

# **Inventories Management Practice in Bangladesh**

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## **Internship Report**

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**United International University**

## **Letter of acknowledgement**

At first, I like to express my deepest gratitude to Allah for giving me the quality and the self-control to complete the errand inside the planned time.

I might likewise want to offer my thanks from the center of my heart to my heart to my Mentor Rana Mazumder Sir Assistant Professor of School of Business and Economics at United International University, who helped me in coordinating my whole venture. His consistent support and participation demonstrated the path towards the successful completion of undertaking.

Lastly, I like to state that I have tried hard and soul to set up this report precisely. Be that as it may, there may be some errors and senseless mix-ups because of my inclination and time constraint. In such manner, I look for your benevolent thought and I'm in the procedure of learning.

11<sup>th</sup> January, 2019

Rana Mazumder  
Assistant Professor  
School of Business & Economics  
United International University

Subject: Submission of Internship Report.

Dear Sir,

It's my pleasure to submit you my Internship report on "Inventories Management Practice in Bangladesh."

I hereby declare that this internship report has not been submitted by me before, for any degree, diploma, title or recognition.

I have great hope that, the report will meet your expectation and aid you in getting a clearer idea about the subject. Please do call me for any clarification regarding the report, if required.

Yours Sincerely,



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Md. Soyeb Hasan Miran

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## **Executive Summary**

In this report describe about what is inventory management and different types of inventories management practice. Here also describe the instruction of International Accounting Standard 2 (two) which types of materials are inventory as per IAS-2 and how maintain the accounts of inventory. Which cost formulas can be followed and cannot be followed according IAS 2. This report give the information in Bangladesh the business organizations how maintain inventories management system and how keep their records of accounts. Which procedures and procurement they follow and how this management system helps to achieve their goals. How external auditor audit the inventories of an organization.

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## **Introduction**

Inventories management is the administration of stock and stock. As a component of inventory network the board, stock administration incorporates angles, for example, controlling and administering requesting stock, stockpiling of stock, and controlling the measure of item available to be purchased. The meaning of Inventory Management is straight forward. Basically, stock administration is tied in with having the correct stock at the correct amount, in the opportune place, at the ideal time, and at the correct expense. Be that as it may, how would you actualize the best inventories management systems to guarantee the best outcomes? Peruse on to discover my bits of knowledge for stock administration best practices. Holding stock ties up a great deal of money. That is the reason great stock administration is vital for growing an organization. Much the same as income, it can represent the moment of truth your business.

# **Inventory Management Practice**

Inventory management is a procedure that used to maintain the flow of Goods or Raw materials, overhead other control of direct labors and services input and output of an organization. In Bangladesh several kind of business such as merchandise, manufacturer, engineering, service etc they follow several kind of technique or techniques as require to meet their business goal. Businesses set strategies for utilizing inventory management and maintain inventory-related accounting. Here different types of Inventories Management practices are discuss.

## **Supplier Assistance**

A successful method to oversee stock is to request the assistance of providers. Provider oversaw stock gives the seller access to the wholesaler's stock information. The provider produces buy orders dependent on the merchant's needs. Dispersion concentrated organizations use seller oversaw stock controls to take out information passage mistakes and to adequately deal with the planning of procurement orders.

## **Inventory Control Personnel**

A productive strategy for overseeing stock is to employ a committed stock control expert. Stock experts deal with all stock things that are close by and in travel. They likewise perform changes, oversee returns, approve got stock and execute stock detailing techniques.

## **Lead Time**

Lead time is the measure of time it takes to reorder stock. Providers convey items at different occasions after a request is put. A valuable method to oversee stock is to build up lead time reports to see to what extent it takes to recharge your stock.

## **Monitor Inventory Levels**

Having abnormal amounts of stock adds to costs and builds overhead expenses. A successful method to oversee stock is to decide the stock requests of the business. Limit regular stock and cut back on stock that does not move.

## **Customer Delivery**

An effective way to manage inventory is to measure inventory turnover and delivery turnaround time. This involves measuring how often your inventory sells and how long it takes to get into the hands of your customers.

### **Inventory Consultant**

Numerous associations enlist stock specialists outside the organization to create and oversee inner stock frameworks. Stock specialists are in charge of looking after precision, cycle checking, dispatching and getting, and overseeing request picking activities.

### **Purchase Software**

Numerous organizations oversee stock by planning a stock administration database or acquiring stock administration programming. Stock administration programming empowers merchants to redo the database to accommodate their individual needs.

### **Product Turnaround**

All organizations have items that move and items that sit on the racks. An accommodating method to oversee stock is to set up a framework that pinpoints which items move rapidly and which items set aside greater opportunity to move.

### **Tracking System**

Numerous organizations build up a following framework to oversee stock and screen turnaround times. Stock following framework positions extend from spreadsheets to PC programs. They give finish stock control enabling entrepreneurs to sort out thing levels and take cycle checks in conveyance focuses or stock rooms.

### **Work in Progress**

Organizations effectively oversee stock by following units as they travel through various operational stages. Numerous organizations use some stock to make different items. Building up a framework to follow "work-in-advance" materials enables organizations to change arrange sums before the stock gets excessively low and moderates generation.

# International Accounting Standard 2

## Inventories

### Definitions

- ❖ Inventories are assets that are goods of a normal trade or merchandise business.
- ❖ Inventories are assets that used in work in process for sale.
- ❖ Inventories are assets that direct and indirect materials used to be consumed in manufacturing or service.

### IAS 2 do not accept as Inventory

Materials of construction business, Financial Instruments, Biological Assets, Agricultural products of cultivation.

### How are Inventories measured?

As per IAS2 every Inventories are valued by the lower of either Net realisable value or Cost.

### Net Realisable Value

Net realisable value (NRV) is estimated selling price of goods minus cost of goods and cost of sales.

### Cost of Inventories

Cost value is the combine of costs of purchase, costs of conversion and other costs are held to bring inventories in present location and condition.

**Purchase Costs:** Combine of purchase price, delivery costs and import duties.

**Conversion Costs:** Combine of direct labor, direct expenses and production overheads.

**Other Costs:** Its include nonproduction overhead such as the cost of designing product for specific customers.

### Illustration

#### Cost Information

In bringing an item of inventory to its current location and condition, the following costs were incurred:

- Purchase price 250tk.
- Carriage in 10tk.
- Import duties paid 20tk.
- Direct labor spent spent 30tk.

### NRV Information

If the item were finished and sold we would expect:

- Selling price 320tk.
- Costs to complete 10tk
- Carriage out 15tk.

### Illustration Answer

Cost		NRV	
Description	tk.	Description	tk.
Purchase price	250	Selling price	320
Carriage in	10	Less	
Import duties	20	Costs to complete	(10)
Direct labor	30	Carriage out	(15)
<b>Cost</b>	<b>310</b>	<b>NRV</b>	<b>295</b>

Inventory is valued at the lower of cost and NRV. So here NRV is lower than cost that causes the value is 295tk.

### Valuing Identical Inventories (Cost formula)

Business purchase inventories frequently at various times and various prices. IAS 2 suggests the costs of inventories are using the First-in, first-out (FIFO) or weighted average cost formula. But IAS 2 do not allow Last-in, last-out (LIFO).

## How Inventory Management Practice in Bangladeshi Organizations

Here discuss in different sectors of business organizations in Bangladesh how practice Inventories Management system.

