

Internship Report
on
The Activities in Supply Chain Management of
STANDARD Group



الجامعة الإسلامية للتكنولوجيا
UNIVERSITE ISLAMIQUE DE TECHNOLOGIE
ISLAMIC UNIVERSITY OF TECHNOLOGY
DHAKA, BANGLADESH
ORGANISATION OF ISLAMIC COOPERATION



Submitted to

Islamic University of Technology

In partial fulfillment of the requirements for the degree of
BBA in Business and Technology Management (BTM)

Submitted by:

I understand that my final report will become part of the permanent collection of the Islamic University of Technology BBA in Business and Technology Management Program. My signature below authorizes release of my final report to any reader upon request.

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May,2023

Letter of Transmittal

12th May, 2023

Dr. Md. Abul Kalam Azad
Professor and Head of the Department
Department of Business and Technology Management
Islamic University of Technology
Board Bazar, Gazipur.

Subject: Submission of Internship Report.

Respected Sir,

I hereby submit the Internship report titled “**Internship Report on The Activities in Supply Chain Management of STANDARD Group.**” which is a mandatory part of the internship program. It was a great privilege for me to work under such guidance and supervision.

I have tried my best to portray the details of the company, my duties there as an intern, the scopes and possibility of the company etc. very precisely. This opportunity has enabled me to bridge the theories between my theoretical knowledge gathered throughout the past 4 years and real-life practices. I sincerely believe that the practical knowledge and experience gathered from this study have definitely added value to my career and will also help to ace in the corporate culture in the future.

I hope my effort would succeed to satisfy your expectation. I will be available at any time convenient to you for clarification of any point of this report.

Sincerely yours,

Gazi Ahnaf Tahmid

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ID: 180061106

Department of Business and Technology Management

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Declaration

I, Gazi Ahnaf Tahmid, a student of the Department of Business and Technology Management, Islamic University of Technology, understand that the report submitted by me is an original and authentic article written solely by me under the supervision of Dr. Md Abul Kalam Azad. This report is fully compliant with university rules and regulations regarding plagiarism and collusion as it has not been submitted to any other university/college/organization for a degree.

I also undertake to indemnify the University from all damages resulting from my breach of the above obligations.

Sincerely yours,

Gazi Ahnaf Tahmid

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ID: 180061106

Department of Business and Technology Management

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Acknowledgement

It is with great pleasure that I take this opportunity to convey my sincere thanks and deep admiration to my faculty supervisor Dr. Md. Abul Kalam Azad, Professor and Head of the Department of Business and Technology Management, Islamic University of Technology. The blessings, support, and wisdom that he has provided us from time to time will take us a long way in the road of life that I am about to embark upon. I owe a debt of appreciation to him since he has put forth his entire effort toward driving the team toward the objective, and he has taken a deep interest in my internship report and has directed me throughout the process, until I have completed my job by supplying all of the required information for establishing a successful system.

As I was putting up the report, I had the active assistance of my company supervisor Md. Abdul Alim, Manager, Sourcing Department, as well as Jahangir Hossain Riyadh (Manager, Logistics Department), Md. Kamruzzaman (Asst. Manager, Export Department) and other officers of STANDARD Group. I would want to offer my heartfelt thanks to them for their cooperation, consistent practical learning and guidance, and support during the duration of my internship. Throughout my internship program, they provided me with knowledge and resources at every level. MY supervisor assisted me with all of my duties and obligations. He deserves my deepest gratitude for his assistance in learning Group's culture, surroundings, and work routine, as well as in assisting me in the preparation of my report.

I would also want to express my gratitude to colleagues from many positions as well. Their enthusiastic engagement in all of my concerns and queries throughout my internship attachment has contributed to the overall success of my experience.

Executive Summary

This report primarily covers the development and implementation of the import and export process by the Supply Chain Management department of STANDARD GROUP, the nation's leading RMG manufacturer. In 1984, the company entered the RMG division of 100% export textiles and began trading under the name Standard Garment Industries Ltd. Supply chain management has grown in relevance in many industries as businesses see the value of developing integrated relationships with their suppliers and consumers. Supply chain management has evolved into a method of increasing competitiveness by lowering uncertainty and boosting service. Companies must understand their logistics strategies and processes in order to manage their supply chains successfully.

RMG Sector has a great impact on our economy. This sector is well established in Bangladesh right now and in order to ensure its uninterrupted development, supply chain management practices should be upgraded and modernized. As an internship program, I have chosen “Supply Chain Management Practices of Standard Group” which produces 2 Lac pcs (approx.) of Garments per day and offer a great opportunity for creating jobs. I have performed a three months long internship in this organization and have observed productive procedure and its supply chain management. From close observation, I have come to realize that it is not only production but also a sound supply chain management system which is necessary to achieve organizational goals.

In order to write this report, I have discussed with officers as well as labors about the production and its supply chain management practices. Purchase orders are used by the supply chain to communicate their requirements for raw materials to the appropriate providers. A Letter of Credit (L/C) or Cash against Documents (CAD), which is the most widely accepted means of international payment in Bangladesh and also in STANDARD Group, is used exporting and importing goods. The process of opening a L/C. Primary and secondary data both have helped me to build up a concrete idea. However, some limitations were faced to prepare this report. At first, I have given some picture of Standard Group. The main functions of Supply Chain Management practices of Standard Group have been reflected in this report. In order to make supply chain management practices effective in this group I have provided certain recommendations.

Acronyms

SL No	Terms	Abbreviation
A	AWB NO	Air Way Bill No
B	BOM	Bill of Materials
B	BL	Bill of Loading
B	BGMEA	Bangladesh Garment Manufacture and Exporters Association
C	CSR	Corporate Social Responsibility
C	CI	Commercial Invoice
E	ETA	Estimated Time of Arrival
E	ETD	Estimated Time of Delivery
F	FDD	Foreign Demand Draft
G	GATT	General Agreement on Tariffs and trade
G	GDP	Gross Domestic Product
H	HR	Human Resources
L	LC	Letter of Credit
M	MFA	Multi Fiber Agreement
M	MC	Merchandiser
2	PO	Purchase Order
P	PL	Packing List
R	RMG	Ready-Made Garments
S	SCM	Supply Chain Management
S	SC	Supply Chain
S	SRC	Sourcing
T	TNA	Time and Action
U	UD	Utilization and Declaration
W	W/H	Warehouse

STANDARD | GROUP

This internship report is submitted to the Department of Business and Technology Management (BTM) at the Islamic University of Technology (IUT) for the course BTM 4800.

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Chapter 1: Introduction

Bangladesh's economy is heavily reliant on the ready-made garment (RMG) sector. It is Bangladesh's main export sector and has expanded at an incredible rate over the last 35 years. Taking advantage of the isolated market offered by the GATT's Multi-Fiber Agreement (MFA), it was able to quickly rise to prominence in terms of foreign exchange revenues, exports, industrialization, and GDP contribution. Industry is critical for employment creation and revenue generation for the underprivileged. The industry directly employs around 4 million people and indirectly employs over 12 million. The number of manufacturing locations has increased from 180 to over 4000 in the past 25 years. Furthermore, the industry makes a substantial contribution to the country's socioeconomic growth. Despite the conclusion of the quota scheme in 2004, the sector has maintained excellent profitability, competitiveness, and, perhaps most significantly, community participation. RMG's economic contributions to Bangladesh are well recognized, highly regarded, and admired. In fact, RMG is the most significant export industry in our country, accounting for more than 75% of total export revenues. However, there are industry-specific strengths, weaknesses, threats, and opportunities.

The COVID-19 pandemic posed a long threat to the existence of this industry but fortunately the authority could take proper decision regarding its continuation in line with national and international requirements.

1.1. Background of the Report

When knowledge and learning are combined with theory and practice, they are transformed into perfection. The application of theoretical knowledge leads to its refinement in practice. As the concerned parties, namely the academic institution and the organization, have reaped enormous benefits from a program known as "Internship," the main objective of internship is to teach students and prepare them for the realities of the corporate world. I've written this report as part of my requirements for earning a Bachelor of Business Administration in Technology Management under the direct supervision of Prof. Dr. Md. Abul Kalam Azad Sir.

1.2. Origin of the Study

In order to complete my internship program for my BBA in TM degree, I am required to submit this report. Because I have been working for this organization as an intern in the Supply Chain Management Department for the past three months, I made use of all of the most up-to-date knowledge. As part of my job responsibilities, I was responsible for gathering information and

keeping track of activities across the company's whole supply chain process. I was given the opportunity to keep track of the activities associated with supply chain management. My supervisor, Md. Abdul Alim, assisted and directed me through the process of completing this report.

1.3. Specific Objective

- ✓ To learn more about STANDARD Group and RMG sector
- ✓ To be aware of the present mission, vision, goals, and objectives of the organization
- ✓ To have a thorough understanding of the supply chain management procedure of STANDARD Group
- ✓ To analyze the Supply chain practices of readymade garments Industry in Bangladesh and relate the knowledge at the Standard Group.

1.4. Methodology

A methodical procedure is followed throughout the investigation, from the information phase through the concluding presentation of the findings. In this report, I discussed my internship experience at STANDARD Group's supply chain Unit, which resulted in this report. This has been a three-month period in which I have undertaken descriptive study and used my hands on experience.

Primary source: Numerous discussions with representatives from several departments of STANDARD Group. Furthermore, while doing my duties, I obtained the information that was necessary.

Secondary source: In addition to primary resources, a variety of information has been gathered and derived from the Internet and the STANDARD Group's website.

1.5. Scope of the Study

Many companies recognize that if they want to grow their profits and market share, they need to focus on effective supply chain management. Some companies have cut manufacturing costs as much as possible, and there are supply chain management issues. Organizations must look across their supply chain to identify new cost-saving opportunities. Many organizations have worked rapidly to strengthen SCM to reconcile client demand with the necessity for profitable

expansion, according to Chandra and Kumar (2000). According to Hoover et al. (2001), one of the most difficult aspects of SCM is to provide improved value to customers while lowering costs. This research has a broader scope in terms of supply chain management and it focuses on a variety of topics, including the competitive position of Standard Group in SCM development.

1.6. Limitations

- ✓ The collecting of primary data is usually a challenging task, and it is even more difficult to ensure that the material is real.
- ✓ Managers are hesitant to disclose company's secrets with interns since the Sourcing department is a very sensitive function.
- ✓ Obtaining the most accurate picture is always a difficult endeavor.
- ✓ Because of the limited amount of time available, it is difficult to comprehend the complete supply chain management procedure.

Chapter 2: Company Overview

2.1. Historical Background

In 1969 Mosharraf Hossain and Atiqur Rahman took their first initiative into business in the sector of construction and initiated the company which name was "The Civil Engineers Limited". The company have created excellent contribution in Bangladesh's top civil construction structures; for example, Country's biggest Power Plant, Indoor Stadium, the Convocation Hall Hospital, Telecast Station, Iman Bhaban, Diabetic Hospital, Open University etc. Standard Group is one of the most reputed business houses in Bangladesh, operating in 7 different business sectors:

- Apparel
- Engineering
- Clearing & Forwarding (C&F)
- Real Estate
- Trading
- Insurance
- Disposal Plastic Product

In 1984, the company entered the RMG division of 100% export textiles and began trading under the name Standard Garment Industries Ltd. The clothing factory is located in its own premises with luxurious furnishings. State-of-the-art machinery and techniques are used to design, grade, mark, cut, sew and finish fabrics. Today, the garment manufacturing sector is the largest labor consumer in the Standard Group.

Today Standard Group is one of the leading garment manufacturers in Bangladesh. The company can handle a wide variety of light to heavy fabrics (e.g. 14.50 oz denim, wool, fleece, etc.). Standard Group uses various types of high-tech machinery to produce various textile products. We also have a fully automatic jeans production line. Since its establishment, Standard Group has run its business smoothly, contributing to the development of the national economy with enterprise support and quality products. The Standard Group has won various "domestic and export awards" at different times (that is, the Standard Group specializes in all kinds of textile products for men, women, boys, girls and children.

Products names are given below as per product types: -

Outerwear

- Technical outerwear
- Wool coats
- Functional jacket
- Down jacket

Bottoms

- Pocket jeans
- Cargo pant
- Chino pant
- Skirts

Tops

- Casual shirt
- Vests

In late 1990's Standard Group set up the Washing and Finishing Project with a small capacity. Today that has been increased by importing modern technology from Italy, Spain and Turkey. The after Effects, Standard Group's Washing Plant is the largest in Bangladesh and the second largest in Asia. The company can handle all kinds of wet and dry process.

1) For Laundry-Wet Process, it deals with different types of washes like Stone wash, Rinse wash, Bleach wash, Pigment wash, Jet dyeing wash, Acid wash, Enzyme wash etc.

2) For Laundry-Dry Process, Laser Blasting & Printing, Hand Brushing, Tinting, Scraping, Whiskering, 3D effects, Ozone Treatment, Robotic PP Spray and other dry effects.

