Internship Report on Inventory Management and Control Systems at Rupsha Enterprise

Faysal Gazi

This report is submitted to the school of Business and Economics, United International University as a partial requirement for the degree fulfillment of Bachelor of Business Administration

Internship Report on Inventory Management and Control Systems at Rupsha Enterprise

Submitted to:

Name: Dr. Saad Hasan

Associate Professor

School of Business & Economics (SoBE)

Major: Supply Chain Management

Submitted by:

Name: Faysal Gazi

Id: 111 193 124

Major: Supply Chain Management

Registration Trimester: Summer 2025

School of Business and Economics

United International **University**

Date of submission: November 24, 2025

Letter of Transmittal

24 November, 2025

Dr. Saad Hasan

Associate Professor

United International University

Dhaka, Badda, Madani Avenue, United City

Subject: Internship Report on Inventory Management and Control Systems at Rupsha Enterprise

Dear sir,

It is with a great pleasure that I hereby submit my Internship Report, which is titled "Inventory Management and Control Systems at Rupsha Enterprise"**.** The report encompassing all stipulations relating to activities of Rupsha Enterprise. This report has been provided to the best extent in my capability to provide an interesting and educative report. I have strictly followed all academic rules and guidelines in the preparing this report.

Sincerely Yours,

Faysal Gazi

ID: 111 193 124

School of Business and Economics (SoBE)

United International University

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Declaration of the Student

I, Faysal Gazi, a student of the Bachelor of Business Administration program at United International University, hereby declare that this report is entirely my own work. I have not knowingly violated any copyright regulations, and to the best of my knowledge, this report is an original and authentic piece of work.

Furthermore, I confirm that this report has not been submitted, in whole or in part, for the purpose of obtaining any degree or certificate at any other institution.

I have strictly followed all academic rules and guidelines in the preparation of this report.

Faysal Gazi

ID: 111 193 124

School of Business and Economics (SoBE)

United International University

Corporate Evidence

RUPSHA ENTERPRISE

RG/PL/DMD/25/07-005

Date: July 24, 2025

Mr. Faysal Gazi

Student ID No: 111 193 124, Program: BBA

Also Attn. To: Dr. Saad Hasan

Associate Professor, School of Business & Economics

United International University,

United City, Madani Avenue, Satarkul, Badda, Dhaka-1212, Bangladesh

Subject: Internship Placement

Dear Mr. Faysal Gazi,

We are pleased to offer you an internship in our organization as part of the requirements for your Bachelor's degree at United International University, Dhaka. During the three-month internship period, you will have the opportunity to gain practical knowledge about the major activities of our organization.

You are advised to report to the Trading and Warehouse Management Division at our office on August 01, 2025. Your topic of study will be **"Inventory Management & Control Systems Activities of Rupsha Enterprise."** Upon completion of your internship, you are required to submit a copy of your learning outcome report to us.

Thank you.

Yours sincerely,

M.Hassan

Md Mahmudul Hasan

Manager

Rupsha Enterprise

Add : 131 Siddique Bazar, Shop No : 124 Rose Marinas, Dhaka-1000, Office Address : 41/5-A Purana Paltan (1st Floor), Dhaka-1000
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Acknowledgement

I would like to express my sincere gratitude to my academic and internship supervisors at United International University and the management team of Rupsha Enterprise, who have guided and supported me in completing my internship report on "Inventory Management and Control Systems at Rupsha Enterprise."

I am especially thankful to the management and staff of Rupsha Enterprise for allowing me to work closely with their team and providing me with the opportunity to gain practical experience. Their guidance, patience, and willingness to explain day-to-day operations helped me understand the real-life processes of inventory management, product handling, and customer service in an import-oriented business. I would also like to thank the faculty members of the BBA program who have supported me throughout my academic journey and helped me relate theoretical knowledge to practical applications.

Finally, I am grateful to all the sources, books, and online references that assisted me in gathering necessary information for this report. Without their support and cooperation, completing this report would have been extremely difficult.

Executive Summary

This internship report presents a comprehensive overview of my practical learning experience at Rupsha Enterprise, one of Bangladesh's prominent import and sourcing companies specializing in footwear, leather goods, and fashion accessories primarily sourced from China. The primary purpose of the internship was to create a meaningful link between the theoretical concepts I learned in my academic coursework and the dynamic, real-world practices of supply chain and inventory management within an import-dependent business environment.

Throughout the internship, I was actively involved in several core operational activities, particularly those related to inventory handling and warehouse coordination. My responsibilities included receiving and inspecting imported shipments, verifying product quality and quantity, organizing and labeling items within the warehouse, updating stock records, and assisting in the preparation and dispatch of goods to various retail and wholesale customers. These activities helped me understand how accuracy, documentation, and workflow synchronization play a crucial role in maintaining inventory integrity. The report also provides an in-depth discussion of Rupsha Enterprise's inventory management system.

