and development from									



the perspective of the company					
can collect key data regarding market structure in foreign markets					
can conduct an external analysis (benchmark, competitor analysis, etc)					
can research trends and developments in foreign markets					
can link company's data with external market data					
can compile a SWOT-Analysis					
can plan measures to obtain and develop the market position of the company					
Comments assessor 1					
Comments assessor 2					
Overall					