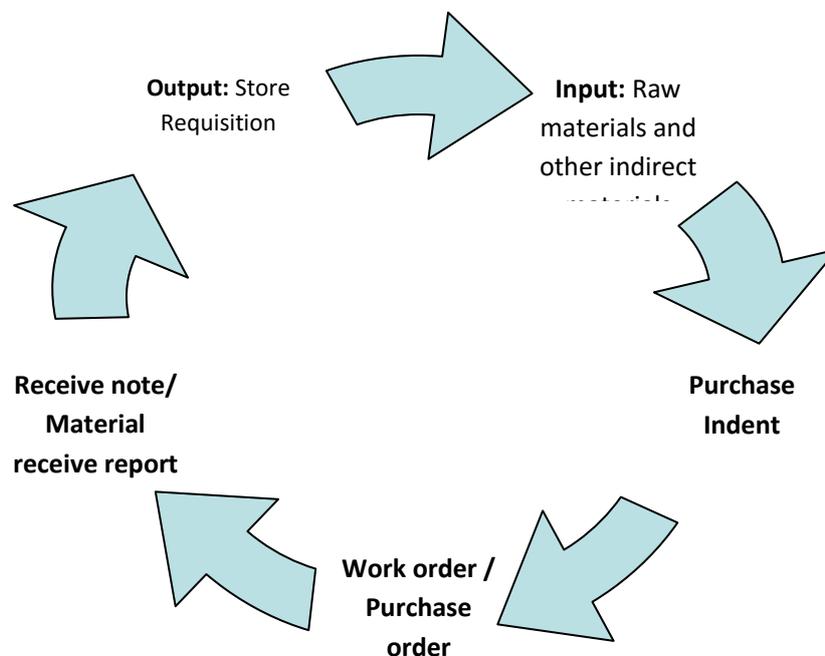
### Manufacturing Company

#### Anwar Jute Spinning Mills Ltd. (AJSML)

The key functions of the AJSML inventory management system are:

- To ensure material is available maintain appropriate level of inventory in the warehouse;
- Receipts, supervision, and issue of materials;
- To record the account of all the stock developments;
- To limit cost of stock;
- Co-ordinate with management, purchase, production, marketing and finance departments and other departments in the company for meeting their requirements for materials and spares;
- Assist in formulating Management Report.

#### Figures: Inventory Management Systems of AJSML



## **Types of Inventory in AJSML**

- Raw Jute
- Consumable Items
- Jute Batching Oil (JBO)
- Chemical Items
- Finished goods
- Work in Process
- Packing Materials

**Raw Materials:** The crude materials stock contains things that are acquired by the firm from others and are changed over into completed merchandise through the assembling (generation) process.

**Work in Process:** The Work in Process stock comprises of things right now being utilized in the creation procedure. They are regularly incompletely or semi-completed merchandise that are at different phases of creation of multi-organize generation process.

**Finished Goods:** Completed merchandise speaks to last or finished items, which are accessible available to be purchased. The stock of such merchandise comprises of things that have been delivered however are yet to be sold.

## **The Process of Purchase**

The strategy starts with need acknowledgment. The separate office distinguishes its need, gets endorsement of the departmental head and with the endorsement an approved individual sends buy order to buy office to start buy. In the event of property, plant and hardware securing, before sending buy demand, a financial plan must be set up by the client division. In the event that the departmental head or higher specialists, whichever is required, endorse the proposed spending plan a buy order is sent to store network division. Furthermore, in the event of crude or pressing materials, the arranging division decides the amount and timing of crude materials. This division illuminates the buy office when to purchase materials.

At the point when the production network division got the demand than it makes buy arrange Purchasing Order. In the wake of accepting the buy arrange, provider has been chosen. The provider might be nearby or worldwide. In the event that the terms and conditions are supportive of both AJSML and the chose provider, a request for the buy is than issued by the inventory network office.

## **Receiving Materials**

By and large the products and enterprises are gotten by the client division who issue the buy order or now and again by the approved office. Materials are gotten by Store Department in the plant than Quality Controller (QC) affirmed by client division. In the wake of accepting materials, merchandise and ventures is QC alright than a MRR get ready in store division.

Again at AJSML there are some approved divisions for review. For instance, PC or IT related items are investigated by IT division, furniture are by HR division. On the off chance that they got products, material and administrations are not as indicated by buy order AJSML may

- Refuse the request
- Reorder the thing
- Received on condition

Prior to making any move, there is a discourse among AJSML and the provider. After re-correspondence it has been chosen whether the installment to the provider will be made or not.

## **Factory sends MRR (Material Receiving Report)**

In the wake of getting material manufacturing plant send MRR to and production network division and records office for compromise. In this MRR measure of amount, accepting date, add up to utilize quality testing are notice. Particular office passage this MRR in exceed expectations sheet for compromise.

## **Supplier bill submit**

In this interim of sending MRR provider present their bill in to inventory network office. They support the figure and send this bill to accounts division. At that point accounts division check the endorse sum, rate from buy arrange, sum from MRR. On the off chance that any error distinguishes at this stage, it's accounted for to inventory network office.

## **Voucher Entry**

In the wake of checking buy request and MRR, separate individual passage this data in to journal vouchers. Where provider name, depiction of item, favor sum are referenced. Each journal voucher stapling with photocopy of bill and unique bill. At that point these journal vouchers endorse with legitimate expert and fundamental bill send for installment.

### Essential documents for Payment of bill

There have some vital reports that is required for installments and its supply accurately by provider.

- Original bill
- Photocopy of bill ( copy not negotiable)
- Vat Challan
- Delivery challan

### Material Receiving Report

The following Value taken from MRR to Prepared MRR valuation report:

- Material Quantity
- Ordered material
- Received material
- Received date & signature
- Amount for quality test

### Economic Order Quantity (EOQ)

Economic Order Quantity is the inventory management technique for determining optimum order quantity which is the one that minimizes the total of its order and carrying costs.

**Table: Economic Order Quantity**

SL. No.	Components	Demand Per Year	Re-Order Cost/ Order	Carrying Cost/Unit /Year	EOQ	No. of units Ordered	No. of order per year
1	Axle Spindle 4-3/4" AD	1890	45	2	291.63	157.50	6.48
2	Ball Bearing E-15	1112	210	2	483.23	92.67	2.30
3	Ball Bearing 810	760	310	2	166.55	63.33	1.57
4	Ball Bearing LT-15	73	3800	2	224.5	6.08	0.04
5	Ball Bearing RLS-7	84	600	2	224.5	7	0.37
6	Ball Bearing RLS-09K	60	920	2	234.95	5	0.26
7	Ball Bearing 6203	344	170	2	241.83	28.67	1.42