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List of Acronyms & Abbreviations

PO – Purchase Order

GRN – Goods Received Note

HS Code – Harmonized System Code

BDT – Bangladeshi Taka

USD – United States Dollar

C-TPAT – Customs-Trade Partnership Against Terrorism

BOMS – Bill of Materials

ABC – Activity-Based Classification

SWOT – Strengths, Weaknesses, Opportunities, Threats

CHAPTER 1: INTRODUCTION

1.1. Introduction

For imports-based business, inventory is blood line (exception to the below thought). Rupsha Enterprise is a buying agent and provide service to importers for their buying or procurement living in Bangladesh, Rupsha makes it easy for you to import directly from all the major manufacturers. Receipt, storage and distribution of imported commodities depend largely upon operations; thus, success also depends on good systems for inventory control and management.

I chose to work on the Rupsha Enterprise as I wanted to experience how the stock is managed in a real import-oriented business. I have opted for this company because it would be great learning and to understand the whole practical process of handling imported goods, starting from receiving it and up to the delivery to clients. My internship taught me how to tie the concepts I learned in school to real-life management of a business. It gave me an insight over how stocks are to be managed; records are to be maintained and the operations have to in coordination. This paper has described the current inventory practice of Rupsha Enterprise; the problems associated with this practice and how system can assist their service provider role to third party importers. The following have been directly observed by me during a daily internship period and I've asked the personnel who are working with me to confirm them.

1.2. Background of the Report

This report is an obligatory partial requirement that fulfills the need of Internship, completion about inventory management practices. To serve the purpose, I worked as intern in Rupsha enterprise, where footwear and different types of materials are imported from China & other international market. The business also caters to third-party customers by accepting in their goods and processing them for on-time distribution. Most of my time in my internship had been spent on the inventory receiving and delivery flow. I used to receive goods, check and stock them at warehouse, from the record I used to prepare of the material stock & Coordinate with customers for delivering their stuff. This internship gave me the hands-on opportunity to experience real, day-to-day stock flow and struggles of keeping track of imported goods.

These are how inventory operation is being maintained in Rupsha Enterprise and how they get support for sourcing and customer service as well.

1.3 Objective of the Report

The prime objective of preparing this report is to accomplish the academic requirement of my BBA program and submit practical report on inventory management. One of the main objectives to gather experiences and tie up those with what we have studied in academic course, such as supply chain and inventory related issues that are actually practice by Rupsha Enterprise during receiving, storing, tracking; hand over imported goods toward their customer. With this report, I intend to ensure that I have a clearer understanding of how inventory is handled in an import trading business.

1.4 Limitation of the Study

There are several limitations in the present study that can have impact on the depth and generalization of the outcomes. The report refers to a limited internship duration, which restricted the small-system observation on yearly inventory cycle and seasonal variations. Not all operational information could be obtained, some even for reasons of confidentiality, so that we were unable to follow each step-in detail. Besides, the research only tries to cover in respect of Rupsha Enterprise Limited; accordingly, other organizations might not discover exactly from this study.

1.5 Scope of the Study

The objective of the study is to determine how inventory is handled for imported goods of Rupsha Enterprise from China and international market. This would include verification process of goods receipt, warehousing, stock records maintaining and customer issues. This research also investigates how efficient inventory management will enhance the business operation by faster delivery, and customer satisfaction within the internal operation.

1.6 Motivation

This report has been motivated by the need to record what I learnt in practice during my internship and learn about practical aspect of inventory management and relating it with Supply chain operations. With this report, I am seeking to focus those skills that I learned in product receiving, warehouse organization and customer interface being the hallmarks of inventory management of import-focused business operations.

1.7 Methodology

To produce this report, I gathered the required data from various sources. Direct-observational methods, interacting with the employees and involved myself in the process of receiving, storing and delivering raw materials. Among all primary data was collected through direct observation at the time of my internship program from Rupsha Enterprise. Sourcing company files, followed by other online sources such as published materials on inventory management operations and supply chain.

Sources of Data:

• Primary Data: Observation, job experience, informal interviews with the staff while on internship.

• Second Data: Corporate documents, company websites, articles and e-literature on import operations and stock management.

CHAPTER 2: COMPANY AND INDUSTRY PROFILE

2.1 Chronological Background of Rupsha Enterprise

Rupsha Enterprise is an emerging and well-known trading and sourcing company in Bangladesh. With time, the company grew and now has made a name for itself in the import of footwear and other consumer products. The company mainly sources products from China and also offers overseas procurement services to local companies that need reliable procurement. Rupsha Enterprise has made a name for themselves in the market with high quality products & timely delivery coupled with keen competitive pricing.

Rupsha Enterprise has a well-organized import and supply chain management system facilitates its business process of sourcing, shipment and reception, warehousing and distribution of products. The exporter is entirely compliant with the trade rules and custom requirements of Bangladesh. The way it treats its stocks from import documentation to warehouse stocking and handing over the final product portrays a systematized, disciplined approach in managing its supply chain.

With a mission to helping the local businesses enter into overseas markets, they have made it possible for small sellers to source reputable suppliers and products from all over the world. Its sourcing support and import management have helped its clients to have high availability of products, lower cost of purchasing and a more efficient supply chain.

Rupsha Enterprise is equipped with highly competent personnel having specialization in technical aspects necessary to handle all matters of international sourcing, inventory management, product assessment and customer communication. Currently the company adjusts to the changes in world trade policy, shipping sea conditions and market order. The company keeps its accuracy, efficiency and reliability with the help of modern communication tools and the latest import discipline.