In 1997, Standard Group introduced embroidery facility. Today there are 42 embroidery machines with each having 20 heads. The machines can stitch up to 15 colors simultaneously. Standard Group introduced Printing facility; they have an in-house screen-printing facility which can handle all of our printing needs on garments. For example: Discharge Print, Flocking, Glitter, Metallic, Nylobond, Plastisol, Gloss etc. We also have few Octopus type printing machine of 8 colors.

Standard Group has packaging and accessories solution to meet all of the packaging and shipment requirements. They have in house packaging plant that provides packaging products

and solutions starting from Belts, Elastic, Cello tape Jacquard Elastic, Draw cord, Belt tape, Elastic cord, Rib, Drawstring, Gum tape, , Label, Twill, Poly bag, Carton to paper stickers etc.

In addition, we have modern printing facilities which can handle all kinds of labels, price tickets, hang tags, barcode stickers, stationeries, printing on poly bag, cartons etc.

On November 23, 1999, Standard Insurance Limited was incorporated as a limited liability company and registered with the Insurance Regulatory Authority on September 23, 1999 under the Insurance Act 1936. Standard Insurance operates in four areas: fire, marine, engines and miscellaneous. The company offers fire, marine, hull, motor vehicle, health and engineering insurance products as well as unpaid indemnity and reinsurance products. It also provides various insurance products such as theft, cash in safe, cash in transit, cash at counter, cash on the spot, personal accident, accident at work and business interruption insurance products as well as health and vacation abroad products, including education and employment.

In 2001, the group opened an office in Hong Kong called "Standard Sourcing HK Ltd." for better grip and better control of the quality level of the material.

Standard Group has a design studio to develop creative artwork and designs.

1) Creative design: The creative design studio has been developed in order for our designers to be updated with modern design trends and come up with innovative blend imagination and reality of production.

2) Artwork development: The Design House develops various artworks for technological implementation.

In 2003, Standard Group ventured into 100% export-oriented Sweater manufacturing at RMG sector. Within in a very short time it has acclaimed as one of the most promising new sweater manufacturers in the industry. It is manufacturing for mostly European retailers as well as North American retailers. It also has an in-house laundry facility which can handle all types of washes required for sweater. Standard Group is very well knowned for all kinds of Sweater.

Products for men's, women's, and children. Product names are given below: -

Product category:

- Sweaters
- Pullover
- Cardigan

- Vest
- Knitted Blouse
- Knitted bottoms
- Knitted Scarf

In 2005 Standard Group started commercial operation of labTEX. labTEX Services is the first local third-party textile testing laboratory in Bangladesh. Our services include testing garments, fabrics and accessories to various international standards such as AATCC, ASTM and BSI.

In 2006, Standard Group established a separate company, Inno Chemicals Ltd., to conduct the business of wholesalers, importers, exporters, distributors, distributors and distributors of chemicals used in the textile and garment industry. I did.

In 2018, Standard Group started its business as Standard Retails Ltd and started its journey under the brand name RISE. RISE is a contemporary lifestyle wear brand that values style and fashion. RISE incorporates ethnic and traditional styles into street culture. RISE stands for one thing. i am proud of you No matter where you come from or what you've been through, your story defines you and you can have pride about it. Everyone is unique in their own way and RISE provides a way for each individual to express their uniqueness. The brand manufactures a variety of luxury cloths and accessories for women and men. Our clothes are made to the highest quality with great attention to detail. Fit is essential to his RISE, with every detail of the garment being impeccably crafted and constantly improved gradually. RISE brand only uses the best fabrics and manufactures throughout its product range.

In 2018, Bangladesh's Standard Group got into a joint venture with Amann Group which is Germany-based to establish a new yarn manufacturing unit, 'Amann Bangladesh Limited'. We supply high quality sewing thread and embroidery thread to the garment industry. The new company produces and sells high-quality sewing threads according to German quality standards, especially for the clothing and footwear/leather industries. Over 1,560 motivated employees work in more than 100 countries around the world to succeed. AMANN produces with production facilities in countries of Europe and Asia region. We export yarn to India, Germany and other countries. In 2019, Standard Group ventured into Socks manufacturing which is 100% export oriented. It is manufacturing for mostly European retailers as well as North American retailers. Standard Group is specialized for any kinds of Socks products for men, women, and children.

2.2. Corporate Profile

Company Logo:



Company Details:

Name of the Company:	STANDARD Group
Year of Establishment:	1984
Status of the Company:	Private Limited Company
Country of Registration:	Registered under Bangladesh Garment Manufacturers and Exporters Association, Dhaka, Bangladesh
Total No. of Employees:	50,000+
Corporate Head Quarters:	CEB, 69, Mohakhali C/A Dhaka
Telephone:	+8809666779977, +880 2 9862003
Fax:	+88 (02) 9668638
E-mail:	info@standard-group.com
Website:	www.standard-group.com/

2.3. Business Units and Associated Companies of Standard Group

Serial no.	Name Of Companies
1	Jamuna Bank Limited
2	Crazy Fashions Ltd.
3	International Trading Service Ltd.
4	Peak Fashions Ltd.
5	Shams Styling Wears Ltd.
6	Standard Group Ltd.
7	Standard Stiches Ltd.
8	Standard Stiches Ltd.(Woven Unit)
9	Standard Stiches Ltd.(Unit-2)
10	Sterling Designs Ltd.
11	The Civil Engineers Ltd.
12	The Civil Engineers Ltd.(Woven Unit)
13	Tip Top Fashions Ltd.
14	Wear Mag Ltd.
15	Amotex Ltd. (Woven Unit)
16	Kazipur Fashions Ltd. (Kolma)
17	Matexport (Bangladesh) Ltd.
18	Standard Stiches Ltd. (Garments Unit)
19	Tulagaon Fashions Ltd.
20	Amex Ltd.
21	Transword Sweater Ltd.
22	Amotex Ltd
23	The Civil Engineers Ltd.
24	Your Fashion Sweaters Ltd.
25	Standard Stiches Ltd.
26	The Civil Engineers Ltd. (Packaging Unit)
27	International Trading Services Ltd. (Wash Unit)
28	Kazipur Fashions Ltd. (Unit-1)
29	The Civil Engineers Ltd.
30	Standard Fashions Ltd.
31	LabTEX Services
32	Adhunik Poshak Shilpa Ltd.

SBUs of Standard Group

2.4. Standard Group Management & Organizational Chart

Management:

Board of Directors

Ser. No.	Name	Designation
01	Engr. Atiqur Rahman	Chairman
02	Engr.Mosharraf Hussain	Managing Director
03	M.Tofazzal Ali	Executive Director
04	H.T.M Quader Newaz	Director
05	Hasnat Mosharraf	Director
06	Faheem Mosharraf	Director
07	Hasib Mosharraf	Director

Zonal Heads

Serial No.	Zone	Name	Designation
01	CEC(Konabari)	Abu Rahat Siddique	General Manager-Admin & Operation
02	CET (Kalshi)	Md.Monir Uddin Mollah	Senior Admin Manager
03	SHAMS (Hemayetpur)	Jahir Uddin Md. Babor	DGM-Production
	TCEL(Hemayetpur)	Rafiqul Islam	AGM-Admin
04	SDL(Sofipur)	Monirul Islam	AGM-Admin & Operation
05	SSL-W (Konabari)	Md. Shahanur Islam	Sr.AGM-Admin & Operation
06	CEL (Tejgaon)	Md.Asaduzzaman	Senior Admin Manager
07	KFL(Kalma)	Redwanul Hoque	Admin Manager
08	TWSL(Rajendropur)	Md.Masudul Karim	Admin Manager
09	YFL(Mawna)	Monirul Islam	AGM-Admin
10	SFL(Tejgaon)	Osman Gani,	Assistant Admin Manager
11	TCEL-S(Mouchalk)	Rezaul Karim	DGM-Operation
12	SGL-2(Mawna)	Md. Abdur Rashid	Senior Admin Manager
13	CTG (Chittagong)	Titon Dutta	Commercial Manager-C & F
14	AMOTEX (Zirabo)	Md.Kamruzzaman Chowdhury	Deputy Plant Manager
15	TCEL-P(Mawna)	Abdul Kuddus	Admin Manager
16	SSL-02 (Savar Ganda)	Md.Shahjahan	Assistant Admin Manager

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Organanogram

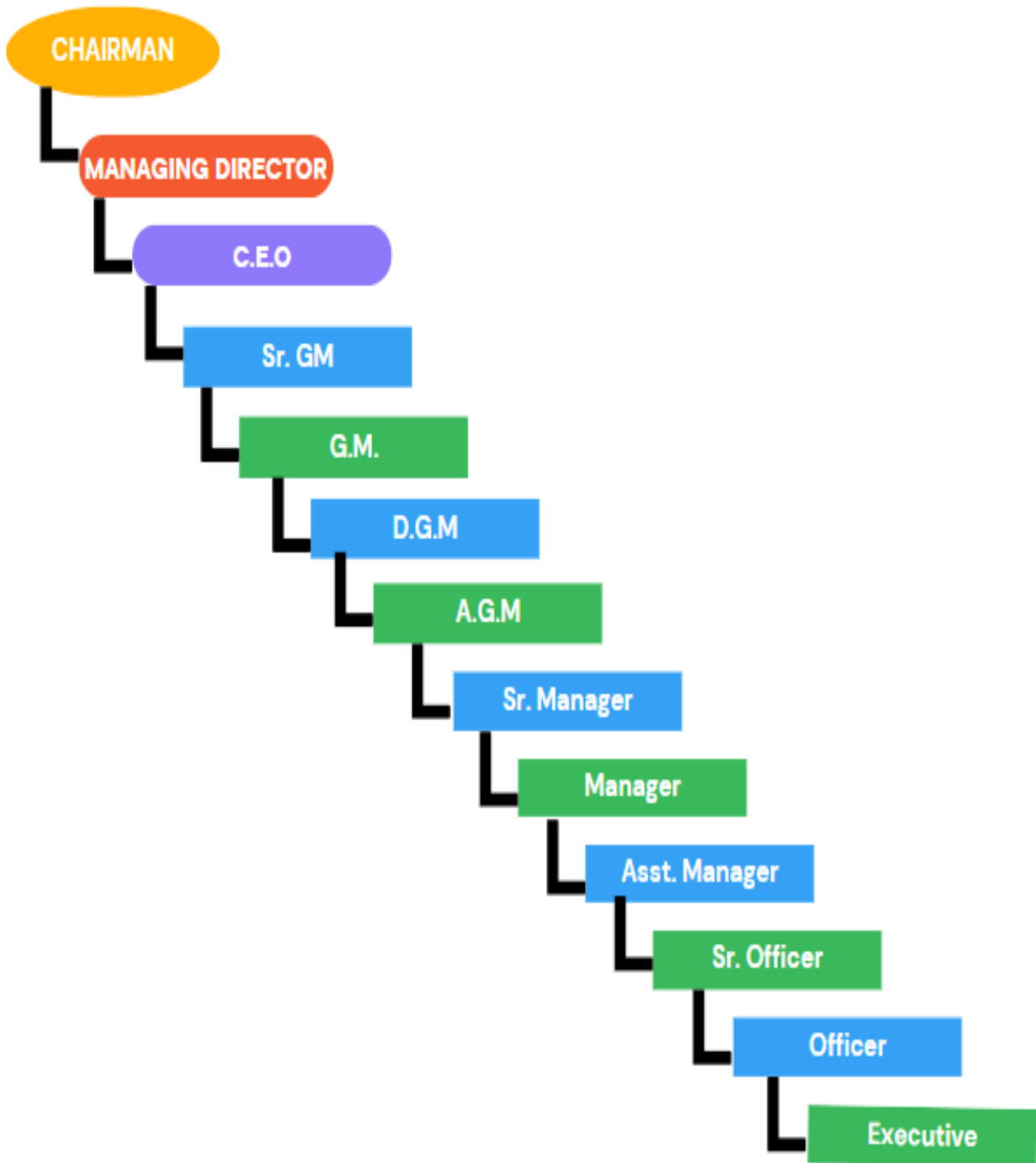


Figure 1: Organogram of STANDARD Group

2.5. Vision of Standard Group

STANDARD GROUP is committed to make the dreams of the founders a reality and will continue to operate within their strong and dynamic ethical business philosophies to be recognized as among the premier and most thriving organizations in the country and continue achieving sustainable quality growth.

2.6. Mission of the Standard Group

STANDARD GROUP is dedicated to work in partnership with stakeholders to rejoice mutual progression, embrace new technology , set industry standards and provide professional but personalized solutions that will result in the best possible outcomes for all to provide the clothing retail market quality , price competitive and timely ready-made garments (RMG) produced under both socially and environmentally responsible conditions by utilizing poor people of Kazipur and adjacent dwellers of river side of Sirajganj district have been struggling long against delusion effect of widest river Jamuna.