8	Ball Bearing 6205	355	260	2	303.81	29.58	1.17
9	Belooning Spring 3/4X3-3/4	12000	12	2	379.47	1000	31.62
10	C I Boss with Rubberizing 4-3/4" AD	2300	110	2	502.99	191.67	4.57
11	Card Pin 0.060X11/16"	310000	9	2	1670.33	25833.33	185.59
12	Card Pin 0.092X1"	601000	10	2	2451.53	50,083.33	245.15
13	Card Pin 0.058X11/16"	240000	11	2	1624.81	20,000	147.71
14	Ceramic Runner 3/4X3/4"	1470	12	2	132.81	122.50	11.07
15	Faller Bar 18/19 Pin 1 <sup>st</sup> Drg. Sq. Hd. 4 Gill	726	640	2	681.64	60.5	1.07
16	Faller Bar 26/27 Pin 4-Gill (Sq. Head) 2 <sup>nd</sup> Drg	392	680	2	516.29	32.67	0.76
17	Faller Bar For Mono Head Sq. Head 55/56 Pin	12	14910	2	422.99	1	0.03
18	Felt Blob	19000	5	2	308.22	1583.33	61.64
19	Gill Pin 0.072X1-3/8"	662000	10	2	2572.94	55,166.67	257.29
20	Gill Pin 0.072X1-3/8"	446000	11	2	2214.95	37,166.67	201.36
21	Lap Guide Clip	335	13	2	65.99	27.92	5.08
22	Lenix Belt 7'-6"X5.5"	32	900	2	169.7	2.67	0.19
23	Needle Bearing 4900	640	265	2	411.825	53.33	1.55
24	Nylon Delivery Construct-2 Hole 4-3/4" SD	2750	6	2	128.45	229.17	21.41
25	Oilet Bush 1/2X5/8X5/8"	2500	8	2	141.42	208.33	17.68
26	Roller Bearing (for Secoloyel Ring Twist)	299	1090	2	570.88	24.92	0.52
27	Spindle for Sac. R. Twist O/D 5/8"	410	1620	2	814.98	34.17	0.50
28	Steel Tension Disc	2150	5	2	103.68	179.17	20.74

29	V-Belt A-33	537	150	2	283.81	44.75	1.89
30	V Belt A-82	355	350	2	352.49	29.58	1.01

In the above table the EOQ and the no. of requests obtained every year for different segments are determined. The determined EOQ is contrasted and the no. of units of every part obtained in the association. It is discovered that, there is a variety in the EOQ and no. of unit obtained. It is comprehended that the organization isn't following EOQ for acquiring the materials and in this manner the stock administration isn't agreeable.

### Safety Stock

Safety stocks are the amount of at least of stocks that give a backup support to production department when the stocks are remaining finish and new stocks until are reached in the production house or factory.

SL. No.	Components	Max. Lead Time	Normal Lead Time	Demand	Safety Stock
1	Axle Spindle 4-3/4" AD	0.27	0.166	1890	196.56
2	Ball Bearing E-15	0.27	0.166	1112	115.648
3	Ball Bearing 810	0.27	0.166	760	79.04
4	Ball Bearing LT-15	0.27	0.166	73	7.592
5	Ball Bearing RLS-07	0.27	0.166	84	8.736
6	Ball Bearing RLS-09K	0.27	0.166	60	6.24
7	Ball Bearing 6203	0.27	0.166	344	35.776
8	Ball Bearing 6205	0.27	0.166	355	36.92
9	Belooning Spring 3/4X3-3/4	0.27	0.166	12000	1248
10	C I Boss with Rubberizing 4-3/4" AD	0.27	0.166	2300	239.2

11	Card Pin 0.060X11/16"	0.27	0.166	310000	32240
12	Card Pin 0.092X1"	0.27	0.166	601000	62504
13	Card Pin 0.058X11/16"	0.27	0.166	240000	24960
14	Ceramic Runner 3/4X3/4"	0.27	0.166	1470	152.88
15	Faller Bar 18/19 Pin 1 <sup>st</sup> Drg. Sq. Hd. 4 Gill	0.27	0.166	726	75.504
16	Faller Bar 26/27 Pin 4- Gill (Sq. Head) 2 <sup>nd</sup> Drg	0.27	0.166	392	40.768
17	Faller Bar For Mono Head Sq. Head 55/56	0.27	0.166	12	1.248
18	Felt Blob	0.27	0.166	19000	1976
19	Gill Pin 0.072X1-3/8"	0.27	0.166	662000	68848
20	Gill Pin 0.072X1-3/8"	0.27	0.166	446000	46384
21	Lap Guide Clip	0.27	0.166	335	34.84
22	Lenix Belt 7'-6"X5.5"	0.27	0.166	32	3.328
23	Needle Bearing 4900	0.27	0.166	640	66.56
24	Nylon Delivery Construct- 2 Hole 4-3/4" SD	0.27	0.166	2750	286
25	Oilet Bush 1/2X5/8X5/8"	0.27	0.166	2500	260
26	Roller Bearing (for Secoloyel Ring Twist)	0.27	0.166	299	31.096
27	Spindle for Sac. R. Twist O/D 5/8"	0.27	0.166	410	42.64
28	Steel Tension Disc	0.27	0.166	2150	223.6
29	V-Belt A-33	0.27	0.166	537	55.848
30	V Belt A-82	0.27	0.166	355	36.92

In the above table, wellbeing stocks for the different segments determined are appeared. Genuine interest is given for every segment for a period 1 year and the lead-time is determined at a limit of 100 days and ordinary of 60 days and these were changed over into per annum. In this way, from count of security stock. We can ready to decide how much the organization can hold the stock available for later stock per annum.

### **Inventories Turnover Ratio**

This proportion is determined to think about the sufficiency of the quantum of capital and its legitimization for putting resources into stock. A firm should have sensible stock in contrast with deals. It is the proportion of net deals and the normal stock. This proportion causes the budgetary chief to assess stock strategy. This proportion uncovers the occasions completed stock is turned over amid a given a bookkeeping period.

**The formula for the ratio is: Net Sales/Avg. Inventory**

**Table: Inventories Turnover Ratio & Velocity**

<b>Year</b>	<b>Net Sales (Tk.)</b>	<b>Avg. Inventory (Tk.)</b>	<b>Ratio</b>	<b>Velocity (in Days)</b>
2013	12,30,05,134	8,42,09,371	1.46:1	250
2014	16,06,43,669	8,92,28,407	1.80:1	203
2015	11,73,30,581	14,52,26,925	0.80: 1	456
2016	55,53,74,571	18,98,23,381	2.92: 1	125
2017	79,11,78,220	17,40,71,613	4.5: 1	81

In the above table shows in stock turnover proportion for as long as years. The proportion is demonstrating expanding pattern from 1.46 to 4.5 in the year 2013 to 2017. With the exception of in the year 2015 which indicates just 0.80 occasions?

While in the speed of inventories demonstrates less in 2017 when contrasted with 2013 which is multi day in 2017 and 250 days in 2013 aside from in the year 2015 which is 456 days. This demonstrates the inventories are effectively changed over into deals inside the briefest period for example the organization could move Tk. 4.5 by putting Taka one in the stock in 2017.

These are all of the management of inventories of a manufacturing company in Bangladesh.

## **Pharmaceuticals Industries**

### **Central Pharmaceuticals Ltd. (CPL)**

#### **CPL Inventories Management Planning**

The beginning stage for the administration of stock is determining client request. In light of the measurements of the amassed deals in the previous 2 years CPL chooses the sorts and the measure of items that will be fabricated in the next year. The measure of fixings or crude materials required to be transported in is then assessed and a Block list (A formal archive to the Ministry of Health) is sent and consent for import is looked for. The procedure is a long one and takes a half year. Shipment takes another 3-6 months. In this way it takes a base 9 months to begin the generation procedure.