In the years since, Rupsha Enterprise has become a symbol of trustworthiness, professionalism and customer service. Its flexibility and innovation in combination with operational discipline have brought about its leadership position in the trading space.

Being an organization of quality, compliance and improvement, and it is still making impact to the contribute for your growth in import-based supply chain in Bangladesh.

2.2 Management

Rupsha Enterprise was established by Md. Bellal Hossain (Dulal) in year 2005 who has willpower to make the business bigger and prosperous. It has established itself as the name to be reckoned with in in the field of clearing & forwarding with sound network quality services and client-oriented business. The company is organized to make sound managerial decisions in all critical sectors of its business - purchasing, selling, merchandising and finance. Today the company's management is formed by two senior managers-partners, who manage vital segments of the business and make certain that day-to-day operations go well.

Figure 1 : Md. Bellal Hossain

The management is backed by the directors and senior management team who aid in the strategic structuring of business operations. Mr. Murad Hossain are an important part of the director or senior executive when it comes to government and helping shape business future, broaden market penetration and long-term relationship with clients. Through their years of experience, sense of duty and professionalism Rupsha Enterprise’s leadership ensures that the enterprise remains a household name within its industry and is able to offer unparalleled service both to its clients as well as business associates.

2.3 Work and Activities of Rupsha Enterprise

Rupsha Enterprise has been involved in the import business in Bangladesh since 2005. It has developed into a comprehensive supply chain management services provider, which includes main service importation, procurement and distribution, sales and client support.

Rupsha Enterprise cooperates with different types of customers, such as local companies, companies and government organizations to ensure the company's operations can help othe rs through complementing the business or responding effectively in the market. Services are provided to help clients make decisions and manage uncertainties; the focus on doing that faster than competition has been a theme.

Apart from this we also provide add-on services such as business planning, market research, logistics operation and feasibility analysis to help our clients' processes designed specifically on their needs and speed with today's rapidly changing ecosystem of doing business.

The firm has a solid reputation for its dedication to quality, trustworthiness and integrity. Ongoing professional development and knowledge updating is valued by the company, and there are regular training sessions, workshops and informative programs to keep employees abreast of industry trends.

Inspired by an ideal to sustainable business development and efficiency in Bangladesh, Rupsha Enterprise has established itself as one of the most trusted names in its category. The commitment to professionalism, customer satisfaction and quality of service continues to reflect the identity of the business today.

2.4 Inventory and Operational Coverage

Rupsha Enterprise Maintains Stock of its Finished Goods at its Central Production Facility which is used for the storage & Distribution of all Material. It also has completed a set of inventory management system to keep record well for products safety and fast delivery. All shipments received are accepted only after strict inspection and check against order documents to ensure accuracy and avoid discrepancies.

It has a strong focus on appropriate storage and handling. Stock is arranged by category, then suitable date codes (if applicable) and demand frequency neatly facilitating stock rotation and easy access when needed. Adequate audits and stock-takes are carried out to guarantee records are correct and that there are no discrepancies or errors in inventory system.

Stock management at Rupsha Enterprise also involves keeping stock balances and tracking product levels, as well as producing inventory reports for internal use and operations planning. The firm uses state-of-the-art tools and software in order to monitor inventory in real-time, thus minimizing errors as well as increasing levels of operational efficiency.

Furthermore, the corporation manages product arrival and shipping by facilitating these services for clients who need intelligent order fulfillment. This involves effectively coordinating customer pick-ups, scheduling transport and deliveries to ensure product delivery on time. With the help of proper planning & coordination, Rupsha Enterprise takes care that its operational flow is smooth reducing any sort of delays, thus satisfying the customer.

Through rigorous inventory control and operational coverage, Rupsha Enterprise’s business remains well supported, client demands are well met, and rapid response can be provided to variations in demand or market conditions. This conscientious commitment to resources ensures products are secure and that their company is renowned for its trustworthiness and professionalism within the sector.

CHAPTER 3: INTERNSHIP EXPERIENCE

At Rupsha Enterprise, I was mainly engaged in some physical handling of stock, stock recording and product delivery. Because the business involves high amount of shoes/accessories importation, efficient inventory management and correct stock movement were crucial in everyday processes. I also led support for warehouse to track, identify, store and ship products in a timely manner.

3.1 Inventory Loading and Unloading

A big part of my responsibilities included being involved with the loading and unloading of materials / cartons. When orders came in from China, I participated in helping:

- Includes removing cartons from the transport vehicles
- Comparing carton quantity as per the shipment papers
- Matching of carton code with the order list
- Putting The Cartons in Its Right Place Where Needs to Be Store

This helped to keep stock levels correct and averted picking errors.

3.2 Using Product Carton Codes

We utilize carton codes to track all product shipments by Rupsha Enterprise. These codes include details on product type, size, color and quantity. I used the carton codes to:

- Identify each product quickly
- Sort items in the warehouse
- Confirm products for delivery
- Ensure accuracy while picking orders
- Prevent errors during loading and dispensing

It was one of the best things on my daily to-do list that helped keep a warehouse in order.