2.7. Values of the Standard Group

- Adhere to high ethical standards that exceed compliance standards set by our customers
- Provide equal employment opportunity to all employees
- Encourage innovation and adopt necessary changes
- Ensure a safe & healthy working environment for all our employees
- Abide by all laws and regulations set by both our customers and the government
- Assist all employees and their families in need
- Keep our production environmentally friendly

2.8. Goals & Beliefs

Our goal at Standard Group is simple extraordinary customer service as we provide our customer's needs in the fashion industry. We accomplish this by taking over the tasks which interfere with an enjoyable, leisurely lifestyle; and by partnering with organizations those have the finest reputations for quality.

Our goals are accomplished by a commitment from every employee. Business philosophy of Standard Group

- Recruit qualified and dedicated professional management team to manage and ensure sustainable growth of the enterprise in accordance with the Group's and the individual institution's vision and missions.
- Build an organization with appropriate mechanisms and systems in place.
- Entrust the professional management team with complete responsibility, authority and resources to deliver their mandate in accordance with principles of professional management.

2.9. Functions of Standard Group

Bottoms

Standard Group has its own and one of the biggest downstream manufacturing facilities in Bangladesh. The facilities produce backdrops from basic simple to complex / very trendy. With modern washing facilities, they are capable of producing any sort of bottom.

woven bottom wears such as:

- Men's Pants
- Ladies Pants
- Kid's Pants
- Shorts
- Basic pants
- Long pants
- Tops

Standard Group is one of the pioneers in applying the most updated technology to outerwear such as men's, women's and children's/kids' shirts. The types of woven tops we make are:

- Casual Shirt
- Top Wear
- Dress Shirt
- Flaimel Shirt

Outerwear

The Standard Group started manufacturing outerwear in 1984. As a result, the company has established the ability to manufacture different styles of outerwear. All the experience gained over the years has made the Standard Group production team experts in outerwear.

Outer Wears such as:

- Basic Jacket
- Basic Lined Jacket
- Bomber Jacket
- Down Jacket

There are several types of functions as per business types.

For woven manufacturing the functions are:

- 1) Sample query
- 2) Sample development
- 3) Costing submission
- 4) Order negotiation
- 5) Order confirmation
- 6) Open BTB LC for Raw material
- 7) Import Raw material after customs formalities
- 8) Cutting
- 9) Sewing & Quality check
- 10) Embroidery (if any)
- 11) Washing (if any)
- 12) Finishing & Quality check
- 13) Packing
- 14) Final Inspection
- 15) Ex-factory
- 16) Cargo hand over & custom formalities
- 17) Cargo Stuffing at Container & load at vessel
- 18) Collect Transport Documents (Bill of Lading)
- 19) Export Bill Negotiation/Collection
- 20) Payment received
- 21) Final Statement submit to custom based on Import & Export.

Sweater & Socks manufacturing functions:

- 1) Sample query
- 2) Sample development
- 3) Costing submission

- 4) Order negotiation
- 5) Order confirmation
- 6) Open BTB LC for Raw material
- 7) Import Raw material after customs formalities
- 8) Knitting & linking
- 9) Embroidery (if any)
- 10) Finishing & Quality check
- 11) Packing
- 12) Final Inspection
- 13) Ex-factory
- 14) Cargo hand over & custom formalities
- 15) Cargo Stuffing at Container & load at vessel
- 16) Collect Transport Documents (Bill of Lading)
- 17) Export Bill Negotiation/ Collection
- 18) Payment received
- 19) Final Statement submit to custom based on Import & Export.

2.10. Present condition of Standard Group

STANDARD GROUP is among the top Bangladesh's leading and longest-running garment manufacturing enterprises. Standard Group now has around 34 plants under its management. It has progressed significantly in stature and market share over the years. It is the owner of Bangladesh's biggest woven garment manufacturing unit, as well as a sweater making factory. It also has garment apparel design, washing, embroidery, printing, accessory production and garment testing facilities. The firm has the country's highest extensive and technically advanced production systems. We give a thorough and efficient solution every step of the way, from the beginning of the order procedure to the end. Our production lines make use of the most cutting-edge technology available, which along with our highly skilled team, allows us to produce clothing of the greatest quality.

Woven Manufacturing Present status: -

Sewing machines: 24,100 Nos

Production lines: 364 (Lean Line) & 11 (VB Mac)

Work area: About 5,125,000 sq.ft.

Work force (about): About 41,000 Employees

Turnover (2022): USD 334.53 Million

L/C Terms: FOB/FCA

Lead Time: ±120 Days.

Production capacity

Cutting: 335,000 yards/day

Sewing: 200,000 yards/day

Washing: 252,000 yards/day

Finishing: 220,000 yards/day

Socks Manufacturing Present status: -

Knitting: 100 machines

Work area: 25,000 sq.ft.

Work force: 100 Employees

L/C Terms: FOB

Lead Time: ± 90 days

Production capacity: 10,00,000 / Month

Washing Present status: -

Laundry Capacity: 250,000 pieces/day

Laser Capacity: 70,000 Pieces/day

2.11. Major Clients

Gap Inc, Abercrombie and Fitch, Sears Canada, Outfitters, Gymboree, Kohls, Lands' End, Sears USA, Jacob, Tommy Hilfiger, Eddie Bauer, Next, TCP, Brice, George Clothing, Colins, Hudson's Bay, Jacob, London Fog, JC penny, C&A, Black, Celio, Esprit, Marks & Spencer, Oxbow, Baker Street, Mexx, Berry, The Stadium, Gap Inc, Uniqlo American Eagle Tom Tailor & Others.

2.12. Exporting Country

Majorly to USA, UK, EU & Japan. Then in addition Australia, Austria, Belgium, Brazil, Chile, China, Dubai, Greece, Guam, Switzerland, Hong-Kong, Canada, Hungary, Columbia, Sweden, Germany, India, Ireland, Italy, Kuwait, Libya, Morocco, Norway, Panama, France, Peru, Philippine, Argentina, Poland, Russia, Saudi, Mexico, Arab, Singapore, Indonesia, Malaysia, Taiwan, Thailand, Spain Korea, Lebanon Turkey, South Africa, Ukraine, Uruguay, Vietnam.

Chapter 3: Industry Analysis

3.1. Size and Growth Trends of RMG Sector

The RMG sector first appeared in the 1860s. The industry was the first to export Karachi-made garments to the EU market. From 1977 to his 1978 he had at his disposal nine export companies. The big three at that period of time were Paris Garments, Riaz Garments, and Jewel Garment. From these, Riaz Garments was widely known and noble company at the time. In that early time period, Mohammad Reaz Uddins started the Riaz Garments business with tailoring under the Riaz business name. In 1973 he changed the company name to Riaz's Garments and in 1978 it started sell products to foreign countries under the name "Olanda". Desh Garments is one of his pioneers in his RMG industry in Bangladesh. Several other prudent and hardworking entrepreneurs have followed the starters in the RMG sector to establish RMG companies in the country. Since then, Bangladesh's Ready Made Garments industry has developed day by day without looking back. However, the sector passed through various important stations along the way.

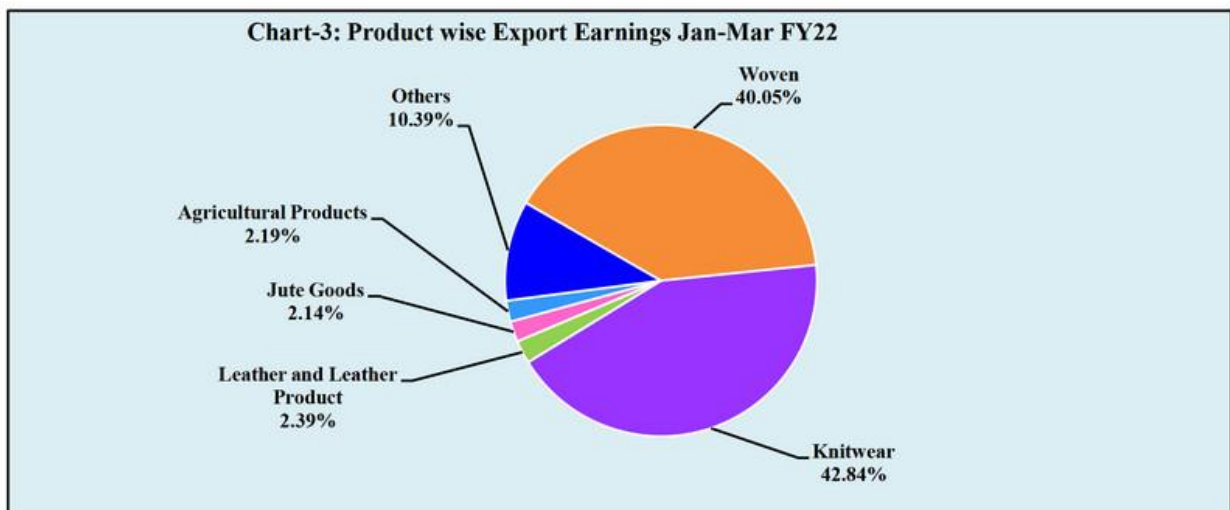


Figure:2: Product Wise Export Earning for Bangladesh

Bangladesh's RMG segment right now has over 3000 production lines (unpublished measurements) and more than a dozen labor deficiencies, 85% of whom are ladies. In any case, agreeing to BGMEA, there are around 4000 no. of clothing manufacturing plants in Bangladesh. Nowadays, RMG Businesses is the country's biggest exporter with yearly trades surpassing \$24.49 billion. The best news for the Bangladeshi people is that Bangladesh clearly dominates over other South Asian providers in terms of generation ability within readymade goods of the clothing industry. Various types of clothing designs are produced in Bangladesh, which can be broadly classified into two categories: woven items and sewn items. Woven items comprise of shirts, pants, and pants. On the other hand, weaved items incorporate T-shirts,

clothing, leggings, socks and sweaters, polo shirts. Woven pieces of clothing still account for the larger part of the country's send-out profit. Agreeing with the BGMEA site, the knitwear generation is expanding altogether day by day, whereas approximately 40% of the send-out profit comes from knitwear.

The RMG sector comprises for more than 80% of Bangladesh's add up to send out a profit. Our country earned \$31.45 billion from garments trades in the financial year 2020-21. This industry not as it were making a difference create remote capital, but too utilizes millions of individuals locally. In 2015, Bangladesh had more than 4 million of his RMG laborers. By 2020, that number will surpass 4.2 million. It has approximately 1.8 million male representatives and 2.5 million female representatives. Bangladesh Garment Manufacturers and Exporters Association (BGMEA) was built in 1983 to advance and secure the interface of RMG producers and exporters in Bangladesh. It is the driving trade affiliation of Bangladesh.

Main strong points of STANDARD Group are good relationship with buyers and suppliers, exact proportion, justice in craftsmanship and behavior, regularity, and rule. The ultimate success of the garment sector is totally dependent on its productivity. As a result, at our production, productivity assessment has been given top emphasis. To quantify productivity, STANDARD Group often uses time-based optimization. It's the output-to-input ratio. The finished clothes are the output, while the inputs are man-hours, machine hours, fabric meters utilized, power consumed, and so on. Productivity and efficiency go hand in hand. When productivity rises, efficiency rises with it. A garment factory's most valuable asset is its workforce.

As a result, STANDARD Group places a high priority on the development of its employees' talents. As with skilled personnel, maximum output may be achieved in the shortest amount of time by using the smallest feasible workforce. The sewing sector of a garment manufacturing is crucial to its efficiency. The fundamental difficulty in this area is 'unproductive time,' also known as 'idle time,' which leads to a loss of production. STANDARD Group offers skill development programs all year round in order to eliminate 'idle time' and boost worker productivity.

3.2. Maturity of the Industry

The readymade garment industry arose as a result of the construction of thousands of factories. At the early 2010, there were 5,000 factories, and the number will be around the same currently. [BGMEA, BKMEA-member lists with stated workers] The median factory employed 400 people. Only 550 factories employed more than 1,000 people, with 176 employing more than 2,000.

The garment business began with tiny factories since it was simple to set up a factory - one could rent space, buy 50-100 sewing machines, wire the building for power, hire and train people, acquire a contract for a modest order of basic clothes, and begin to work! By doing, we learnt about sourcing, pricing, and quality control. Because the revenues were significant, small businesses were able to establish themselves. There was no entrance prohibition. Back-to-back Letters of Credit were permitted by the Bangladesh Bank, and bonded warehouses were permitted by customs, lowering the up-front cost of inputs to zero. Aside from that, the administration was unconcerned.

Successful businesses made a lot of money and put it back into expanding their sewing lines. Even as the factory grew in size, knowledge was gathered through experience, and productivity (output/worker) rose. Neither the United States nor the European Union set limits at first, allowing Bangladesh to export whatever it wanted. The US government eventually set quotas, although they were liberal since the US Trade Representative (USTR) intended to help Bangladesh expand its RMG industry. Many nations have been subjected to EU quotas, but Bangladesh has never been one of them.