#### **Purchasing / Procurement:**

Pressing materials utilized in the neighborhood pharmaceutical businesses incorporate aluminum thwart (rankle and strip), aluminum thwart, elastic stripper, flip-off seal, printing materials, plastic top, remove seal, tube, PVC, PVDC, level, bottle (white and shading), plastic compartment, paper container, printing materials, parcels, and so forth. Pretty much every pressing material is locally accessible with the exception of aluminum thwart, aluminum thwart, PVC, PVDC, shading bottles, and so on which are transported in from nations like Korea, Dubai, India, China, etc. It is normal that various bundling enterprises will show up in not so distant future as in reverse and forward linkages to help pharmaceutical division. Following reports ought to be submitted to acquire consent for import of pharmaceutical Products in Bangladesh:

- Copy of approved "Block list" of Directorate of Drug Administration (DDA)
- Copy of Import License from Chief Controller of Export and Import.
- Import Relevant other papers for Block list
- Approval for new products (in case of Formulations)
- Certificate of country of origin
- Copy of indent quoting source and price of goods (six copies)
- Filled-in & stamped letter of credit application (full-set of documents Bank prescribed)
- IMP form of Bangladesh Bank
- Insurance coverage acceptable to the bank

- Free Sales Certificate or No Objection Certificate from the two countries including the country of origin (in case of Formulation)

Prior to import, an example should be sent to the lab for testing quality. When the example is discovered worthy, at that point it will be sent to the DDA office for consideration in the Block list. In the wake of getting conveyance of the items at the production line of the producer another testing will be finished. Following archives, bore witness to and ensured by the Directorate of Drug Administration, ought to be delivered to the Customs Authority for clearing the foreign made merchandise from the port:

- Certificate of analysis
- Copy of Invoice
- Copy of certificate of origin
- Copy of bill of lading/ airway bill Form-9 (an undertaking according to the World Wide Drug Rules)

### **Logistics**

Pharmaceuticals are predominately a tech based activity process and in numerous stages human touch is missing to have faultless process. Pre-detailing examines are led to check bio-synthetic activity of fixings.

Preliminaries and soundness consider are completed to evaluate proficiency and reproducibility of plan (process approval).

### **Operations and Factory Layout**

At present CPL plant comprises of a universally useful assembling building, a committed cephalosporin fabricating building, and a particular assembling working for the generation of lyophilized items, insulin and amino acids notwithstanding a few stories devoted to the creation of strong measurements frames tablets and cases. A recently constructed fluid and semisolid assembling building is additionally in activity at this site. The site additionally houses a distribution center for crude, bundling and completed merchandise. To take care of the expanding residential demand, another stockroom is as of now under development with multiple times the limit of the current one. Assembling and bundling tasks are done by the approved strategies through efficiently qualified machines with full documentation at all phases of activities. The creation locales pursue the GMP rules for natural necessities of the assembling and bundling territory, and in addition conform to the EHS prerequisites.

Exceedingly advanced HVAC frameworks are utilized to condition, screen and supply clean air to the working zone as indicated by the assembling zone idea, catch and control any residue, vapor, gas or smoke created, and also treats re-coursed or potentially depleted air. Temperature and dampness level are kept up at the ideal dimension through this framework. Plan of the room and cooling frameworks guarantee the avoidance of pollution and the security of the workplace.

There are diverse natural zones kept up inside the assembling zone. Decontaminated water and water for infusion plant and conveyance frameworks are intended to keep up the water quality as per the important necessities and cutting edge building structure which incorporates for example 24 hours run dissemination circles, smooth inside surfaces, sufficient materials, and least stream rates. At the plant the accompanying exercises are done.

- Pharmaceutical Manufacturing – preparing and bundling of pharmaceuticals to supply to the neighborhood showcase. Endorsed providers supply the dynamic substances utilized in assembling. The greater part of the helpers utilized for generation are purchased from endorsed outsiders.
- Logistics, Warehousing – Storing of crude and bundling materials to meet the necessities of creation and furthermore putting away and dispatch of completed items according to idea of Good Storage Practice of pharmaceuticals.
- Engineering/Industrial Engineering – In accordance with pharmaceutical generation, wellbeing security and ecological insurance, framework upkeep, hardware and other support. Profluent treatment and safe transfer of pharmaceutical waste.
- Quality Assurance/Quality Control – Quality Control of pharmaceuticals, crude and bundling materials, reagents and synthetic compounds, plant and faculty cleanliness, technique and process approval, and in general quality confirmation of pharmaceuticals.
- Research & Development – Formulation development and adaptation for scale up production with process validation, method validation in collaboration with QA/QC. Stability study and shelf life determination of pharmaceutical products. Reformulation/improvement of existing formulations in line with new/advanced technology.
- Plant HR/Administration – Support different units of the plant for HR related issues, general services, general logistics and administrative issues.

- CPL vows to minimize waste and hence enhance quality by keeping a narrow margin of a 2.5% waste in each stages of production. Training programs take place on a regular basis according to written plan. Personnel at all levels undergo general cGMP and Technical Training to perform their job satisfactorily.

### **Inventory Control System:**

A stock framework controls the dimension of stock by deciding the amount to arrange and when to arrange. There are two fundamental kinds of stock frameworks:

- I) Continuous framework where a request for a similar consistent sum is put at whatever point the stock close by reductions to a specific dimension.
- II) In Periodic framework, a request is put for a variable sum after explicit interval. CPL does not pursue both of the frameworks solely. Be that as it may ,The API and recipients of the those item that had a steady interest on the most recent two years are really overseen through Continuous framework while recently sanctioned items' crude materials and added substances are really obtained on interest and are overseen through an unpleasant arrangement of Periodic stock control.

### **Warehousing**

The stockroom of CPL is an encased building and shields the put away products from natural impacts. They are anchored against flame by the structure of the structures and specialized offices. The fire detachment office approaches empower suitable putting out fires. The distribution center is furnished with four distinctive capacity conditions; a) 2oC – 8oC, b) – 8oC – 15oC, c) 15oC - 25oC and d) surrounding condition. There are controlled rooms with HVAC for explicit materials and the conditions are observed to affirm consistence with the prerequisites. Additionally there is maintenance test room. The materials are put away in the distribution center by bed racking. The status of materials and items is controlled by shaded status sticker. CPL pursues a product lodging process that they call Yellow Green and Red framework, where yellow speaks to the recently arrived crude materials that requires to be checked through the numerous check purposes of the quality division. Green speaks to the materials that has been now checked and prepared to be racked. The racked life changes from segments to segments so likewise are refrigerated or kept at various temperatures. Red speaks to those materials that will be utilized promptly for the generations arrange. The Yellow, Green and Red materials are kept independently and require an explicit manufacturing plant spread out to encourage the work process.

### **Distribution and Transportation**

CPL has a group of proficient firmly sewed dispersing channel that makes its item accessible to the chose market outlets and subsequently to the last purchasers. Back-up administrations are there at retailers' dimension. Lapsed unsold items are discounted at a specific rate. Misfortune harms are likewise repaid relying upon the amount of drug.

The best retail, distribution center, and store network the board are those that are completely mindful of the condition of their loaded stock whenever and have a directed framework that enables them to effortlessly list and screen the going back and forth of item inside that stock.