3.3 Taking Note of the Inventory

I was primarily responsible for updating and tracking inventories during my internship. This included:

- Logging the number of cartons received
- Adding stock after offloading or delivery
- Keeping note of low-stock items
- Notifying his or her supervisor of any damaged or missing cartons
- Keeping tabs on what actually got put out for delivery

I also kept accurate inventory records by taking frequent notes on stock in hand. This was critical to be able to plan reorders and call off customer orders without a hitch.

3.4 Organizing and Sorting Warehouse Stock

Set the carton in order within warehouse as per category and carton code. This involved:

- Selling products by category (men's, women's, kids')
- Grouping accessories together
- Maintaining order and cleanliness in the warehouse
- Convenience by making the items locatable when delivered

An orderly warehouse cut through time, chaos and mistake during operations.

3.5 Preparing and Delivering Orders

After the shops ordered, I assisted in readying and shipping the products. My tasks included:

- Selecting the right cartons according to the list of orders
- Cross verifying the carton codes prior to dispatch / loading.
- Packing the products properly
- For shipping them in the back of the delivery truck

- Help with dropping off product at shops and customers
- Receiving the articles of surrender properly

This experience allowed me to see realistic processes of how an item moves from a stockroom to the consumer.

3.6 Coordination with the Warehouse Team

During my tenure, I also closely interacted with Warehouse and Delivery. Good communication was important to:

- Match carton code with the stock register.
- Confirm stock quantities before delivery
- Deal with minor problems like lost cartons or storage mix-up
- Ensure timely deliveries

It increased teamwork and cut down on operational errors.

Chapter 4: SWOT Analysis of Rupsha Enterprise

4.1. Strengths

- China-Bangladesh Linkage: We have a strong, reliable foundation with big suppliers in China such as Rupsha Enterprise. These long-term partnerships allow them to guarantee timely product sourcing, quality and price. This system offers the company tight control over its supply chain, and guarantees (somewhat) that customers can trust the products they receive.

- Dual-Country Inventory Coordination: Good delivery corporate teams with Inventory managements team both in China and Bangladesh. This two-location approach allows for seamless control of product receiving, sorting, quality checking and shipping. It eliminates information silos and relieves stagnation across the organization. This is a setup that keeps your business efficiently consolidated, even when managing goods from various incoming suppliers.

- Diversified Product Portfolio: Golden Horseshoe Enterprises sells a range of men's, women's and kids' shoes and accessories (including laces, insoles and shoe care) This variety enables them to target different customer segments and cater for various retail clients within the Bangladesh region. And it provides a one-stop-shop for doorbusters to retailers.

- Customer-Friendly Payment System: Their 'flexi payment' of 50% up front and 50% upon delivery is a big help to retailers with cashflow. It enables shopkeepers to inspect quality on arrival, before making the payment. This solution creates trust and repeats sales to continue long-term customer relations.

- Value-Added Services and Industry Experience: In addition to importing, the company helps local shops with exporting-related matters. This additional service is value-added into their business and makes them an educated partner in the global commerce. Their experience navigating customs, documentation and logistics gives them an edge over newer rivals.

4.2. Weaknesses

- Overdependence on Chinese Suppliers: Except it exposes the company to a potential risk, being that it almost completely relies on China for raw materials and finished goods. If there is any disruption in China say, the closure of a factory that supplies parts or products, or production delays, or shifts in policy — it directly impacts the company's supply timeline and customer commitments.

- Partially Manual Inventory System: There are still certain things in their inventory management such as counting of items, tracking of carton codes and updating their stocks is manual as well. Manual process is less error prone, slow down information movement and makes analysis in real time difficult for stock level. This could result in stockouts, overstocking or inaccurate records.

- Lack of Local Manufacturing Unit: Since they don't produce in their own country, they lack the control over manufacturing quality and customize service like order make-up and lead time. This restricts their capacity to be fast or nimble in the face of market fluctuations or supply chain challenges.

- Logistics and Shipping Vulnerabilities: Products imported however have to go through manifold stages like international forwarding, customs clearance and local transportation. Delays at any of these stages can threaten your delivery timeline. Reliance on outside logistic companies puts the firm at risk for delays.

4.3. Opportunities

- Scope for Wider Product Expansion: There is potential for Rupsha Enterprise to expand their product categories beyond just shoes. They might get into clothing, sports equipment or leather goods. This product extension would allow the seller to appeal to new customers and gain business.

- Digital Transformation of Operations: If they were to implement a complete digital tracking solution with barcodes, QR codes or packaging carton codes, it would help them eliminate most errors and speed up their workflow. Digital tools would also permit real-time tracking, accelerated decision making and improved forecasting.

- Growing footwear demand for imported shoes in BANGLADESH: Bangladesh consumer tastes are being redirected to fashionable, high quality imported shoes. When it comes to products, Chinese goods are meeting these high-expectations at an affordable price and Rupsha Enterprise is in the perfect place to take advantage of increased demand.