Founded in the year of 1984, Standard Group now has around 19 factories nationwide and annual sales of approximately \$418 million. The organization has grown significantly over the years, both in size and customer base. Today, more than 40,000 employees work for the company, which can manufacture 150,000 parts per day. With one of the most thorough professional assembly frame and his second largest Aftermath Plan (Washing Plan), the company is known worldwide for its shirts and sweaters.

3.3. The SWOT Analysis

STANDARD Group's SWOT analysis: -

Strengths	Weakness
<p>1. Own Land: Factories of Standard group Limited are established in its own land.</p> <p>2. Effective Manpower: Factories are well equipped with skilled, expertise and productive manpower. They are doing their level best to deliver timely shipment and exporting 100% quality garments.</p> <p>3. Production of Fabrics: Mostly employees produce fabrics as per buyer's requirement.</p> <p>4. Innovative product line: Product lines are producing a unique & innovative garment which is a very good sign for the industry.</p> <p>5. Proper Management: Employees of Standard group Limited manages all the paper work quite nicely; supervises the production from start to end and helps to ship the good as per the requirement of buyers.</p>	<p>1. Post purchase behavior: After shipment of the products, employees do not collect actual post purchase behavior of buyers which is really a negative sign for the industry.</p> <p>2. Shortage of workers: As the Industry is not so big & the number of employees is limited, sometimes it becomes really difficult to produce all the goods timely & workload of the workers increase to a great extent if there is a large shipment.</p> <p>3. Subordinates absence in policy making: The subordinates do not take any decision or take part in policy making in meeting. The decision always comes from the top management which is demotivating.</p> <p>4. Poor salary structure: As the industry is still in a struggling position, its salary structure is not that much good in compare to the other industries.</p> <p>5. Competitors' smart move: Competitor industries are constantly offering innovative and substitute a product which is a big threat for this industry.</p> <p>6. Trade barriers: Increased trade barriers and quota system withdrawals are the major threats for the developing industries like Standard group Ltd</p> <p>7. Political imbalance: One of the major threats for Standard group is the current political instability. Strike, Procrastination etc. are hampering the production process quite badly.</p>
Opportunities	Threat
<p>1. Covering UK & USA market: Recently some foreign countries are really interested about making contract with Standard group which is really good news. Covering more market area of EU & USA will help the industry to establish quickly.</p> <p>2. Diversification: Standard group can expand their business by establishing the yarn, woven & sweater factories. It will help them to minimize the risk.</p> <p>3. Hiring dynamic & fresh Graduates: Standard group can hire dynamic, young & fresh Graduates who can generate innovative ideas & can lead to greater profit.</p> <p>4. Attending Trade Fairs: Standard can take part in different trade & textile fair to get public attention and can get new ideas related with today's business.</p>	<p>1. Our country's economic and political status is unstable.</p> <p>2. Shortage of skilled workforce</p> <p>3. Increased competition from international opponents such as Sri Lanka, China, Pakistan, and India.</p> <p>4. Competitors in the own country</p> <p>5. Increased price of raw materials</p> <p>6. Rise of Dollar rate</p> <p>7. Growing strengths of local distributors</p> <p>8. The demand of the highly profitable products is seasonal</p>

3.4. External Economic Factors and their Impact on Business

Companies care about economic issues because they affect the development of goods and services that consumer want and are ready to do payment for, as well as because the economy is a helpful measure of a country's health. STANDARD Group considers a number of economic factors, including political unrest, instability, hartals, and strikes, as well as the global recession in economy, alternative markets in America, the Caribbean, Laos, Latin Myanmar and Vietnam, a excessive competitive market, and the procurement of faulty, low quality machineries. Square Fashions must take necessary steps based on the consequences of these aspects in order to make the greatest use of the factors. For this, the industry may incur less profits than usual. As an export-oriented business if there is any delay or issues in the port area, it can harm the deals with foreign companies. If the freight cost increases the shipping cost also increases. Therefore, the whole company has to bear extra costs. Some buyers may get slipped because of the higher price. High demand, increasing price of diesel oil, world economy all indirectly have impacts on this industry. STANDARD Group may use these strategies to their benefit, such as building a global alternative market sector to compete with China, being devoted to increasing export trade as an LDC, and so on. Promoting skilled labor, introducing skilled technology, expanding into new markets (EU, Africa, Latin America), and making use of vastly underutilized human resources.

The huge problem we face today is the lack of workplace safety and poor workplace conditions for a huge number of textile factory employee. This is a big barrier for Bangladesh in the following fiscal year. Another notable factor is instability of political condition. The two horrific incidents at RMG sector in Bangladesh, the Rana Plaza tragedy and the Tazrin Tragedy, put forward the workplace viability issues to the rise and influenced all related to RMG. However, after the horrific incident, various initiatives were taken. That's good news for the RMG sector. Garment industry in Bangladesh. Necessary measures were taken and investment of large sums of money was done.

Confirming workplace surety in all factories is a must and it's a huge responsibility of the Bangladesh government. Failure to do so will result in foreign buyers rejecting orders here, dealing a heavy blow to his RMG sector in Bangladesh. We hope that with the help of foreign brands and international partners, the Bangladesh government, BGMEA and BKMEA can confirm the safety of the workers of RMG industry and continue the flow of the country's overall development.

Political hazards is hurting the RMG opportunities in Bangladesh. If this keeps going, this

will be a disastrous hit, destroying the most profitable sectors. The leaders therefore need to come out soon to resolve such issues.

3.5. Seasonality

Bangladesh exports to the USA increased by 15.43 percent from January to June 2021, representing a double-digit increase in both value and volume over the same span of time in the previous year. The export rate varies for different month of the year.

Month	Woven		Growth Rate (%)	Knit		Growth Rate (%)	Total (Woven+Knit)		Growth Rate (%)
	Year			Year					
	2020/21	2021/22		2020/21	2021/22		2020/21	2021/22	
July	1494.66	1228.77	-17.79	1750.28	1658.45	-5.25	3244.94	2887.22	-11.02
August	1103.52	1152.94	4.48	1364.5	1600.44	17.29	2468.02	2753.38	11.56
September	1064.54	1513.55	42.18	1348.88	1905.29	41.25	2413.42	3418.84	41.66
October	985.50	1515.82	53.81	1338.22	2045.89	52.88	2323.72	3561.71	53.28
November	1110.12	1459.55	31.48	1334.47	1775.50	33.05	2444.59	3235.05	32.34
December	1261.05	1868.44	48.17	1389.82	2176.06	56.57	2650.87	4044.50	52.57
January	1399.22	1972.17	40.95	1462.94	2112.41	44.39	2862.16	4084.58	42.71
February	1272.65	1716.04	34.84	1352.64	1795.68	32.75	2625.29	3511.72	33.77
March	1142.48	1881.22	64.66	1312.43	2050.18	56.21	2454.91	3931.40	60.14
April	1175.21	1811.49	54.14	1341.77	2122.69	58.20	2516.98	3934.18	56.31
May	1190.58	1415.29	18.87	1366.37	1743.29	27.59	2556.95	3158.58	23.53
June	1297.17	1863.56	43.66	1597.71	2228.44	39.48	2894.88	4092.00	41.35
Total:	14496.70	19398.84	33.82	16960.03	23214.32	36.88	31456.73	42613.16	35.47

Figure 3: Seasonal Sales Trends

Bangladesh earned \$2.24 billion in the same time of 2020, according to estimates from the Office of Textiles and Apparel (OTEXA), a division of the US Department of Commerce. While the country exported 1.02 billion square meters of garments in the first five months of the 2021 calendar year, up for RMG exports to the United States were \$5.22 billion in 2020, according to OTEXA statistics, down from \$5.92 billion in 2019.

3.6. Technological Factors

Even if the textile industry mainly focuses on final product, this company has started to take initiative in adding more advanced technological upgradation and usage. Square Fashions always believes in maximum efficiency which is done by brand new technologies. The Technical service development team researches about these machineries and use those in the factory. It results in higher earnings and also saves time.

Not just in sourcing, but across the business process, technology adaption and digitization will assist the sector in capacity growth, product diversification, enhancing predictability, efficiency, decision making, accuracy, and cost optimization.

STANDARD Group is devoted to ensuring all operations in every phase of production and quality assurance through a documented quality management system (**QMS**) that follows **ISO 9001** requirements. Auto-dispensing unit (LAWER) used for bulk dyeing production, monitoring all the process, automation technology, fabric developing in lab, taking order sample digitally are some of the innovations in terms of technological advancement.

To maintain compliance with standard policy and continuous upgrade of the QMS, STANDARD Group conducts relevant reviews, evaluations, and performance assessment of its operations. Co-generation of machineries is used here to reduce cost. Such as- they run chiller by extracting hot water temperature from gas generator and run exhaust gas boiler by extracting heat from flue gas of gas generator.

Square Fashions has a highly skilled technical and product development team on staff that is always evaluating the current trends in the garment market. The printing department is a one-of-a-kind combination of vision and expertise. They've been collaborating with consumers on a regular basis to convert their ideas and inspirations into creative and high-quality products. MHM printing machines, which are the most advanced in the world of screen printing, have been used by STANDARD Group. A traveling carriage drying system with an electric infrared heater is included with the glass-top printing table. The typical printing capacity of different garments is roughly 80 thousand units.

3.7. Regulatory, Political, and Legal Concerns

STANDARD Group strictly follows the Bangladesh Labor Law 2006, Bangladesh Labor Rules 2015 and social compliance in workplace. To maintain all the operations with discipline it is really necessary that the political situation of our country stays stable too.

In Bangladesh's RMG industry, political and legal factors are flexible. For any industry, government policies toward business are critical. For investors, tax-free export is a terrific opportunity. Bangladesh's business regulations are extremely liberal in terms of labor and the environment. It allows Bangladesh to produce things at a reduced cost. In industrialized nations, on the other hand, unemployment is quite low, and as a result, they choose to import rather than produce due to high labor costs. As a result, Bangladesh has a huge possibility to grow in the textile sector.

BGMEA (Bangladesh Garment Manufacturers and Exporters Association) and BTMEA (Bangladesh Textile Mills Association) supervise all the garments industries in our country and impose different kinds of policies and laws. The operation, compliances, work environment of STANDARD Group also follow all these protocols. Any new law, political disputes highly effect the whole industry.

3.8. Competitive Environment and Changes in the Competitive Environment

LOCAL COMPETITORS:

It is Only a few years ago, Bangladesh's textile industry was left behind, but things have changed now. In the recent years this sector got a large amount of investment. The government is also promoting and giving importance to this industry. To help this industry flourish, the government is enacting favorable policies and reducing restrictions.

Local competitors:

- **Hameem Group**
- **Beximco Apparels Limited**
- **Square Fashions Ltd.**
- **DBL Group**
- **Epyllion Group**
- **Rahnuma Fashion Wears Ltd.**
- **Asian Apparels Limited**

- Akij Textile Mills Ltd



Figure 4: Competitors of STANDARD Group

Growth of Standard Group competing with local competitors:

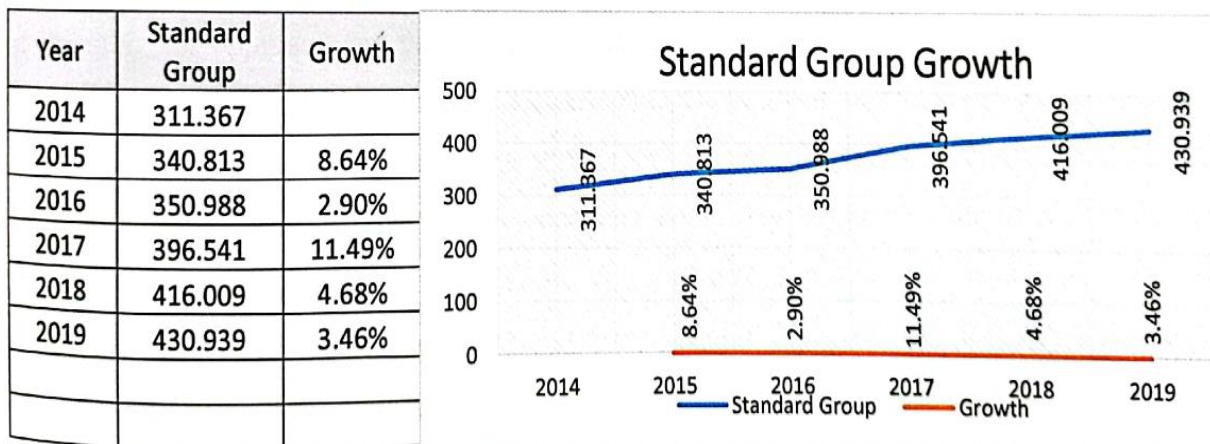


Figure 5: STANDARD Group Growth Chart

The competition has a number of strong product lines with unique and inventive designs that are of great quality.

Because of the COVID-19 situation a large number of buyers switched their orders from China to Bangladesh. As a result, it created a positive impact on our RMG sector.