## **Non-Government Organization**

### **Dhaka Ahsania Mission (DAM)**

#### **Procurement**

Dhaka Ahsania Mission (DAM) has been conducting its activities with efficiency and goodwill by spreading it over the far reaching peripheral areas of Bangladesh. DAM has been conducting important projects like Micro Credit, Education, Healthcare, Research, Training, Drug Addict Rehabilitation and Cancer Hospital etc. A major portion of the programmer expenditure is dispensed to purchase several materials for implementation of these projects. Considering issues like accessing materials easily, confirming quality of materials, savings in purchase price, timely utilization of materials and transportation cost of materials; it is logical to purchase materials through the Purchase Department of the Head Office. Moreover, for transparency in procurement in any organization, there should be a clear rules and guidelines for the purpose. Hence, a “Procurement Rules and Guidelines” has been formulated, which is as follows:

#### **Scope of the Rules**

The implementation of an action require procurement by the organization, the contract must be awarded to the most economically advantageous tender (i.e. the tender offering the best price quality ratio) in accordance with the Principal of transparency and fair competition for potential contractors/ vendor and taking care to avoid any conflict of interest. To this end the procurement must comply with the rules/guidelines set out in sections 3 to 7 below. This procurement rules and guidelines will be implemented in all Projects/Institutions and Sections of DAM.

#### **Policies**

##### **Tender and Procurement Committee Responsibility and Authority**

The Tender and Procurement Committee (see annex for constitution of procurement committee) will be responsible for the management of the acquisition, purchase, lease, or rental of all materials, services and equipment required by various departments of DAM.

##### **General Policies**

The general policies will be guided by these procurement procedures. The procurement committee has primary responsibility for interpreting these policies and establishing appropriate guidelines. To assure compliance with all regulations, all purchases must have the

appropriate prior approval from the Tender and Procurement Committee. Methods of purchasing of DAM are explained as follows. According to types and nature of the goods will buy the materials locally or through DAM centres. In purchase decision highest quality and lowest price are to be considered normally. But for quality maintenance lowest price may not be considered in all respect. In other case if the goods not are procured through DAM centres as well Above all. The following important notes are to be kept in mind:

- Goods are purchased when needed.
- Material requisition notes should be sent by DAM field office to the central office two months earlier.
- The purchases committee/purchase unit of DAM should be well conversant regarding the availability of goods requisitioned.
- Requisitioned goods may be purchased periodically or annually as per necessary.
- For the greater interest of DAM, procured materials may be transferred from on centre to another centre if necessary.

Any person purchasing, procuring or awarding without prior approval must assume full responsibility for that purchase.

## **Objectives**

The objectives of the Procurement Committee will be:

- To obtain specified goods and service for the requesting department.
- To ensure proper quality and quantity.
- To ensure timely delivery of goods.
- To comply with regulations.
- To spend DAM funds wisely.
- To achieve the acquisition of goods/service/consumables at the lowest reasonable cost.

To achieve these objectives, the permanent members of Tender and Procurement Committee and more specifically the Secretary of Procurement committee herein after referred to as Secretary, will contact suppliers locally. Price quotes will be received through a formal competitive bid process, as well as through informal quotations.

## **Authorization Guidelines**

### **General Policies**

A formal system of authorization level is key to the internal control DAM procurement activity. Only that staff who have been given approval authority may commit DAM to the establishment of a firm purchase order or other form of binding contract. Consistent compliance with these limits is one of the critical factors to be considered when evaluating the strength of DAM control procedures.

### **Approval Levels**

The Executive Director should establish and circulate a statement, which clearly state who is authorized to given approval during the various stages of the procurement process. This statement should provide options for situations, which may arise when some of the principal authorities are absent from the office. In no circumstances should staff assume approval authority without having first been assigned this authority through the formal announcement.

The following approval authority limit is suggested:

<b>Level of Officers</b>	<b>Amount</b>
Deputy Chief Accounts Officer	Up to Tk.50,000/-
Deputy Director/ Assistant Director	Tk.50,001/- 100,000/-
Director Finance & Accounts	Above 100,001/- up to Tk.300,000/-
President / ED	Any amount above 300,001/-

### **Procurement Requisition Policies**

- A formal written request should be made by department/project head. Tender and procurement committee in order to initiate the procurement process. This however will not be necessary if the total value of procurement is Tk. 15,000.00 or less.
- All requisitions (Purchase/Printing/Maintenance/Service/Media contract etc.) will have to be made on DAM's prescribed Procurement Requisition Form hereinafter called PRF.
- Any item/service procured through Tender and Procurement Committee shall not be purchased again before the expiring of three months from the date of purchase without adequate justification.

- In the entire process of Tender and Procurement the Director (Finance and Administration) may be available as an observer in order to ensure proper mode of operation and fair dealing in the process, if necessary.

### **Salient Features of Requisition Form (RF)**

The following information should be provided on the RF (see format Attached):

- |       |                                 |  |
|-------|---------------------------------|--|
| i)    | Requestor :                     | Individual and department initiating request |
| ii)   | Date :                          | Date when RF is submitted                    |
| iii)  | Item (s) :                      | Sufficiently detailed description            |
| iv)   | Quantity :                      | Number and units of items required           |
| v)    | Account code :                  | Full accounting information for order        |
| vi)   | Delivery requirement (if any) : | Date when delivery is desired                |
| vii)  | Preferred vendors :             | Information on particular vendors, if any    |
| viii) | Approvals :                     | Signatures of individual requesting purchase |

### **Requisition Form (RF) Review Policies**

It is the responsibility of the person or department making a request for purchase to correctly submit a PRF to the Chairperson, Purchase Committee. The Chairperson then has the responsibility and authority to review all RF's submitted by departments, assuring that proper information is included and necessary approvals obtained. The request should be promptly returned to the department of origin if detail or proper approval is lacking.

### **Requisition Form (RF) Approval**

A RF, which is presented as "urgent", implies that Special action should be taken to quickly acquire goods or services. In situations where the emergency need is legitimate, the time frame for the requirement should be clearly stated on the RF. Any exceptions to standard procedure taken by Tender and Procurement Committee should also be fully documented and approved. Needless to say, every effort should be made to minimize rush transactions.

### **Tender and Procurement Administration Policies**

It is a DAM policy that competitive bidding will be employed in all procurement undertaken and be handled by the permanent members of the Purchase Committee.

## **Exception to Competitive Bidding**

Exceptions are made when:

- a) The value of a purchase falls below an expected value of Tk. 10,000/= ;
- b) When the required numbers of sources for the items required are unavailable;
- c) When emergency factors (not urgent) require a break from policy in order to achieve certain critical objectives in a limited amount of time (it should be supported by adequate rationale in the form of file note);
- d) In any other situation which can be fully documented to justify a lack of competitive bidding.

All exceptions to the policy which requires competitive bidding on orders with a value greater than Tk. 10,000 /= must be approved in writing by the Director/Executive Director.

## **Bidding Requirement Policies**

1. For purchase up to Tk.5,000/- the Director/Deputy Director (F&A) will arrange purchase based on general price verification. In this case no quotation will be required. Purchase can be done on the basis of market survey (by the members of survey committee) and payment can be made in cash.
2. For purchasing more than Tk. 5,000 and not exceeding Tk. 10,000 “Spot Quotation” will be collected and spot purchases can be done from the lowest rate providers and payment can be made in cash. Bill will be submitted to the accounts section along with the collected quotation signed by the person/(s) conducted purchase which will be certified by Director/Deputy Director (F&A) and approved by Executive Director.
3. For purchasing more than Tk. 10,000 and not exceeding Tk. 100,000 “Spot Quotation” will be collected. A Comparative Statement of Quotations should be prepared immediately on the basis of at least three spot quotations from three separate vendors/suppliers/service providers for each item. The comparative statement must contain a rationale for selecting a vendor out of three vendors from whom quotations have been obtained. In this case payment will be made by Account payee cheque.
4. For purchasing more than Tk. 100,000, the Chairperson, Purchase committee will initiate a formal bidding process.