- Development of chain stores nationwide: Stores are proliferating, especially in the cities of Bangladesh. New retailers and distributors as well as online shops make it possible for the company to reach new customers. Better business relations may result in longer term contracts and larger shipments.

- Potential to build a goldmine brand on your own: Thanks to their industry knowledge together, the company can exploit its very own brand of shoe. Owning a private label would bring more profits and reinforce brand image and to my mind reduce reliance form third-party suppliers in the long-term.

4.4. Threats

- Volatile Shipping and Customs Costs: Fares, container costs and customs duties change frequently. Abrupt jumps can inflate import costs and difficult to keep the price competitive. This instability will erode your profit margins.

- Competitive Pressure from Other Importers: Bangladesh has a lot of footwear importers who get their goods from China. The competition is able to undercut the price, deliver it faster or have a better promotion. To remain competitive Rupsha Enterprise must continue providing excellent service and innovation.

- Currency Exchange Risks: Exchange rate fluctuations may have a direct effect on product cost. If BDT goes weaker compared to the Chinese Yuan or USD then the cost of import goes up and profitability is reduced unless price adjustments are made.

- Political and Regulatory Uncertainty: Shipment delays can come from political feuds, trade sanctions or even unexpected changes to import policies between China and Bangladesh. Tighter customs laws or more stringent regulations could add paperwork and slow clearance processes.

Chapter 5: Purchase

5.1. Supplier Identification and Evaluation:

Rupsha Enterprise starts sourcing the right domestic and international suppliers. The company considers product quality, price competitiveness, on-time delivery and C-TPAT compliance in order to choose any supplier. Such an assessment guarantees that the corporation has a reliable supply chain.

Finding Potential Suppliers: When Rupsha Enterprise decides to move into a new product line, they start by looking for suppliers that already have a solid or good reputation in the market. The firm examines business listings, industry lists, performance history, and word of mouth to locate suppliers who can meet the organization's product needs.

Assessment of Product Quality: Various studies have found that Due to product quality as the most significant criteria for Supplier's evaluation. Samples, product specifications and certifications are examined to verify that the vendor's productions adhere to the company requirements. Suppliers who's quality remains consistent are put on a short list.

Price competitive Analysis: Rupsha Enterprise conducts price competitive analysis to get the best pricing in the market. It also assesses unit cost, discounts, delivery fees and price stability in general. This enables Rupsha Enterprise to choose suppliers that offer the best value and quality.

Delivery Reliability Review: The time window for delivery of products is critical to prevent stock out and downtime. That's why the company must take a look at how the supplier has done with deliveries in the past, time of shipping, accuracy in fulfilling an order and honoring deadlines before a decision is made.

Regulatory and Import Compliance: Because the company imports a majority of their inventory, adherence to customs regulations and documentations is required. Rupsha

Enterprise makes certain that the supplier is able to provide all required import documents, including bill of lading, packing list and commercial invoice.

Supplier Communication and Responsiveness analysis: Proper communication only keeps the business running smoothly. The firm measures the responsiveness by how fast and well the supplier responds to questions, updates and problems. Communication of suppliers more efficient are preferred.

Final Supplier Selection: Based on the above criteria, the company selects a supplier that offers the best combination of quality, price reliability and compliance. This well-designed selection process thus helps Rupsha Enterprise to develop long term relationship with reliable suppliers and enable uninterrupted sourcing of the merchandise.

5.2. Preparation of Purchase Orders

Purchase Order (PO): Preparation of Purchase Orders (POs) is an important step in the procurement process in Rupsha Enterprise. Once the right supplier is identified, the company sends out an official purchase order with all of their product specifications. A properly executed PO allows to eliminate any misunderstanding, minimizes the chance of error and creates a legally enforceable contract between the buyer and the seller. The next key points show how Rupsha Enterprise generates its purchase orders:

Product requirement: This process is going to be like product requirement. In this, before giving a PO, company look into the inventory level and get an idea for exact requirements of that product what it is looking forward for. This also entails ascertaining kind of article, specification requirements and intended quantity required. Good planning makes the order quantity meet with business needs without stocking too much or too little.

Product details description: Each of the order has product information detail to prevent the mistake. by Rupsha Enterprise Gives product details like model number, size, material quality, brand and special needs if any Clear specs enable the supplier to give you want you need, consistently.

Quantity and Unit Price: The PO makes transparent the net quantity ordered and its agreed unit price. This information is necessary for the calculation of costs and also enables both parties to verify pricing. With the record of this information, a business can remain transparent and avoid future billing disputes or disagreements about the size of an order.

Mentioning Direct Cost and Terms of Payment: The total amount payable by the buyer for placing a quantity as mentioned in the PO at specified rate is indicated in the PO. Accompanying these perhaps may be the payment conditions (advance payments, credit terms or bank transfer details). These specifics generate a definite monetary contract among Rupsha Enterprise and the producer.

Shipment and Delivery Instructions: Your purchase order states how you want your items shipped, the date on which they need to be delivered and the destination warehouse. These direction ignorance guide suppliers to follow up the logistics and supply on time.

Compliance and Documentation: Rupsha Enterprise provides necessary compliance requirements including Certificates of Origin, Commercial Invoices, Packing Lists, Bills of Material (BOMS) as well as other custom documents. This prevents congestion at the port and speeds up clearance of goods into the country.