The biggest competitive advantage that Standard Group has is that they produce quality products and have trustworthy buyers. There are times when the demand is so high that some of the orders can't be taken. Square Fashions never compromises with quality and this is why they will have long term customers. Another point is that the major buyers of this company

are high- end brands like American Eagle, J. Crew, Tommy Hilfiger etc. For this reason, profit percentage is always steady.

Standard Group has a secured position in market despite of all the competitors which is predicted to grow more.

FOREIGN COMPETITORS:

Bangladesh's main competitors are China, Vietnam and India. Bangladesh maintained its position as the world's second largest garment exporter with her 6.8% share of the global market. Unrivaled China remains the largest apparel supplier, with her 30.8% of the global market share. Vietnam is moving very quickly, contributing her 6.2% to the global market share, pushing India to her third place and posing a major threat to Bangladesh staying in its current position. Some global competitors are:

1. Zalando (Germany)
2. Lululemon Athletica (Canada)
3. Ralph Lauren Corporation (USA)
4. Shenzhou International Group Holdings (China)
5. TJX Companies (USA)
6. Prada (Italy)
7. Toray Industries (Japan)
8. Under Armour (USA)
9. V.F. Corporation
10. PVH Corporation (USA)

Chapter 4: Breakdown of Main Duties

This section concentrates on the primary tasks and responsibilities that I had while working as an intern at STANDARD Group. The goal is to make a distinction between my function as an intern and my role as a full-time employee of the organization. This will make reference to my service to the organization as a whole.

Departmental designation: Intern, Supply Chain Management (STANDARD Group-Corporate Head Office)

4.1. Work Environment and Tasks

On January 10, 2023, I began working as an intern at STANDARD Group since it was a requirement for my undergraduate program. I was selected for the internship in the department of Supply Chain Management. I was assigned to the Supply Chain Management Department and originally tasked with understanding the sourcing process, import process, export process and processing of L/C (Letter of Credit). Starting with demand creation and progressing through demand mitigation, I received in-depth knowledge on the whole import process throughout the first several weeks of employment. Additionally, I had exposure to the operations of other departments (Sourcing, Export, Logistics, L/C) that are directly and indirectly tied to the supply chain management process. I will go through some of the recurring activities for which I've had the opportunity to acquire knowledge that are pertinent to the subject of my paper.

4.2. Key Responsibilities

It was via this experience that I learned about the whole import and export procedure which are as follows:

For Import the activities are:

- ✓ Collect style details information of order from Merchandisers.
- ✓ Collect bill of material (BOM) with consumption from software.
- ✓ According to BOM, collect supplier or lot wise P.O8. and shipping details with ETA/ETD.
- ✓ Follow up all P.O (L.C/PI/Packing list) wise shipping detail and material arrival.
- ✓ According to information from planning and as per Warehouse space availability, arrange shorting of the raw materials by coordinating with C&F, import & commercial department.
- ✓ Receive and check detail materials information from Merchandising desk as well as

ERP system;

- ✓ Check stock availability in ERP system then verified physically;
- ✓ Prepare style wise booking/purchase order & place to the selected supplier based on order quantity, approved price & stock status.
- ✓ Receive Proforma invoice from supplier & ensure Estimated time of delivery, payment term, shipment mode, other terms& conditions;
- ✓ Forward approved Proforma invoice, system generated purchase order and others papers to commercial for payment;
- ✓ Collect shipping documents & pass to the Logistic/UD/C&F for preparing papers to release the goods.
- ✓ As per the loading plan, advise Logistic to deliver the goods at respective unit;
- ✓ Sharing commercial invoice & packing list, approved purchase order to Warehouse and collect style wise inventory report.
- ✓ Receive trims card from Warehouse, check quality report and share with concern Merchandiser;
- ✓ Observing materials transaction and initiative to support quickly if required any
- ✓ Confirm details inventory report and ensure that swatch card reached to SCM within next 3/4 working days from goods receiving date.
- ✓ In case of shortfall of raw materials collect the proper explanation reason of shortfall update the SCM & Merchandiser accordingly.

I have made every effort to understand the tasks in line with the requirements. I aim to gain more knowledge and experience during my apprenticeship year as a Supply Chain Executive, so that I may make a positive contribution to the development of STANDARD Group in my own capacity.

4.3. Flow of Import System

Because STANDARD Group has spent decades seeking for the purest and freshest ingredients available and crafting them into the greatest possible, the company has grown to become the market leader in Bangladesh since its founding in 1984. The Importation of items is handled jointly by the Supply Chain Department and the Finance Department, although each department has its own responsibilities behind the scenes. The STANDARD Group's Head of Supply Chain makes a critical point about suppliers in this section. His contention is that both in terms of the quality of the items and the type of services they give, local suppliers

are much less dependable than foreign manufacturers/agents. They are more dependable, professional, and dedicated to their promises than domestic suppliers. Because of its reliance on foreign sources, STANDARD Group purchases most of its materials, despite the fact that the process is time-consuming and expensive due to import-related regulations. Importation is the last step in the Trade Cycle process.

To get a clear image of the whole **import logistics procedure**, the following flow chart is provided:

1. Receive Non-Negotiable document, Invoice/Packing list/BL/AWB/Delivery Challan (From Supplier/Merchandiser)
2. Receive Courier documents from courier service (Send to C&F)
3. Receive Cargo Arrival Notice from Forwarder (Agent)
4. Collect Original documents (Invoice/Packing list/BL/AWB) From Bank (Send to C&F)
5. Send Non-Nego documents to Bank for Endorsement
6. Send Courier documents to Bank for endorsement (If needed)
7. Request to Merchandiser to open L/C for courier Doc's (If needed)
8. Collect Export LC/Export Contract/Back-to-Back LC & PI to check with documents (From LC Section)
9. Export LC/Export Contract/Back-to-Back LC & PI Attestation from Bank (Send to C&F)
10. Collect Indemnity Bond from Forwarder (For bank guarantee from Bank & Send to C&F)
11. Collect Insurance policy from Insurance (Send to C&F)
12. Collect NOC (No Objection Certificate from Supplier & Forwarder to release goods under Bank Guarantee).
13. Collect HAWB from Forwarder (Send to C& F)
14. Collect BGMEA/BCI/BCCAMEA Certificate (From UD & EPB Section send to C&F)
15. Rcvd. UD (From UD send to C&F)
16. Collect LCA from Bank (Send to C&F).
17. Container Bank guarantee from Bank for Machinery (Send to C&F).
18. Take Risk Bond to custom from Managing Director/Chairman for Machinery (Send to C&F).
19. Take undertaken to custom from Managing Director/Chairman for Machinery (Send to C&F)
20. Collect Machinery Catalogue from Suppliers/Indenting Agent (Send to C&F).
21. Making scrutiny all documents to avoid any discrepancy (Then send to C&F)

22. Advise forwarder to collect goods from Supplier factory for FOB shipment (As per Merchandiser requirement).
23. Collect freight certificate for forwarder to get NOC (No Objection Certificate).
24. Rcvd FOB Bill from Forwarder and send to finance for check Bill & payment to them.
25. Cargo clearing Plan (C&F, Factory, Merchandiser/Production Planner)
26. Cargo unloading Location (C&F, Factory, Merchandiser/Production Planner)
27. Goods clearing status (C&F, Factory, Merchandiser/Production Planner)
28. Collect Inventory report from factory.
29. Collect B/E (Bill of entry) from C&F (Send to Custom Section).
30. Take necessary step to release sample material. (After release Send to Factory/Merchandiser).

The following is a step-by-step summary breakdown of the whole **supply-chain operation** for STANDARD Group.

- Step 1: Starting point entails the submission of a purchase requisition
- Step 2: Procurement department issues an RFQ (Request for Quotation) with bids for the various components and raw materials from suppliers
- Step 3: After that, the various sellers' quotations are compared and contrasted.
- Step 4: Management gives approval to the vendors that have offered the lowest prices.
- Step 5: The LC is released.
- Step 6: After the LC has been opened, the shipment process begins immediately.
- Step 7: After that, the building ingredients are sent to the factory
- Step 8: The last stage of manufacturing is initiated.
- Step 9: To finish the process, the finished items are stored in the distribution house or warehouse, where they may be maintained before being delivered. Then the products are packaged in required way and delivered to the forwarder (in case of FOB). Then the rest of the shipment responsibility is of the forwarder/agent.

4.4. Request for L/C establishment

When STANDARD Group sourcing department receives Purchase Order (PO). They want the following information as soon as they have finalized the transaction with a supplier and send to L/C department for the further process.

- Pro-forma Invoice (PI)
- Product details (style, quantity, unit price, invoice value)
- H.S Code (Harmonized Commodity Description and Coding System)
- Country of origin
- Incoterm
- Payment terms

In addition, the logistics department must communicate with the freight forwarder representative, when using the FOB term and have requested a Freight Certificate, based on the nation and the vessel size, a specific freight cost has been drawn up. The procurement team transmitted the L/C request to top management as soon as they received the Pro Forma Invoice (PFI). The L/C request included the following information:

- Pro-forma Invoice with detail description
- Price Approval
- Terms & condition
- Stock Situation
- Previous purchase history
- Product Description
- Port of Delivery
- Port of Shipment

After receiving management approval, an application is sent to the importer's bank to initiate an L/C.

4.5. Sourcing Department Work Process

The work flow process for sourcing department is given below:

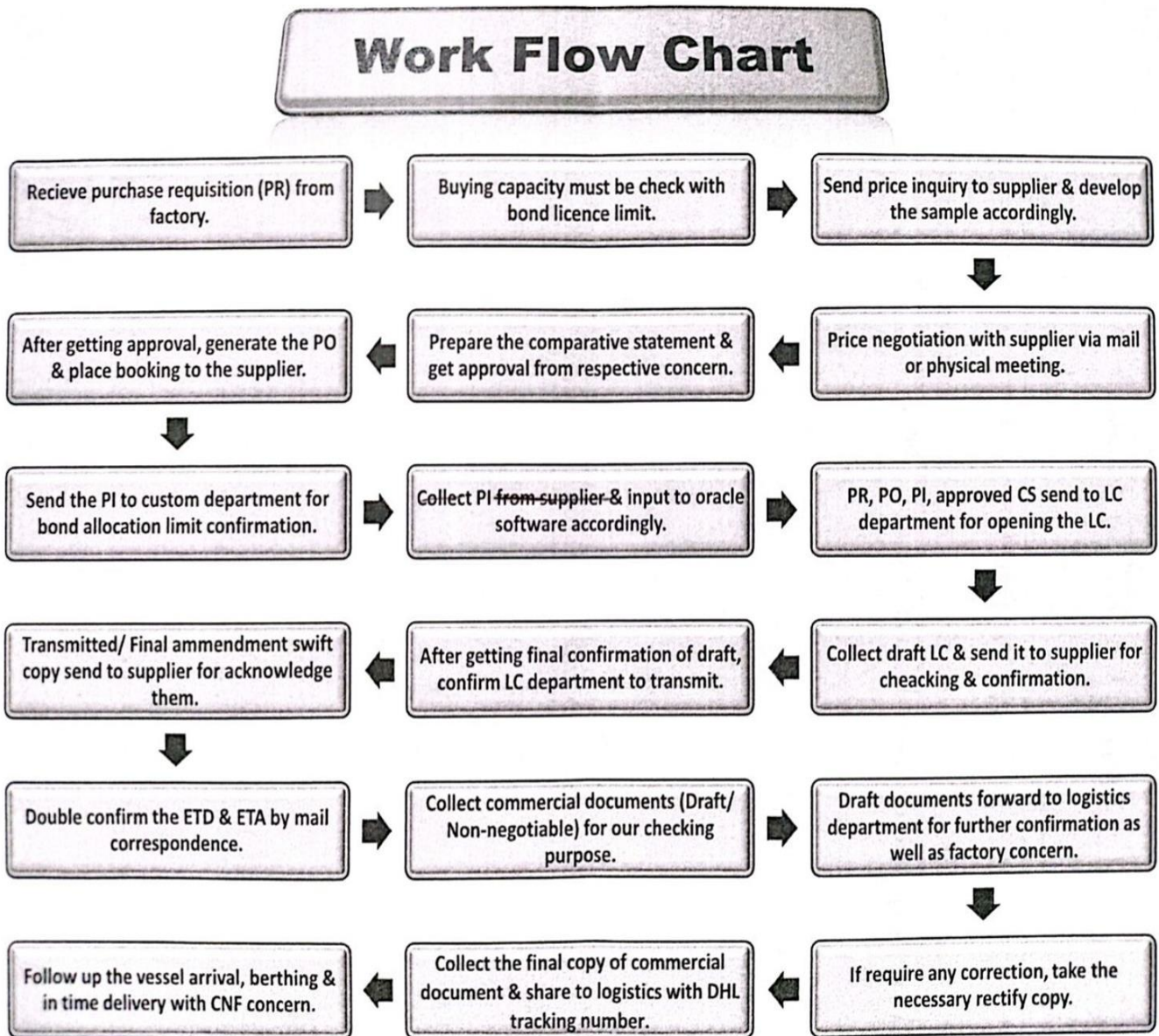


Figure 6: Souring Department Work Process

4.6. Payment Terms

Trade transactions are expanding in number on a global scale, and foreign trade payment is becoming more important in this context as well. Obtaining payment for an overseas transaction is complicated by the fact that so many variables are involved. Of these, the possible risk and expense that both the importers and the exporters are ready to accept or divide amongst them are the most significant. The approaches include a number of different types of procedures. A total of three approaches are used by STANDARD Group

- L/C, also known as Letter of Credit
- Cash Against Documents (CAD)
- Telegraphic Transfer (TT)

When it comes to payment options, **Letter of Credit**, or Documentary Credit, is the most important. A bank issues a letter of credit (L/C) on behalf of the consignee, allowing the consignee to pay the exporter in foreign currency for the agreed-upon amounts.