5. When the value of requested item exceeds Tk 100,000 then the item (s)/service(s) to be procured or acquired through "Sealed Quotation Invitation". Procurement unit will arrange to obtain sealed bids at least from 3-5 vendors by providing written and open tender schedule to the genuine suppliers. Specification of the goods, terms & conditions of supply etc. will be written in the tender document. Interested parties will drop quotations in to a tender box. Sealed bids will be opened in presence of the members of the Procurement Committee.
6. In case of repeat order, Requisition (per transaction) valuing above Tk. 10,000 for following items/materials/services the Tender and Procurement Committee can recommend the previous vendor/supplier/service provider by considering all the relevant factors e.g. price, lead time, specification, emergency etc. without inviting any quotation:
  - a. Printing
  - b. Consulting Services
  - c. Software Development
  - d. Material Development for the Publications
  - e. Audio visual output

In this case formal purchase/procurement/work order must be issued and relevant formalities mentioned in this manual to be followed properly.

7. Brand items can be purchased from a single importer/supplier .In this situation item of best brand to be selected by the purchase committee. Also noted that no quotation may be required for purchases of materials/items if there is only a single manufacturer or sole distributor/agent. This fact must be noted in the records.
8. For purchasing of furniture and equipment from a fixed price shop, no quotation will be required. In this situation, purchase committee/Executive Director/Director will take decision in selecting the shop, model and design.
9. There may be a provision of earnest money in bidding and the Purchase Committee will determine the rate of such earnest money. The Committee can forfeit the earnest money in case of any violation of rules. But the Purchase Committee can decide otherwise with a proper justification under any special circumstances regarding earnest money matter.

10. If DAM has collected quotations for an item within the past 60 days, and the previously selected supplier has agreed to supply the item at the originally quoted price, it is not necessary to collect fresh quotations.
11. There are cases where inviting quotation for small routine items is not either cost effective or vender might not be willing to participate in the formal bidding procedure for the items being smaller/or of fluctuating price. In that case following policy will be followed:
  - i. Since the price of the most of the items fluctuates considerably, the items within the above ceiling will be procured through informal market survey.
  - ii. The person who will carry out the purchase will note at least three offers and purchase from the place he considers appropriate. If s/he does not buy from lowest bidder, he/she must note on the "Register/File note for Informal Orders for Supplies or Services" the reasons why s/he took such decision. If there is any cash purchase of substantial value Administrative Dept: will send at least one representative from Administrative Dept: with the person who will carry out purchase activity. Formal order-"File note" i.e. Director's Approval is required in case of Informal Purchase.

#### **Quotations Securing Policies**

- i. Bids should be solicited only after a decision has been made to procure goods or services through the standard requisition process.
- ii. Written quotations must be obtained from vendors for all purchases. Any exceptions to this policy must be documented and approved by Executive Director.
- iii. Bids from suppliers must be in response to a specific request for quotation from DAM to that supplier.
- iv. Unsolicited bids should under no circumstances be considered for possible award of contracts.

## Procedure

### RF Initiation

1. Requestor send RF to Chairperson Purchase Committee providing descriptions of the item(s) requested along with fund codes/ budget line to be charged. PRF is prepared in 3 copies. One copy will be retained by the requestor and the other 2 copies sent to Tender and Procurement Committee.
2. Purchase Committee will put a serial number on the RF and forward to Finance with price and other information.
3. Finance Director or his/her designate will return the RF to Purchase Committee with or without budgetary approval/comments.
4. Purchase Committee will distribute the copies of RF after mentioning the expected date of delivery in the following manner.
  - a. Copy. 1 – to requestor
  - b. Copy. 2 – retained by Purchase Committee for action.
5. At this stage Purchase Committee will do the needful as per DAM bidding requirement policies as summarized in Table1

SL.	Amount	source	Quotation	Method of Purchase
1.	Tk. 01-5,000	Open market/ Enlisted Vendors	One	General price verification verified by authorized person.
2.	Tk.5001-10,000	Open market/ Enlisted Vendors	Three	Spot quotation and spot purchase
3.	Tk.10001-100,000	Open market/ Enlisted Vendors	Three	Through a comparative bidding and purchase order
4.	Above Tk.100,000	Open market/ Enlisted Vendors	Three	Through Sealed Quotation Invitation and Purchase order.

6. All sealed quotations (as applicable) will be dropped in the locked box at the DAM office/ any office within the specified time and date.
7. All sealed quotations shall be opened in front of all members of the Purchase Committee and the Chairperson; Purchase Committee will analyze "Comparative

Statement" of quotations [If the specifications mentioned in the items offered by bidder(s) do not match with the specifications mentioned in the Tender Schedule then that quotation will be rejected]. Then this will be placed to the meeting of Procurement/Purchase Committee. At least three quotations should be obtained.

8. In case of sealed quotation the bidders' shall have to deposit Earnest Money by at a rate as determined by the Purchase Committee on the quoted price by the bidders (if necessary and applicable).
9. If the Purchase Committee accepts the quotations, Executive Director shall issue the formal procurement/ work order. If however the quotations are cancelled, the Chairman of the Committee will arrange for re-tender.

### **Contracting Method**

Following the selection of a vendor DAM procurement unit will immediately initiate a contract of purchase through issuing a Work Order (Format Attached) for procurement of goods and a service contract for procurement of service. The Purchase Order/Service Contract will contain the following basic components:

Purchase Order Number, Date of Order, Quotation Number, Name of Supplier/Contractor/Service Provider,

Delivery Location, Duration of Contract. Complete description of goods including brand name, model name, country of make etc.

Name of the ordering department/project;

Vendor(s) contract number and specific order number (if any) on all invoices.

Provision for termination of Contract.

Precise standards of quality desired.

Payment conditions

Delivery schedule with clear mention of desired delivery points, dates and time.

Name and signature of the Contractor or authorized representative;

A clause for imposing penalty for non-performance should, where applicable, be incorporated on the Purchase Order to make sure that the vendor fulfils all the contract terms. Forfeiture of earnest money is a normal practice in our country to penalize vendors due to non-fulfilment of contract terms.

The work order should have a clear mention of the fact that statutory income tax and value added tax (VAT) would be deducted at source where applicable.

Work orders must be prepared in three copies to be distributed as under:

Copy 1 to Vendor

Copy 2 Accounts Department

Copy 3 to File in Administration

The Contract of Purchase should be issued according to a numerical sequence or reference numbers, which are ideally pre-printed on work order forms.

### **Work Order Changes**

Changes on purchases should be documented in writing. For written change orders, RF should be established in the same manner as the original request. A description of the changes should be written into the body of new RF.

Cancellation of orders in part or their entirety must be in writing. DAM may decide to assume costs already incurred by the supplier if, for example, production has already begun of a custom-made part or product or if the supplier has made partial delivery to DAM office.

### **Delivery Challan**

Upon delivery of requested items by the vendor, the receiving department or person assigned by Admin along with the requestor will receive (subject to final verification) the merchandise and verify the items in terms of quality, quantity and specification as specified in the Work Order. Being satisfied, the requestor will sign on the delivery challan or other acknowledgement receipt submitted by the vendor as proof of having received the items as per specification, quality and quantity.

If the requestor fails to reject the requested items as received subject to final verification within 5 working days from the date of being notified, the items will be deemed to have been accepted and accordingly payment will be settled with the vendor charging the requesting section/ department/ project.

