



Cooperative Education Report

**Learning and Contributing as a Finance & Accounts and Receiving Intern at
SRF Industries (Thailand) Limited**

Written By:

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**This Report has been Prepared and Submitted in partial fulfillment of the requirement
for cooperative education at the faculty of business administration
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Siam University

Title: Learning and Contributing as a Finance & Accounts and Receiving Intern at SRF Industries (Thailand) Limited.

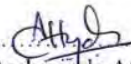
Written By: Ankita Shahi

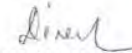
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We have approved this cooperative report as a partial fulfillment of the cooperative education program semester 2/2025.

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Acknowledgement

First and foremost, I would like to express my sincere gratitude & appreciation for the cooperative education program which provides me with a valuable opportunity for about 5 months to spend with such incredible and kind people in order to gain hands-on experience in a real working environment. This program pushes me to take initiative to apply my knowledge which I learned in a classroom to real working operations and has helped me to develop my overall personality.

I would like to extend my heartfelt gratitude to SRF Industries (Thailand) Limited and my job supervisor Mr. Dinesh Verma for giving me the opportunity to complete my internship in the finance & accounts and receiving department. The guidance, support and encouragement I received from my supervisor and my team at SRF encouraged me to apply my knowledge. During my internship period, I gained practical knowledge about the finance & accounts process & receiving operations. The experience allowed me to understand how professional tasks have been managed in real life which has been extremely valuable for my personal and professional development.

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Abstract

This report highlights the experience I gain from my internship at SRF Industries (Thailand) Limited during my cooperative education program. The internship was carried out for five months in the finance & accounts and receiving department providing practical exposure to real world financial operations. The major responsibilities included invoice verifications recording financial transactions and assisting in regular accounting & financing activities through this the intern gained a clear understanding of the importance and coordination in two departments.

The internship helped in applying theoretical knowledge to practical situations and contributed to the development of my overall personality and contributed to the organization. Through this I learned and contributed my skill and work to the company. The report discusses the structure and functioning of the organization along with the roles and responsibilities assigned during the internship period. It also highlights key learning outcomes including the development of technical skills related to financial systems and soft skills like communication teamwork and coordination which really have helped me to go to attention to detail. Overall, it helps me to contribute to the organization and also helps me to understand and learn in a new environment which is way beyond the theoretical studies to gain practical knowledge and contribute effectively.

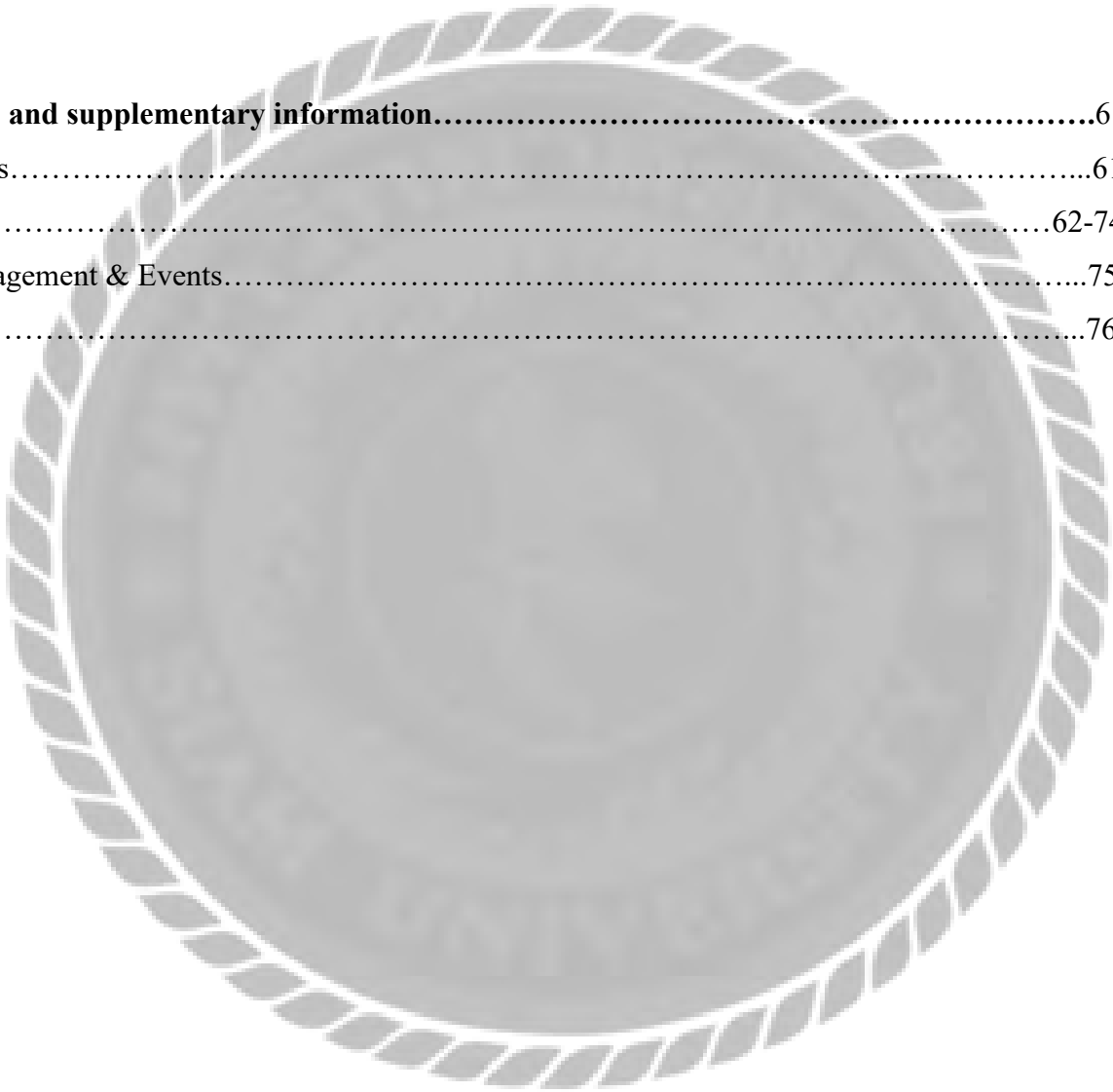
Keywords: SRF Limited, real-world experience, documentation management, ERP System, operational coordination, Practical learning.