To address concerns about probable risk that participants in international trade, particularly buyers and sellers, desire to face or share, the Letter of Credit (L/C) is now the most frequent method of payment in international business in Bangladesh and STANDARD Group. "Documentary credit is controlled by the "Uniform Customs and Practices for Documentary Credit" issue code 600, which is a well- recognized and frequently used guiding framework developed by the ICC (International Chamber of Commerce).

4.7. Different Types of Shipments for Imports

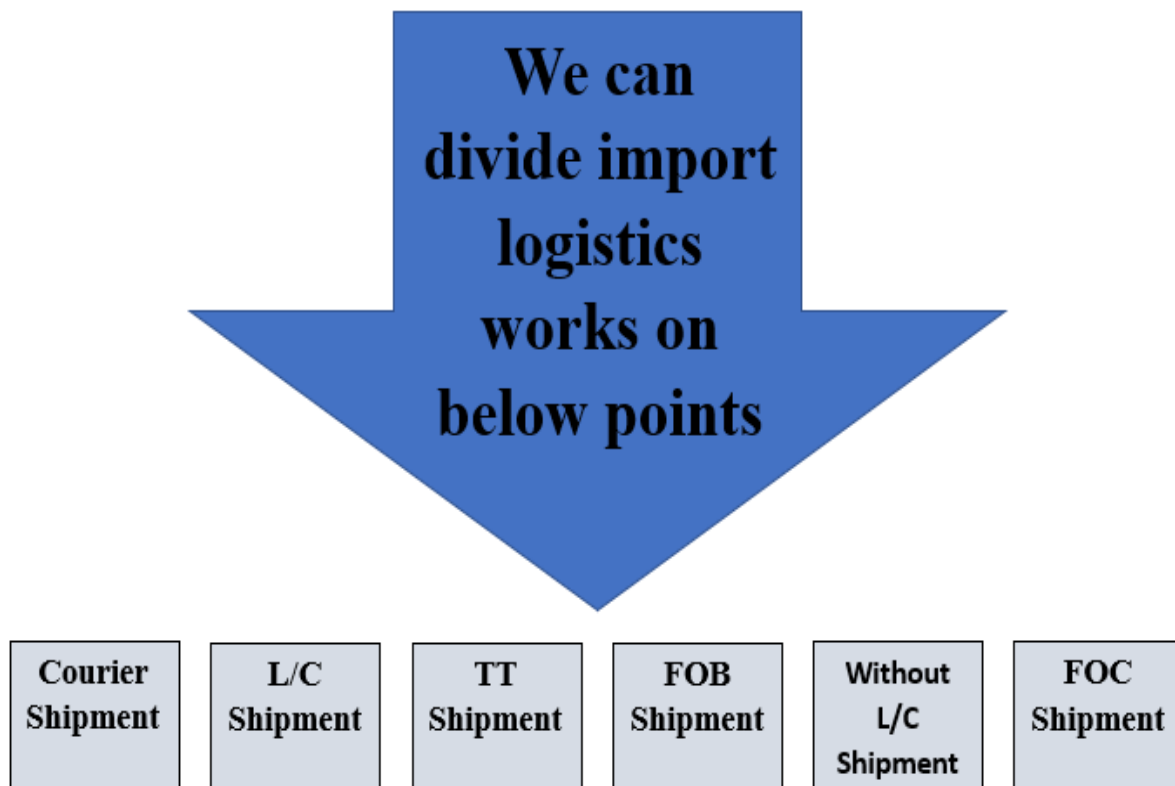


Figure 7: Different Types of Shipment

4.8. Types of L/C

Letters of Credit are used in different ways in various parts of the globe, and there are many distinct varieties. UCPDC-600, issued by the International Chamber of Commerce (ICC), however, indicates that only two categories of L/C available: Revocable and Non-Revocable. A revocable L/C is one in which the exporter and importer may unilaterally change any condition or terminate the L/C without the other party's approval. The issuing bank has the right to change or revoke the document at any moment without previous notification to the recipient. It does not create a legally enforceable commitment on the part of the bank to deliver the payment in the future. The term "irrevocable letter of credit" refers to a letter of credit that cannot be modified or amended without the approval of both the consignee and the beneficiary and is thus referred to as such. A strong commitment to pay by the issuing bank is shown by this document.

**STANDARD Group follows an Irrevocable Letter of Credit method, which provides the recipient with a reasonable level of certainty that payment will be made for his products or services if he adheres with the requirements of the credit.

4.9. Benefits and Drawbacks of L/C

Benefits

- In addition, the buyer is guaranteed that the papers needed by the L/C must be submitted in conformity with the provision and terms of the letter of credit as well as the UCP regulations.
- The buyer is guaranteed that the papers submitted will be scrutinized by banking staff who are familiar with L/C procedures.
- The purchaser is sure that the reimbursement shall be issued to the seller only when the contract terms of documented credit have been met by the supplier.

Drawbacks

- The buyer is sure that the reimbursement will be issued to the supplier only when the contract terms of documented credit have been met by the supplier.
- Expensive bank fees are an inconvenience.

4.10. Cash Against Documents

One of the primary reasons for migrating from letter of credit operations to other forms of payment, such as Cash against Documents, which is another billing procedure used by STANDARD Group, is the increased involvement of expenses in these operations. As a result of this procedure, the importer has direct contact with the supplier, who has agreed to their contract terms and has placed the orders. In this procedure, banks have really no part. It is only in the event of its most trusted suppliers that STANDARD Group initiates an LCA. This is because the requirements we have, the price and quality of materials delivered by our suppliers, and our conjugate them legally are all dependent on the level of confidence we have for the supplier. The fact that they are not providing the raw materials that we need does not mean that we are unable to stop them. A detailed description of the procedure follows.

STANDARD Group, being the consignee contacts the vendor and negotiates a deal; the vendor (manufacturer or supplying agent) exports the goods; the Supplier provides necessary documentation to their advising bank; the bank transfers the documents to our issuing bank; we pay our bank for the release of that document and goods; the advising bank transmits the payment to the vendor.

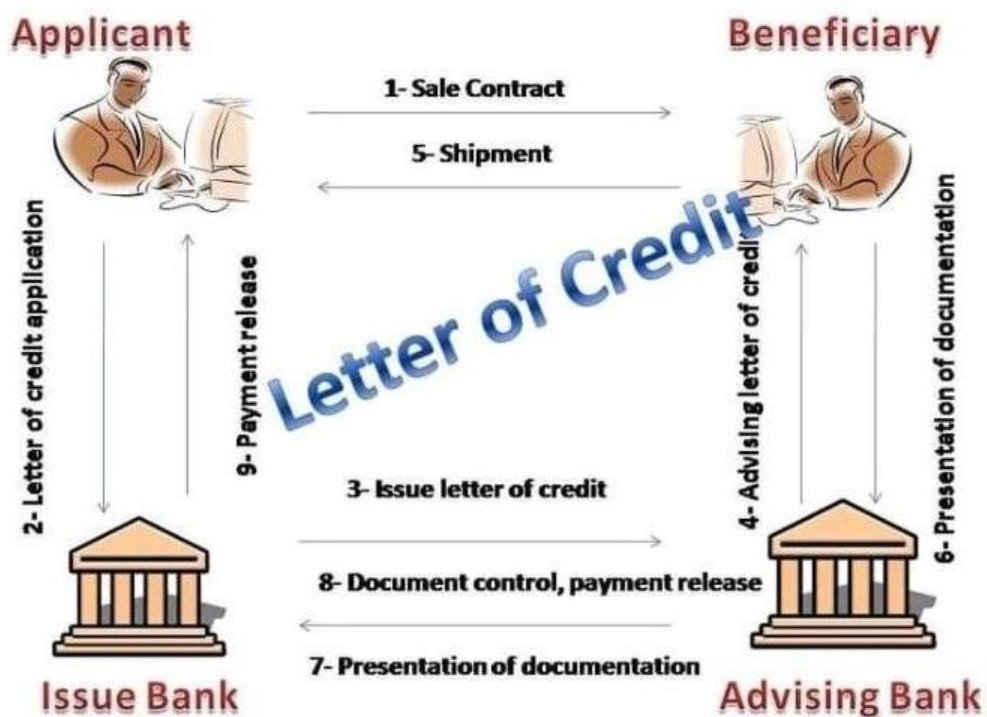


Figure 8: Letter of Credit Process

When it comes to validating shipping papers, Bank does not assume any responsibility. Simply put, they are charging fees to facilitate the exchange of cash for documents. They must pay the

fee that their respective banks have determined to be necessary.

It is possible for an importer to bind a vendor officially if they don't supply raw materials according to our specifications since banks don't review the paperwork given by the supplier, which means that the importer can't tie the supplier legally if they don't meet our standards. So if there are any issues with the documentation or raw materials, we are at a loss for what to do unless we are willing to incur the risks involved with this.

Demand forecasting is a challenging task to do with precision and reliability. In order to keep up with market conditions, STANDARD Group demands regular amendments; thus, we cannot make changes if we use LCA; as a result, L/C is preferred.

STANDARD Group opens it via L/C because to the infrequency with which CAPX items are imported; nonetheless, there is no obstacle to importing it using LCA. LC is preferred over CAD in the majority of cases due to variables such as large invoice value, country, and supplier who is not well-known or trustworthy.

The insurance provider is contacted after receiving the letter of credit request in order to ensure that all risks are covered.

The Pro-forma invoice (PFI) is provided, and the amount of Premium gets determined that must be remunerated before the L/C is opened. To pay the extra, we speak with our bank; after the insurance company receives the payment, they offer a cover letter to our correspondence. Section 5 of Chapter 2 of the Imported Import Policy (2015-2018) states that before issuing a letter of credit, the requisite cover note must be obtained from the appropriate insurance company by charging a premium in relative to the items.

4.11. Procedures for Opening an L/C

In order to open an L/C, certain documents must be presented.

A document confirming that the premium for the security of the foreign products has been transferred is known as a Fund Transfer Letter.

LC structure:

L/C terms and conditions: We specified the following information in this form: (vendor's address, Invoice value, cargo and expiry dates, item description, H.S code, VAT registration number, Inco term, and credit facility). In the case of import of requires the submission of

different certificates, and other documents. The certificate of county of origin must also be supplied in order to be approved if we have any extra terms and conditions. These restrictions must include any and all additional requirements imposed by the government.

Letter of Credit Authorization (LCA): This is a form that authorizes the use of credit. On each copy of the form, we must clearly state the H.S code, item description, and invoice value. There are five copies of the form.8A general provision for imports is included in Chapter 2 of the 2015- 2018 Import Policy.

IMP / Foreign Exchange Form: The H.S code L/C value has been included in this form.

Until then, the financial authority must sign all of the paperwork. Afterwards, we sent the necessary paperwork to the bank for processing. A fast copy is generated, which serves as a verification copy. The bank also sends one copy to the beneficiary bank through swift code, informing them that the L/C has been opened.

The exporter starts with their production and arranges the products and ships them in accordance with the L/C instructions, the shipping authority issues a Bill of Lading in recognition of the L/C purchase.

The supplier created a Shipment Plan that met our specifications and delivered the goods within the agreed-upon time frame. There are a number of ways in which the goods may be sent, including by ship, truck, and air. For example, a bill of lading will be sent to the bank of an importer to certify that the cargo has been delivered to its ultimate destination. Then the bank notifies STANDARD Group, and STANDARD Group pays the L/C payment to the account in order for the papers to be released to the public domain.

4.12. Incoterm

In global sales agreements, the Inco terms (International Commercial Terms), often known as terms of distribution, are conventional trade terminologies that are most frequently used.

The International Chamber of Commerce in Paris (ICC) developed and administers the Inco terms, which are internationally standardized and obeyed by the world's main trade countries.

According to the Import Policy (2012-2015), broad conditions for the importation of commodities are established. FOB, Products may be imported on the following terms: FOB, CFR, FCA, CPT, CIP, CIF, DAP, and DAT.

In order to maintain quality, STANDARD Group imports the majority of its raw ingredients. Following are the Inco words that they utilized while importing.