The store keeper/assigned individual then will prepare a Receiving Report in triplicate and distribute them as under:

Copy 1 to File at Receiving

Copy 2 to Accounts Department to make payment

Copy 3 to Procurement in order to Match with WO and be filed

## **Payment Procedure**

The accounts department receives the following documents:

From Purchasing: RF and Work Order

From Receiving: Receiving Report /Material Received Note (MRN)

From Mail Room: Invoice/Bill

The accountant will perform the following check prior to processing a request for payment:

- a. Whether the Invoice/Bill has been submitted by the same entity (company or vendor) who supplied the materials or services to / DAM.
- b. If a delivery challan (supplied by the vendor) signed by the Store Officer as acknowledgement of the materials received is to the Invoice/Bill while approving them for payment.
- c. In case of services provided a certification by the officer of the respective department to the effect that the services have been received as per service Work Order.
- d. To verify that other documents as required per procurement policies and procedures are in order.
- e. All payment above Tk. 15,000 should be made through account payee check and in case of exception a prior written approval/instruction from the Chief Executive Officer should be obtained.

Bills up to Tk. 5,000 may be paid within 3-5 days subject to availability of fund. Bills above 5,000 should be paid after a week for proper fund management. Part payment for procurement of goods and services will be allowed only with prior written approval from the Chief Executive Officer.

## Documentation

DAM will maintain different documents at various stages of the procurement. They are as under:

	<b>Procurement Committee</b>		<b>Accountant</b>
1	RF	1	RF
2	Copies of correspondence with suppliers	2	Copies of correspondence with suppliers
3	Bid Comparative Statement	3	Proforma invoices
4	Work order	4	Bid Comparative Statement
5	Expedition documents from supplier	5	Purchase order
6	Customs clearance documentation (if applicable)	6	Expedition documents from supplier
7	Challan from supplier	7	Customs clearance documentation (if applicable)
8	Receiving Report	8	Challan from supplier
9	Other correspondence related to the order	9	Receiving Report
		10	Invoice from supplier
		11	Other correspondence related to the order

In addition to the above Receiving department will chronologically file all the delivery challans received in the delivery challan file and receiving report in the receiving report file for independent verification as and when required.

## Disciplinary Actions

If it is proved that any member of the Purchase Committee or any person involved in the procurement is taking any advantage in kind or cash or in any other form from the vendors/suppliers/service providers or their affiliates/representative, a disciplinary action will be taken as per Personnel Manual.

If any vendor attempts to provide such advantage, the Committee or the Chief Executive Officer will cancel the enlistment of the vendor/supplier/service provider immediately. The event shall have to be recorded in minute's book for further reference.

These are all of the inventory management of a NGO in Bangladesh.

## How an External Auditor audit the inventories of an organization

Most of the Bangladeshi listed company and non-listed large company are verified their inventories by external auditor to maintain their clear accountability. Here show the report of Aziz Halim Khair Choudhury who audited the inventories of Rangs Industry Limited.

<b>Current Stock of Rangs Industry Limited</b>						
<b>on 30 th October 2018</b>						
<b>SL NO.</b>	<b>Bin Card No.</b>	<b>Parts Name</b>	<b>Product category</b>	<b>Brand Name</b>	<b>Unit</b>	<b>Physical Quantity</b>
1	DHA011B140062	TV Remote 40L 3650VB	AV	Toshiba	Pcs	4
2	DHA011B150001	Power Board 24HV10E	AV	Toshiba	Pcs	6
3	DHA011B150002	Speaker/Sensor 32PB10 10w/80	AV	Toshiba	Pcs	8
4	DHA011B150003	Power Board 32PU200E	AV	Toshiba	Pcs	6
5	DHA011B150004	Power Board 39P2300VE	AV	Toshiba	Pcs	5
6	DHA011B150005	Power Board 32HV10E	AV	Toshiba	Pcs	3
7	DHA011B150006	Power Board 40PB10E	AV	Toshiba	Pcs	1
8	DHA011B150007	Power Board 29PB200E	AV	Toshiba	Pcs	4
9	DHA011B150008	Speaker/Sensor 24PB2E4	AV	Toshiba	Pcs	9
10	DHA011B150009	Power Board 32PB10E	AV	Toshiba	Pcs	5
11	DHA011B150010	Power Board 32PB10	AV	Toshiba	Pcs	5
12	DHA011B150011,12,13,20	Power Board 32PB2E4	AV	Toshiba	Pcs	20
13	DHA011B150014	Power Board 32PB2E-24PB2E1	AV	Toshiba	Pcs	7
14	DHA011B150015	Power Board 24P2300VB	AV	Toshiba	Pcs	1
15	DHA011B150016	Power Board 40L2400VB	AV	Toshiba	Pcs	1
16	DHA011B150017	Power Board 32AV700E	AV	Toshiba	Pcs	1
17	DHA011B150018	Main Board 24P2300VB	AV	Toshiba	Pcs	1
18	DHA011B150019	Main Board 39P2300VB	AV	Toshiba	Pcs	7
19	DHA011B150021	Main Board 24S2500VB	AV	Toshiba	Pcs	0
20	DHA011B150022	Main Board 32AV700E	AV	Toshiba	Pcs	1
21	DHA011B150023	Main Board 24HV10E/HV 10E	AV	Toshiba	Pcs	2
22	DHA011B150024	Main Board 23PB200	AV	Toshiba	Pcs	6
23	DHA011B150025	Main Board 24HY17	AV	Toshiba	Pcs	0
24	DHA011B150026	Main Board 32HY17	AV	Toshiba	Pcs	0
25	DHA011B150027	Power Board 19HV10E	AV	Toshiba	Pcs	8
26	DHA011B150028	Main Board 24V01H	AV	Toshiba	Pcs	7
27	DHA011B150029	Main Board 26V02H	AV	Toshiba	Pcs	3
28	DHA011B150030,31	Main Board 32V02H	AV	Toshiba	Pcs	7
29	DHA011B150032	Main Board 32V03H	AV	Toshiba	Pcs	4
30	DHA011B150033	Power Board 32CV700F	AV	Toshiba	Pcs	4
31	DHA011B150034,35	Power Board 32HB10E	AV	Toshiba	Pcs	9