PO Verification and Approval: The purchase order is checked and authorized by authorized party prior to processed. Verification guarantees that any data is correct, valid and in accordance with the supplier contract. Once the PO is approved, it becomes a legal document and is directly transmitted to the vendor.

Copies of All Purchase Orders: Copies of all POs are preserved in the company's accounting and inventory control systems. These records help to keep tabs on where things stand with orders, suppliers and financials. Right documentation is essential to audit needs and internal control.

5.3. Import Documentation and Regulatory Compliance

Sources Another essential aspect to knows Import Documentation is crucial part of your procurement with Rupsha Enterprise. Being that the majority of goods are received from overseas suppliers, the company must adhere to laws associated with customs and local regulatory bodies. Correct documentation ensures clearance prompt clearing; it also avoids working bottle-necks. The key aspects are:

Provision of Important Papers: Such as commercial invoice, packing list, bill of lading, certificate of origin, insurance policy etc., are gathered and listed by the company. These papers are checked for quality before being submitted.

Customs Clearance and Compliance: Rupsha Enterprise complies with all customs regulations such as HS codes, tax assessment, and import duties. The company takes extra care to act in conjunction with clearing agents so that all documents presented are properly filed.

Checking Supplier Documents: All supplier documents are against purchase order terms, product specifications and shipment.

Avoiding Delays and Penalties: Precision in paperwork minimizes the risk of port delays resulting in added costs or goods seizure. This ensures easy access for products into the country.

5.4. Receiving Goods and Quality Verification

Another important checkpoint is to receive and qualify goods, which helps in ensuring only the right and good items are brought into the company inventory system. The important aspects include:

Physical Inspection of Merchandise: Goods are checked for damaged, defects or issues during shipment. The warehouse staff inspects whether the consignment received is as per expectations.

Quantity Validation: The quantity is compared against purchase order and supplier invoice to identify any short-shipment or over-shipment of materials.

Report Discrepancies: Any discrepancies, damage or missing items are noted and reported to management as well as the supplier for correcting the situation.

Preparation of Goods Received Note (GRN): A GRN is prepared to acknowledge that the goods have been verified and received. This paper is critical to updating stock and reconciling supplier payment.

5.5. Recording Purchase Transactions

Accurate recording of the purchase transaction is a very important task of the procurement processes of Rupsha Enterprise. Documentation is necessary to provide transparency, to enhance internal control and to support financial statements. Detailed and orderly recording of all purchasing activities, help in monitoring supplier's performance, managing inventory levels and exercising financial control. The below listed key features will make you understand how Rupsha Enterprise controls purchase transaction history:

Collecting Information from Vendors: The organization obtains detailed vendor data such as the name, address, contact details and tax ID. Accurate supplier data enables clear communication, accountability and better management of the relationship with the suppliers. Recording Invoice Numbers and Dates As each purchase takes place in conjunction with a given supplier invoice, the voucher refers to an invoice number and date. This gives an unambiguous reference for payment, settlement and audit.

Input of Product Type and Quantity: Information of all products including type name, product number, specification and quantity are key into the accounting system. Correct product data is important for good stock control and lower variations in ordered and received goods.

Payment Status: The accounting system monitors whether payments are upcoming, partially paid or completed. Being able to identify outstanding payments allows the firm greater reputation and relationship management if it can be seen as firm but fair with suppliers.

Update Inventory Level: When material is received, inventory level will be updated in an inventory management system. This maintains consistent account balances and provides instantaneous visibility into inventory, to help with planning the operations and managing sales.

Facilitating Financial Reporting: All purchase deals entered will have a bearing during the generation of financial statements such as purchasing order reports, profit or loss accounts and cash flow statements. This provides management with reliable information for decision-making.

Audit and Compliance Readiness: Detailed purchase histories make compliance with regulations easier, which facilitate internal or third-party audits. Ensuring proper documentation also presents transparency, and it shows that a company is following accepted accounting processes.

5.6. Payment Authorization and Settlement

Payment Authorization & Settlement is the last and most important step of Rupsha Enterprise Purchase procedure. Timely and accurate payment to suppliers is critical for keeping solid relationships Managing Business discipline Financial Prudence & Operational Efficiency. Our company has a system in place with procedures for the review and approval of all payments, reducing errors and ensuring transparency. The following significant aspects underline the discourse:

Verification of Purchase Documents: Prior to the release of payment, accounts should check that certain documents have been approved and input into the accounting system -the PO (purchase order), supplier invoice, GRNs (Goods Received Note). It makes certain that it is exactly the payment for the goods supplied and accepted.

Approval from Authorized Personnel: Every payment is examined and authorized by the appropriate person in financial operations or management. This multiple level approval provides checks and balances and safeguards against an unauthorized or incorrect transaction.

Timely Payment Processing: Rupsha Enterprise strongly believes in prompt payment to establish good partnership with suppliers. Timely payments are a determinant of an uninterrupted procure-to-pay process that incentivizes vendors to favor the buyer's order.