A frequent word in international commerce is FOB (Freight on Board). FOB is an abbreviation for freight on board. The exporter has responsibility for the cost of transportation up to the designated port under this arrangement. Export customs clearance and putting them aboard a vessel are the responsibility of the exporting party. For all transportation costs incurred between the port of origin and the warehouse of destination, importer is responsible.

The moment of allocation of obligations under FOB is defined by means of the time "once the products cross the ship's arena" under Incoterms International's terminology. If the products are damaged or destroyed while being loaded into the ship, the Exporter is liable for any losses that occur. If, however, the items are damaged or destroyed while being unloaded, the Importer is responsible for any losses that occur on the deck of the ship.

FOB (Free on Board) means that the importer is liable for all port fees and charges including handling, loading, stowage, and other fees.

The **CFR** (Cost and Freight) abbreviation stands for Cost and Freight (Incoterms 2020). Under this arrangement, the exporter is responsible for all transportation costs up to the port of entry of the importer. In this case, however, they included their expenses in the invoice amount.

DUTIES OF BUYER/SELLER ACCORDING TO INCOTERMS 2010













INCOTERM	 LOADING ON TRUCK (CARRIER)	 EXPORT CUSTOMS DECLARATION	 CARRIAGE TO PORT OF EXPORT	 UNLOADING OF TRUCK IN PORT OF EXPORT	 LOADING CHARGES IN PORT OF EXPORT	 FREIGHT TO PORT OF IMPORT	 UNLOADING CHARGES IN PORT OF IMPORT	 LOADING ON TRUCK IN PORT OF IMPORT	 CARRIAGE TO PLACE OF DESTINATION	 INSURANCE	 IMPORT CUSTOMS CLEARANCE	 IMPORT TAXES
EXW	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
FCA	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
FAS	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
FOB	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
CFR	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
CIF	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Seller	Buyer	Buyer
DAT	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Seller	Buyer	Buyer
DAP	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer
CPT	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer
CIP	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer
DDP	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller

Figure 9: Duties of Buyer/ Seller According to Incoterm

A **CPT** (Carriage Paid To) shipment means that the importer is responsible for all transportation (road and air) to the destination specified by the customer.

It's much as when an exporter is liable for domestic inland freight in the buyer's country, but when an importer is responsible for clearing customs and deducting taxes involved with importing, it's the importer who pays for these charges.

4.13. Amendment of L/C

Unless otherwise specified, amendments to revocable LOCs may be made without the recipient or originating bank's prior consent. When dealing with an irreversible LOC, however, the recipient must be notified in advance of the transaction. Upon receiving the permission of both the buyer and the seller, the issuing bank will approve an alteration to the L/C. There are several provisions in a L/C that are often amended:

- increase or decrease of unit price
- change of currency
- free shipping time extension
- change in incoterm
- shipment mode
- suppliers' names and addresses;

4.14. The procedure for Releasing Goods from the Port

Import General Manifest (IGM) notifies customs authority of importing country by carrier about the berthing date and details of goods arrived to port. When the shipment gets across the nation's border this IGM date is given with which Clearing and Forwarding agent who has contracted with STANDARD Group, starts with the process of clearing and delivering the product to the specified destination which is the factory.

C&F receives a bill of entry from Customs when our goods arrive at the port. C&F transports the product to port and presents the documents to Customs, who are then requested to verify the merchandise and provide a certificate of Notation. STANDARD Group pays the following charges to C&F: Association Fee, Port charge, Shipping agent charge, Shipping NOC, B/L Verify charge, Labor charges, Agency commission, BSTI fee, Radiation fee, Transportation fee, Sample Service charges, and miscellaneous. After delivering the product, C&F submits their requisition to STANDARD Group for verification. Once STANDARD Group confirms that the invoices are correct, STANDARD Group pays the charges to C&F

4.15. Working Condition and Function

Typical days at work:

Workings weeks at STANDARD Group begin on Saturday and conclude on Thursday, which is the standard working week. Throughout my time here, I was allotted to a position in the corporate headquarters and had to do office for 3days/week.

Headquartered in:

Address: CEB, 69, Mohakhali C/A, Dhaka -1215

Time: 09:30 am to 6:30 pm

At the company headquarters, there is a one-hour lunch break that begins at 1:00 pm, and the refreshments time is integrated into the working hours. On a normal working day, I begin by outlining a checklist of my activities, cooperate with my team to complete those responsibilities as quickly and efficiently as possible, as well as reporting to my supervisor as required.

On irregular working days, when there is a sense of urgency or a tight schedule of meetings, I remain for additional few hours to get everything accomplished for the day since working from home is not commonly practiced at STANDARD Group's Supply Chain Department. Due to the fact that the bulk of our work is paper-based and reliant on ERP systems that are only available inside the in-house network, which cannot be performed from home.

4.16. Workplace Interactions, Communication Style, Frequency

When working as an intern at STANDARD Group, I had to contact with a variety of individuals, including the CEO, CFO, Head of Supply Chain, Audit team, Finance team, Head of Sales and Marketing department, and other executives and supervisors from the factory. Outside of the firm, I tried to observe the following up process with foreign suppliers and buyers through mail correspondence, as well as with bank personnel and C&F Agents.

When communicating with my supervisors and members of my team, I had to utilize email, social media platforms such as WhatsApp, as well as face-to-face contact. Meetings are scheduled on a regular basis to keep the team informed and up to date on current events, as well as to share ideas and provide a chance for brainstorming.

4.17. Working Tools

Throughout my internship, the primary working tools I was required to utilize were Microsoft Excel, Microsoft Word, and Microsoft Outlook, as well as the ERP (ORACLE). Given that I was unfamiliar with corporate ERP software prior to this, I tried to learn by observing other's activities such as:

- how to generate reports such as summary report, a current inventory report, a consumption report for updating the coverage file,
- how to create purchase orders (PO), CS, CO
- and how to enter supplier information and LC numbers into the system.
- It begins with the factory issuing a PR in the ERP for a certain item that has a specific PR code and finishes with a Purchase order for another code.
- Whenever a material is delivered to the factory, the Material Received Note (MRN) is created using the unique PO number and the LC number. It is essential to keep these activities updated on the ERP system in order to ensure STANDARD Group's operation and transparency over the stock condition of materials.

ERP

The Management Information System (MIS) team at STANDARD Group is responsible for the implementation and maintenance of the company's in-house ERP system. The reason for keeping the system in-house rather than outsourcing it is that the MIS team is exclusively recruited for the company and their work is specifically designed for maintaining the ERP system. In addition, we can simply walk into the MIS department for any kind of issue and have it resolved as quickly as possible. Any modification of the system is also readily accomplished by simply communicating with the team about the features or options we would like to see added to the system in order to improve its functionality.

Microsoft Excel

This software is used to make different documents for the needed paper for import and export process.

Microsoft Word

This tool is used to make different documents for the needed paper for import and export process.

Chapter 5: Analysis of Duties

5.1. Company Level Analysis

This chapter's goal is to investigate the ramifications of my involvement in the three-month internship training that I outlined above. The scope of the study will be threefold: at the corporate level, at the market level, and at the professional level. Through the course of this chapter, I will be examining the three components described above, with a particular emphasis on the contrast between what I studied throughout my Undergraduate Program and what I witnessed throughout my internship stint. Conclusion

1. The Forecasting Methodology

When it comes to the forecasting system that is used in this company, there are significant shortcomings. In particular, it becomes apparent when consumption exceeds forecasted and budgeted levels for a given month, resulting in an adverse stock-out scenario in the production. When this occurs, safety stock runs out as well, and depending on the urgency of the situation, shipments are dispatched by air or purchased locally. However, the supply chain department is now putting out every effort to rule out the possibility of this discrepancy.

2. Safety stock and Lead Time

The stock of safety/buffer materials is not restricted to a certain number of units. Because there is no scientific procedure in place, decisions about purchasing and storing up on raw materials are made mostly on the basis of inclinations and historical tendencies. Raw materials are retained in the inventory for about 2 months after they are received. Additionally, the time it takes to create a letter of credit and following up with the supplier, freight forwarder and also custom clearance issues adds to the delay in shipments.

3. Salary Policy:

Standard Group has been one of the leading garments manufacturers in Bangladesh. But the salary policy is comparatively lower than other garments manufacturing company in Bangladesh. As a result, the company is facing or may face high turnover rate of employees which will result in losing skilled workforce of the company.

5.2. Market Level Analysis

When a company is looking to advertise its brand or product, it will utilize a combination of tactics called as Balmer's (2006) Corporate Marketing Mix. A corporation's actions are affected by these six aspects, according to Balmer (2006).

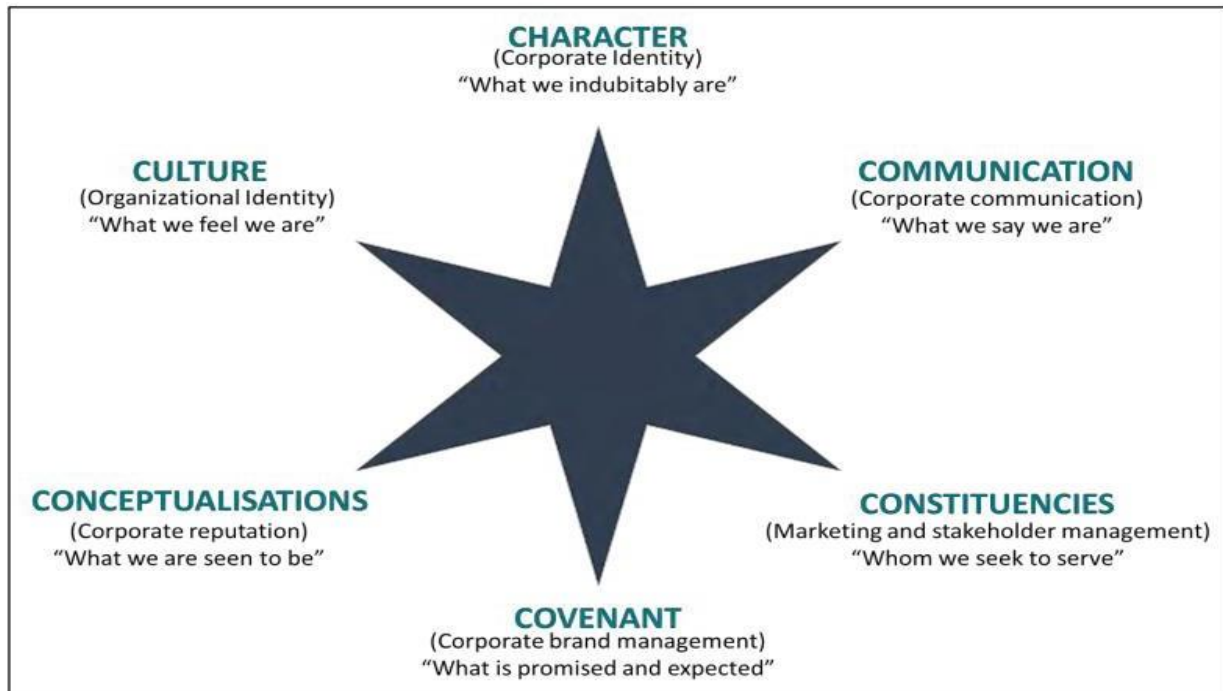


Figure 10: 6 C's of Marketing Mix

CHARACTER

"What are the unique and distinguishing traits of our company?" is the question this dimension poses. Here, we're talking about things like a company's major assets (tangible and intangibles), services or goods, internal operations and market performance, and other things like who owns a business, how it's owned, its mission statement, and its history.

To put it simply, STANDARD Group has an enormous edge over its rivals since it is part of one of the country's major corporate groups that has been around for a long time. Because of this, when a proposal is presented to a customer by a representative of the company's sales department, it is more likely to be accepted.

CULTURE

This component poses the question, "What are the overall feelings of workers towards the company where they work?" Employee happiness, supervisor-subordinate relationships, and other aspects of the company's internal climate are all reflected here. It's hard to find a corporation with rules as lenient as STANDARD Group's. STANDARD Group's CEO oversees

corporate sales representatives and officers personally, which has become a common occurrence in the industrial present era.

CONCEPTUALISATION

Here, we want to know how important stakeholders view us. Indicating a company's business reputation, Due to its association with the Bangladesh government and international buyers all around the world, has already built a strong corporate image. But for almost three decades STANDARD Group has been synonymous with high-quality, wide-ranging selections. STANDARD Group 's corporate sales staff stands to gain the most from this fact.

CONSTITUENCIES

This dimension discusses the company's stakeholders and the ways in which they exert influence over the organization's operations. STANDARD GROUP resembles a small, close-knit community of individual stakeholders. As a result, the organization's performance is largely down on the speed with which choices are made. As well as governments and individuals, there are other stakeholders in terms of its public image, STANDARD Group has positive relationships with these two groups.