32	DHA011B150038	Sensor 32HV10-24HV10	AV	Toshiba	Pcs	16
33	DHA011B150039	LCD TunerENG39A16GF	AV	Toshiba	Pcs	35
34	DHA011B150040	Speaker 5w/8Ω19PB10E	AV	Toshiba	Pcs	16
35	DHA011B150041	Speaker 10w/8Ω32HB10E	AV	Toshiba	Pcs	27
36	DHA011B150043	LED Bar 40L2600VB	AV	Toshiba	Pcs	0
37	DHA011B150044	Main Board 24PB2E4	AV	Toshiba	Pcs	27
38	DHA011B150045	LVDS Cable 24PB2E4	AV	Toshiba	Pcs	9
39	DHA011B150046	Power Board 24PB1E	AV	Toshiba	Pcs	5
40	DHA011B150047	Main Board 29P2300	AV	Toshiba	Pcs	0
41	DHA011B150048	Power Board 43L5650VB	AV	Toshiba	Pcs	1
42	DHA011B150049	LCD Tuner40PU200E(Tunner G22J-D)	AV	Toshiba	Pcs	1
43	DHA011B150060	Main Board 40L3750VB	AV	Toshiba	Pcs	3
44	DHA011B150061	Main Board 24L3750VB	AV	Toshiba	Pcs	0
45	DHA011B150062	Main Board 32L3750VB	AV	Toshiba	Pcs	0
46	DHA011B150063	Main Board 40L5650VB	AV	Toshiba	Pcs	4
47	DHA011B150064	Main Board 40L2400VB	AV	Toshiba	Pcs	2
48	DHA011B160007	Main Board 39P2300VB	AV	Toshiba	Pcs	1
49	DHA011B160039	Sensor 32L2400VB	AV	Toshiba	Pcs	6
50	DHA011B160040	Sensor 32P2400VB	AV	Toshiba	Pcs	11
51	DHA011B250006	Main Board TSN L-32B01T	AV	Toshiba	Pcs	5
52	DHA011B250007	Main Board TSN L-24B01T	AV	Toshiba	Pcs	5
53	DHA011B250008	LAD TV Remote TSN L-24B01T	AV	Toshiba	Pcs	12
54	DHA011B250008	LED TV Remote TSN L-24B01T	AV	Toshiba	Pcs	12
55	DHA011B250029	LED TV Speaker 8w/8 250Hz	AV	Toshiba	Pcs	10
56	DHA011B250030	LED TV Speaker 10w/8 180Hz TSN L-32B01T	AV	Toshiba	Pcs	9
57	DHA011B250031	LED TV Assy-Key BD/Sensor TSN L-24B01T	AV	Toshiba	Pcs	5
58	DHA011B250031	LED TV Assy-Key BD/Sensor TSN L-32B01T	AV	Toshiba	Pcs	2
59	DHA011E160001	Main Board 24PB2E	AV	Toshiba	Pcs	4
60	DHA011E160003	Main Board 24PB1E	AV	Toshiba	Pcs	13
61	DHA011E160004	Main Board 40L3650VB	AV	Toshiba	Pcs	4
62	DHA011E160005	Main Board 32PU200E	AV	Toshiba	Pcs	1
63	DHA011E160006	Main Board 32P2300	AV	Toshiba	Pcs	3
64	DHA011E160008,16	Main Board 32L2600VB	AV	Toshiba	Pcs	0
65	DHA011E160010	Main Board 24P2300VB	AV	Toshiba	Pcs	4
66	DHA011E160011	Main Board 32P2400	AV	Toshiba	Pcs	0
67	DHA011E160012	Main Board 32CV 700	AV	Toshiba	Pcs	2
68	DHA011E160013	Main Board 49L5650VB	AV	Toshiba	Pcs	0
69	DHA011E160015	Main Board 24S1600	AV	Toshiba	Pcs	1
70	DHA011E160017	Main Board 40PU200E	AV	Toshiba	Pcs	12
71	DHA011E160018	Main Board 32PB200E	AV	Toshiba	Pcs	2

72	DHA011E160019	Main Board 19HV10E	AV	Toshiba	Pcs	10
73	DHA011E160020	Main Board 40PB10E	AV	Toshiba	Pcs	6
74	DHA011E160021	Power Board 40PU200E	AV	Toshiba	Pcs	5
75	DHA011E160022	Power Board 32PU200E	AV	Toshiba	Pcs	1
76	DHA011E160025	Power Board 32P2300	AV	Toshiba	Pcs	0
77	DHA011E160026	Power Board 24PB2E	AV	Toshiba	Pcs	2
78	DHA011E160027	Power Board 32P2400	AV	Toshiba	Pcs	2
79	DHA011E160028	Power Board 32CV700	AV	Toshiba	Pcs	1
80	DHA011E160030	Power Board 24P2300	AV	Toshiba	Pcs	7
81	DHA011E160032	Power Board 24HV10E	AV	Toshiba	Pcs	1
82	DHA011E160034	Power Board 32PU200	AV	Toshiba	Pcs	8
83	DHA011E160035	Sensor 32P2300	AV	Toshiba	Pcs	2
84	DHA011E160036	Sensor 32P200E	AV	Toshiba	Pcs	1
85	DHA011E160037	LVDS Cable & Speaker Cable 24L 2600VB	AV	Toshiba	Pcs	15
86	DHA011E160038	Sensor RM-01/94V	AV	Toshiba	Pcs	7
87	DHA011E160041	Speaker 4/3W214s2500	AV	Toshiba	Pcs	2
88	DHA011E160042	Sensor/System Cable24P2300	AV	Toshiba	Pcs	24
89	DHA011E160043	LED Sensor 94V 24PB2E4/24PB2E	AV	Toshiba	Pcs	2
90	DHA011E160044	Remote 24P2300	AV	Toshiba	Pcs	4
91	DHA011E160045	T-CON 23P2400VB	AV	Toshiba	Pcs	4
92	DHA011E160047	Speaker 40L3650VB 12w/6	AV	Toshiba	Pcs	16
93	DHA011E160048	Speaker 10w/824P2300	AV	Toshiba	Pcs	46
94	DHA011E160049	Speaker 32PU200E (10w/8)	AV	Toshiba	Pcs	4
95	DHA011E160049	Remote 32PU 200E	AV	Toshiba	Pcs	2
96	DHA011E160050	Speaker 32P2300(10w/8)	AV	Toshiba	Pcs	34
97	DHA011E160051	Speaker 10w/8 24PB2E	AV	Toshiba	Pcs	16
98	DHA011E160052	LED Speaker 32L2600VB(10w/6)	AV	Toshiba	Pcs	16
99	DHA011E160053	AV Bracket 32L2600VB	AV	Toshiba	Pcs	5
100	DHA011E160053	AC-CORD 12.5V 32L2600VB	AV	Toshiba	Pcs	2
101	DHA011E160054	Sensor Cable 32P2300	AV	Toshiba	Pcs	1
102	DHA011E160057	Speaker 10w/8 29P2300	AV	Toshiba	Pcs	2
103	DHA011E160059	LVDS Cable 32L2600VB	AV	Toshiba	Pcs	4
104	DHA011E160060	LVDS Cable 32P2400	AV	Toshiba	Pcs	16
105	DHA011E160061	LVDS Cable 40L3650VB	AV	Toshiba	Pcs	7
106	DHA011E160063	LVDS Cable 24P2300/32P200E	AV	Toshiba	Pcs	8
107	DHA011E160069	Sensor 24S1600	AV	Toshiba	Pcs	3
108	DHA011E160071	Speaker SU8/5w 24S1600	AV	Toshiba	Pcs	6
109	DHA011E160072	Speaker 24S1600 8w/6	AV	Toshiba	Pcs	21
110	DHA011E16009/14	Main Board 24L2600VB	AV	Toshiba	Pcs	8
111		LED Panel TSN L 24B01T	AV	Toshiba	Pcs	8
112		LAD Panel 32" TSN-32BO1T	AV	Toshiba	Pcs	5
113		LAD Panel TSN-32BO2W	AV	Toshiba	Pcs	5
114		Speaker 32L375VB	AV	Toshiba	Pcs	2

## **Conclusion**

Above all of the information we can understand how most of the business organizations manage their inventories and keep their accounts. The purchase procedures of inventories are almost same in most of the business organizations. That causes the purchase procedure I do not repeat at pharmaceutical sector but the NGO is something different. Now most of the company use Inventory management software and use Electronics or manual coding system so that they can easily tracing and recording them. Some large and all of Bangladeshi listed company audited their inventories by external auditor so that they can keep to maintain their clear accountability.

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