Maintaining Transparency: The company follows detailed verification and approval procedure, hence maintaining transparency in financial operations. Every cent is tracked and accounted for, minimizing the possibility of mistakes, misuse or fraud.

Recording Payments in Accounting System: The payments are input into the accounting system with supplier name, invoice number, date payment and payment amount as the information is authorized. Appropriate documentation is important to accurate financial records and to reporting and auditing.

Build Supplier Trust and Relationship: Rupsha Enterprise establishes trust with suppliers by ensuring that their payments are accurate, prompt. Good supplier relationships enhance product reliability, quality and total procurement effectiveness.

Chapter 6: ABC Analysis of Rupsha Enterprise's Inventory

ABC analysis can enable Rupsha Enterprise to prioritize its inventory by discovering what needs to have tight monitoring (and control), what less should have more moderate measures and care, and which items need only regular management. As the brand imports various styles of shoes and accessories from China, this approach allows easier decisions to be made, helps cut down unnecessary stockholding costs and allows for high-demand products to always be available.

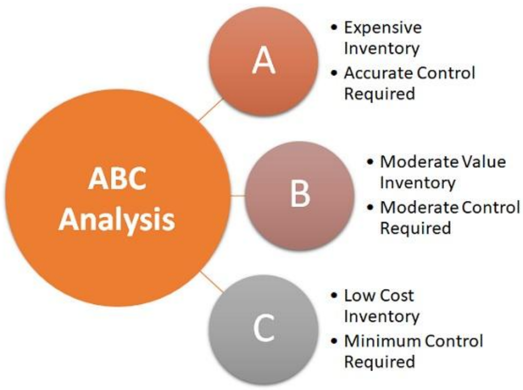

Figure 1: ABC Analysis

6.1. Category A – High-Priority Inventory Items

Category A includes the most valuable and fast-moving products. These items generate the highest revenue and are ordered most frequently by shops. Because the business depends heavily on these products, they require strict monitoring and accurate coordination between the China and Bangladesh teams.

Examples of Category A Items

- Men's premium shoes
- Ladies' trendy and fashionable shoes
- New Comers or Seasonal trends fly off the shelves

Inventory Impact

- Daily monitoring is required to prevent stock levels miscalculation.

- Stockouts need to be avoided, shopkeepers depend on these items.
- You should also reorder early — shipping and customs take time.
- China inventory people and Bangladesh receivers need to coordinate hand in hand very closely.

These are the items that generate you your profit, and having plenty in stock keeps customers happy and sales steady.

6.2. Category B – Medium-Priority Inventory Items

Category B (Medium movers) These products have a stable sale but not as fast moving as A category and they are important to sustain your regular orders throughout the year.

Examples of Category B Items

- Children's shoes
- Casual men's or women's everyday shoes
- Mid-range footwear for regular customers

Inventory Impact

- Weekly or bi-weekly checks are enough for these products.
- They have moderate demand, but still contribute significantly to total sales.
- Overstocks are not difficult to manage, though they should be controlled.
- Reordering can follow regular schedules, without urgency.

These products serve to balance the company's sales flow and to stabilize business outside of peak seasons.

6.3. Category C – Low-Priority Inventory Items

A high slow moving or low dollar item is a category C. They are still a cost element for the business but no longer impact profits greatly. These can be stockpiled with relatively low financial risk.

Examples of Category C Item

- Shoe laces
- Insoles and small accessories
- Old or outdated shoe designs
- Leftover stock from previous shipments

Inventory Impact

- Monthly or seasonal stock checks are enough.
- Overstocking does not cause major financial loss.
- These items can be kept in reserve without much concern.
- Reorders happen only when necessary or when the stock runs very low.

Category C goods occupy warehouse space, and need to be kept an eye on but not quite as tight as the items in category A.

Chapter: 7 Warehouse Management oat Rupsha Enterprise

Warehouse management is also an important aspect of Rupsha Enterprise's operations, as the company heavily depends on imported footwear and accessories which need to be properly stored, arranged and distributed. You can maintain a healthy stock with an organized warehouse and ensure that there are no delays in the product supply cycle. During my internship, I noticed that Rupsha Enterprise has a well-defined process in place for ware house activities, but frame work is not extended to all areas and depends on manual process.

7.1. Receiving and Verification of Imported Goods

After the shipment has been received in China, the entire process of unloading, checking and recording all the products is done by the Bangladesh warehouse team. The process begins with:

- Comparing shipping documents with carton codes.
- Bearing the number of items per carton.
- Checking the quality of products in terms of damages.
- Comparing purchase order with shipment and supplier invoices.

This is a very crucial step since it is necessary to detect any lack of match, missing products or damaged products before it cuts corners during delivery to retailers.

7.2. Organized Storage System

Rupsha Enterprise has a systematic storage set-up within the warehouse to have an easy access and effective use of space. The products are arranged according to:

- Shoe category (men, women, kids)
- Size variations
- Design and style
- Shipment batch or date of arrival.
- Carton code identification

The warehouse has a clear developed zoning system which enables workers to quickly find things when making up of orders. This saves on time wastage, prevents confusion and makes operations more precise particularly when the time is high.