COMMUNICATION

These dimensions focus on what a company's consumers think of it. Promotional methods and brand awareness are included here. CSR activities are also part of this. STANDARD Group constantly aims to build long-term connections with its clients in order to establish a favorable brand image. As a direct result of this need, Corporate Sales was established to begin with.

COVENANT

This aspect focuses on the commitments a business makes to its stakeholders. Products are a top priority for STANDARD Group at all times. For this reason, every component of STANDARD Group 's manufacturing process is sourced from a variety of foreign nations. STANDARD Group 's guarantee to its customers is that they will have quality products.

5.3. Professional Level Analysis

In terms of the internship itself, it proved to be much less tough and challenging than I imagined. I was worried that managing the workhour and interacting with my supervisor and line manager would be a difficult task, but my supervisor made it a lot easier than I expected it to be. All of my efforts and time limitations were supported by HR and Admin when it came to ensuring compliance with specific regulations. When they hired me for an internship, they were considerate of my academic obligations as well. This experience taught me an important lesson: even if an internship only lasts for a few weeks, it's important to build strong working relationships with everyone around you.

I am thankful to my academic supervisors for coming up with a course schedule that allowed us to gain experience working in a business setting while still in university. As a result, we'll be able to keep one step ahead of the field in the job market. I would want to take this time to thank my professors and my institution once again for providing me with the opportunity to engage in a real- world business environment. During my three-month internship, I learned a great deal about myself and my career path.

Relevance to Affiliation with Organizations/Companies

Even a single concern of STANDARD Group has thousands of employees working for it, making it one of the largest enterprises in the world. I learned a few useful lessons from the internship program as a whole. There is no one-size-fits-all recipe for company success, no human resources policy or marketing plan that will ensure success if you don't know your consumers. A solid network of suppliers, banks, freight forwarders, customs, and C&F agents is critical to STANDARD Group's large import and export process. I've figured out how to keep them all on board with the company's goals while also ensuring that they are met. STANDARD Group's Deputy General Manager (Commercial) sometimes communicates directly with local and foreign supplier, making certain that operations continue to function well for all parties involved. Despite the fact that STANDARD Group has a totally distinct workplace culture, they nevertheless think that keeping power space among each rank holder. The experience of adapting to a new environment was an unusual one for me. Lower-level employees are often the ones that feel the consequences of a firm's inadequate infrastructure, but this marketing may well have a big influence on a company's bottom line if used properly.

Difficulty Levels

With that said, I had some challenges adapting to this new atmosphere even though it was welcoming. STANDARD Group has a high turnover rate because to a lack of employee satisfaction.

1. The main challenge I faced was to find tasks to do. For interns there are no specific duties/responsibilities. Therefore, it was quite difficult for me to get acquainted with what kind of works I should get involved with.
2. There were times when all of the executives were busy and I had none to ask for what to do. In those days I tried to observe what others were doing and took notes from it.
3. When there was rush of workload, I took tasks from multiple executives and doing both of these tasks were a bit challenging. However, with time I got used to it.
4. I felt quite awkward at first asking questions. Thoughts like whether I was disturbing them came across my mind. Therefore, I was always cautious about when to ask questions and when to not ask questions. It took me a while to get comfortable with asking questions to the executives.
5. I was never assigned to any trivial work as I was an intern. While I anticipated to play a key role in the organization, I was frequently offered just assistance positions by your superiors and mentors.

The transportation from my house to the corporate headquarters was the most difficult part of my internship. It was also tough to make the trip on a regular basis because of the terrible traffic in Dhaka.

Chapter 6: Conclusion & Recommendations

6.1. Recommendations

Improve Forecast Efficiency: STANDARD Group should rethink its forecasting technique and accuracy in light of demand variability, seasonality, competition, market trends, and industry insights. Transparency in system data and sufficient training are both essential for implementing a new successful procedure.

Local Supplier Development: STANDARD Group needs to boost our country's local suppliers in order to reap long-term benefits. As a result, they need to impart their knowledge of cultivation methods to the local raw materials suppliers. Today, our local businesses are likewise doing well in terms of producing high-quality goods and materials. It is possible to build a local source for milk powder and flavorings. STANDARD Group will save a ton of money and time, and our nation will benefit as well.

Import Lead time Reduction: Import lead time (Order to Factory delivery time) for most of the raw materials currently imported is quite long. There is a two-to-four-month delay time on most orders. Here STANDARD Group needs to reduce lead time by negotiation with international suppliers or their inter market subsidiaries.

Digitization: STANDARD Group should strongly work on digitalizing their files and paper works. Physically going through these paper works takes a substantial amount of time, while digitizing the record will not only save time but will also improve the overall quality of the job.

Cost-minimization: As STANDARD Group produces a huge number of garments, there are lot of waste incurred on the production process. So, the manufacturing should be done in effective way so that the resources are used accurately.

Initiating an Integrated SCM Department: As STANDARD Group, the functional department which relates to supply chain management are decentralized. So a whole SCM department would be more effective to increase the efficiency.

6.2. Conclusions

A long period has passed since STANDARD Group first entered the RMG industry. Today, they are among the most powerful corporations in the RMG business world. Because of this, they make a significant contribution to economic growth of our country. That their diversity, interaction with the administration, and a group of devoted brains are assisting them in running

their operation smoothly is what really makes the difference. Working with such a large business was, without a doubt, an unforgettable experience. Getting to witness first-hand how STANDARD Group legitimately took their position in the industry and in our thoughts was which I never imagined I would have the opportunity to witness. In addition, I learned how to manage a large budget with my team for foreign purchases and also how maintain the delivery process for exporting in foreign countries for STANDARD Group, as well as in designing and organizing tasks for each shipment. All of these experiences will be beneficial to me as I progress further along my career path.

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Appendices

Appendices



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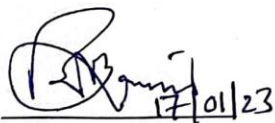
Weekly Overview of Internship Activities

Week: 1st week

Date: 10 January 2023 to 12 January 2023

List of activities:

1. Understanding the total process of Chemical Sourcing.
2. Understanding the selection process of suppliers on the basis of CS (Comparative Statement).
3. Understanding the use of PO (Purchase Order) and PI (Proforma Invoice).
4. Understanding the process of Draft LC and Swift LC opening and other documentation
5. Understanding the phase of quality check of received goods and generating GRN (Goods Receipt Note) in ERP software.
6. Gained brief knowledge about the different stages of garments making process for Standard Group in the factories.
7. Understanding different compositions of different types of fabrics and differences in appearance of fabrics.



Company Supervisor

Md. Abdul Alim
Manager, Sourcing
Standard Group



Academic Supervisor

Dr. Md. Abul Kalam Azad
Professor and Head of the Department
Dept. of Business and Technology Management

Prof. Dr. Md. Abul Kalam Azad
Head
Department of Busi. & Tech. Management
Islamic University of Technology,
Board Bazar, Gazipur-1700
Bangladesh.

Weekly Overview of Internship Activities

Week: 2nd week

Date: 17 January 2023 to 19 January 2023

List of activities:

1. Understanding the total process flow of Material Sourcing.
2. Understanding about the bond license limit incase of purchasing.
3. Understanding about the price negotiation with suppliers.
4. Understanding the use of Draft LC for information checking purpose.
5. Understanding about the required documents for processing LC(Letter of Credit).
6. Gained brief idea about how to input data in oracle software for processing CS(comparative statement) and awarding the lowest price offered supplier.
7. Gained brief idea about PR (Purchase Requisition), PO (Purchase Order),PI(Proforma Invoice) and GRN documents.



24/01/23

Company Supervisor

Md. Abdul Alim
Manager, Sourcing
Standard Group



27/01/2023

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Prof. Dr. Md. Abul Kalam Azad
Head
Department of Busi. & Tech. Manage. (BTM)
Islamic University of Technology (IUT)
Board Bazar, Gazipur-1704
Bangladesh.


Weekly Overview of Internship Activities

Week: 3rd week

Date: 24 January 2023 to 26 January 2023

List of activities:

1. Understanding the process of trims and accessories sourcing.
2. Understanding the process of fabrics sourcing.
3. Gained brief knowledge about the difference between trims and accessories.
4. Gained brief knowledge about the different types of trims and accessories.
5. Understanding about difference and appearance of different types of label, elastic, drawcord, tipping, button, lace etc used in garments.
6. Created three swatch cards with different trims and accessories.



31/01/23

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3/2/23

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Weekly Overview of Internship Activities

Week: 4th week

Date: 31 January 2023 to 02 February 2023

List of activities:

1. Understanding the inquiry process about the availability of required volume of items with supplier.
2. Understanding the price negotiation for required items with suppliers.
3. Gained brief knowledge about the sourcing process by going through whole the mail chain for a particular order.
4. Gained brief knowledge about the required documents which are to be sent to the LC department and Logistics department.



15/02/23

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15/2/23

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Weekly Overview of Internship Activities

Week: 5th week

Date: 14 February 2023 to 16 February 2023

List of activities:

1. Understanding the price negotiation for required items with suppliers through email.
2. Reviewing the previous learnings of procurement process.
3. Gained brief idea about the sourcing process by going through whole mail chain for a particular order.
4. Gained brief knowledge about the required documents which are to be sent to the LC department and Logistics department.
5. Understanding the use of Draft LC and Swift LC and other documents.



Handwritten signature of Md. Abdul Alim, dated 02/03/23.

Company Supervisor

**Md. Abdul Alim
Manager, Sourcing
Standard Group**



Handwritten signature of Dr. Md. Abul Kalam Azad, dated 02/3/2023.

Academic Supervisor

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Weekly Overview of Internship Activities

Week: 6th week

Date: 28 February 2023 to 2 March 2023

List of activities:

1. Understanding the total work process for the logistics department.
2. Understanding the difference between four types of transport: Sea, Air, Benapol and EPZ.
3. Gained brief knowledge about the required documents to release imported materials from the port.
4. Gained brief knowledge about the commercial invoice, packing list and detailed packing list.
5. Understanding the concept of back to back LC incase of export and import.
6. Understanding the use of B/L(Bill of lading) in the logistics process.



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Weekly Overview of Internship Activities

Week: 7th week

Date: 7 March 2023 to 9 March 2023

List of activities:

1. Went to The Civil engineers Limited (Woven Unit) -TCEL for a factory visit.
2. Got practical idea of all the processes in the factory followed to produce finished garment products.
3. Gained knowledge about the machineries used in washing, drying, cutting, sewing, and laser printing.
4. Understanding the required different clauses in LC.
5. Gained knowledge about different terms and conditions used in a LC.



15/03/23

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Bangladesh


Weekly Overview of Internship Activities

Week: 8th week

Date: 14 March 2023 to 16 March 2023

List of activities:

1. Understanding the booking system for sea transport through agent.
2. Got a total overview of the total logistics process for import.
3. Gained knowledge about the different certificates to be issued by the shipper for fulfilling the requirements of LC.
4. Got idea of how Shipping CO and Packing list are created.



16/03/23

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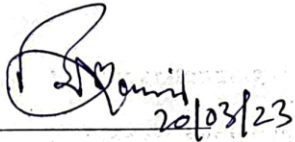
Weekly Overview of Internship Activities

Week: 9th week

Date: 18 March 2023 to 20 March 2023

List of activities:

1. Understanding the transport process through Benapole.
2. Understanding the transport process through EPZ.
3. Organized 25 office files manually for work purpose.
4. Got idea of the insurance for every import order against LC.


20/03/23

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Weekly Overview of Internship Activities

Week: 10th week

Date: 28 March 2023 to 30 March 2023

List of activities:

- 1) Understanding the courier system.
- 2) Got idea about how to create a courier order in DHL.
- 3) Gained knowledge about how to apply for amendment for a LC.
- 4) Got idea of how to write a forwarding letter to the bank for opening LC.



30/03/23

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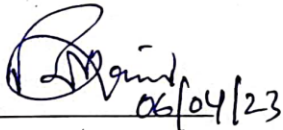
Weekly Overview of Internship Activities

Week: 11th week

Date: 4 April 2023 to 6 April 2023

List of activities:

- 1) Understanding the courier system for getting samples from suppliers.
- 2) Got idea about how to the bills for courier are paid for multiple orders at the end of the month.
- 3) Gained knowledge about the use of insurance policy against L/C.
- 4) Basic knowledge gathered about different incoterms which are used in import and export documents.



06/04/23

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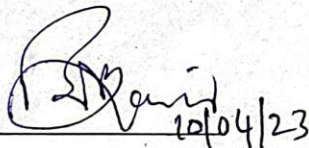
Weekly Overview of Internship Activities

Week: 12th week

Date: 8 April 2023 to 10 April 2023

List of activities:

1. Understanding the basic knowledge about final documentation process and bill process for exporting products to different countries.
2. Got to know about the booking process for generating shipping order number in GT Nexus website.
3. Gained knowledge about UD (Utilization and Declaration).
4. Got idea of the required documents to be submitted to get the B/E(Bill of Entry) which are provided by the customs office.
5. Got a summarized overview of the total export process.



10/04/23

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