7.3. Inventory Tracking and Documentation

Proper inventory control is crucial to the business which deals with the importation of thousands of goods. The warehouse department refers to carton programming and handwritten documents to keep a track of the inventory. The tracking process will involve:

- Capturing the products coming in and going out.
- Restocking stock movement reports on a daily basis.
- Confirmation of quick and slow-moving goods.
- Developing re-order stocks.
- Reports on low-stock to the management.

Despite the functionality of the system, there are still some parts that require manual input that will enhance the likelihood of errors. An electronic inventory system would be able to give real-time updates and minimize human error.

7.4. Safety and Preservation of Products

Shoes are environmental sensitive hence they require good storage. The warehouse implements a number of safety measures in order to preserve the quality of the products:

- Maintaining the warehouse in a clean, dry and well-ventilated state.
- Cartons, cartons, cartons: keep off water and dust.
- Do not stack too high so as to break.
- Enhancing adequate illumination to identify the product.
- Performing regular inspections to ensure product standards.

These actions are to avoid discoloring, deformation, or damage by moisture in the storage.

7.5. Order Preparation and Dispatch

The warehouse team does the job of arranging and preparing products to be delivered when shops make orders. This includes:

- Choosing the right carton numbers by use of order sheets.
- Recalculation of quantities to prevent delivery discrepancy.
- Placing labels on the items to be transported.
- Liaising with delivery personnel so that they deliver on time.

This is a critical step that must be done carefully and with a keen eye because mistakes will either put customers off or refurbishment of products.

7.6. Coordination Between China and Bangladesh Teams

The two-country operational structure is one of the advantages that Rupsha Enterprise has over its competitors. The China team handles:

- Taking in products in factories.
- Sorting and storing items
- Scheduling and making shipments ready to carry the cargo.
- The Bangladesh team manages:
- Pick up of shipments at the port.
- Updating inventory records
- Distributing and storing the products locally.

This kind of coordination enables the company to manage the large quantities effectively, but it needs an active communication to avoid mistakes in the quantity, type of product or the shipping timetables.

7.7. Challenges in Warehouse Management

Even though the working of the warehouse is smooth, some challenges are faced:

- When tracking is manually done, it raises the chances of mistakes.
- Small warehouse capacity at high importation times.
- Shipment delays or customs clearance delays.
- There is sometimes poor communication between cross country teams.

Solving these problems can help greatly to increase effectiveness and precision.

Chapter 8: Findings & Conclusion

8.1 Findings

- Rupsha Enterprise's inventory operations are at the heart of its business model. Because the company imports a large volume of shoes and accessories from China, effective inventory management is essential for maintaining supply and avoiding stockouts.
- The business success depends not only on sourcing but also on how well receipt, storage, and distribution are handled.
- The company has developed reliable and long-term relationships with Chinese manufacturers. This helps them maintain consistent product quality and timely delivery.
- This close partnership provides the business a stable source of supply and gives them leverage in negotiating terms.
- Having inventory teams in both China and Bangladesh enables smoother coordination of shipments, storage, and order fulfillment.
- This setup reduces errors, improves cross border communication, and helps maintain stock visibility across locations.
- Some parts of the inventory management process are still manual (e.g., carton code tracking, stock updates), which increases the risk of human error.
- The lack of a fully digital system means limited real-time visibility and slower decision-making.
- Imported goods face several logistical challenges, including shipping delays, customs clearance, and local transport.
- These challenges can disrupt delivery timelines and lead to inconsistencies in customer service.

8.2. Conclusion

Internship at Rupsha Enterprise provided an instinctive and in depth knowledge about how to manage inventory in a importing based business. Getting involved with this shipping system in terms of side loading, safe receipt and recording, rigid checking procedure, meticulously keeping the item in warehouse and finally ensuring timely delivery of shipment it becomes very clear that the efficient inventory management is crucial for service quality of Rupsha Enterprise Ltd., Satisfaction level of client as well as overall performance.

The research showed that even though the company possesses a well organized import and warehousing system, some of the procedures depend on manual efforts, presenting high risks for mistakes, time wasting operations and stock discrepancies. However, secure supply relationships in China, proficient warehouse management as well as strict documentation and high product variety still support the consistent operations capabilities of the Group.

The ABC analysis also helped to understand that some inventory types need closer analysis than others. Under such a harsh spotlight, high value shoes (Category A) require careful watch to keep enough stock; medium-demand products (Category B) can support steady sales in the whole year whilst slow mover accessories (Category C) pose little financial risk but need more efforts of conditioning. Knowing these types, Rupsha Enterprise is able to focus resources and increase inventory accuracy. The internship successfully blended textbook knowledge of warehouse and supply chain practices. It stressed the importance of being precise, coordinating and making decisions on time, when it comes to handling imported commodities. In future, Rupsha Enterprise could further improve functionality by introducing digital tracking, cutting out manual processes and creating a stronger forecasting system. Based on this, we believe that the inventory performance of an import-oriented enterprise like Rupsha Enterprise will be significantly enhanced, and costs will be reduced and customer satisfaction improved if efficient inventory management supported through technology would have been adopted as part and parcel of day-to-day business.

Reference

https://www.uiu.ac.bd/