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Chapter 1: Internship Overview

1.1 Company Profile



SRF limited is a leading Indian multi-business company conglomerate headquartered in Gurugram Haryana India specializing in chemicals, fluorochemicals, Specialty chemical, performance films and technical textiles which was established in 1970. SRF is one of the global leading companies in specialty chemicals and refrigerant gases and packaging films like BOPET and BOPP widely used in flexible packaging over the years SRF has expanded its operations in Thailand, south Africa, and Hungary exporting to over 100 countries.

The company is recognized for its strong innovation, research and development and sustainability which has helped it maintain a competitive position in both domestic and international markets with a workforce of 9000 to 10000 employees SRF continues to achieve its steady growth by its financial year growth 2024-2025 for about **₹146.93 billion** this represents a growth of around 11% to 12 % compared to previous year financial performance driven mainly by in its chemical and packaging business.

Company headquarters:	Gurugram, India
SRF Limited CEO:	Ashish Bharat Ram
Business Industry:	Chemical and Manufacturing
Number of Employees:	500 employees in Thailand
Main Market:	India, Europe, Asia, North America
Total annual revenue:	₹146.93 billion

SRF comprises 5 business sectors which all serve as a different work within a larger organization.

1. Fluorochemical Business:



Fluorochemicals are also categorized in 4 main categories which each serve different industries.

- Refrigerants: These are gases used in cooling systems such as air conditioners, refrigerators, cold storage units. This product is one of the widely used and core products.
- Industrial chemical: This include basic fluorochemicals used as raw materials in various industries like chemicals, electronics and manufacturing processes
- Fluoropolymers: These are high performance plastics known for heat resistance and durability used in industries such as automotive, electrical and manufacturing processes
- Pharma Propellants: These are specialized gases used in medical inhalers (for asthma and respiratory treatments), making them important for the pharmaceutical industry.

2. Specialty Chemical Business:



This segment focuses on manufacturing high value and customized chemicals used mainly in agrochemicals and pharmaceutical industries. These chemicals are usually made according to specific customer requirements, which makes this business highly profitable and innovation driven. SRF is known for its strong research and development in this segment and serves many global clients.

3.Packaging films business:

- **BOPET Packaging**



SRF Limited produces both BOPET and BOPP films under its packaging films business.

- BOPET films are highly-strength heat resistant polyester films used in food packaging, electrical insulation and industrial application due to their durability and barrier properties.
- BOPP films are lightweight and cost effective mainly used in flexible packaging such as snacks, labels, and lamination because of their clarity and good printability together these films play a key role in SRFs global packaging operations and contribute significantly to its revenue.

4. Technical Textiles Business:



This segment mainly produces tire cord fabrics which are used as reinforcement material in tyres to improve strength and durability. It also includes industrial yarns and fabrics used in automotive and other industrial applications is one of the leading players in this segment in India. This emphasizes high quality, advanced technology, and consistent performance ensuring that its products meet global standards. It supports the automotive and industrial sectors.

5.Coated and laminated fabrics business



SRF Industries (Thailand)Limited manufactures PVC coated and laminated fabrics by applying protective layers to base materials making them strong, flexible and resistant to water and harsh weather. These fabrics are widely used in tents, awnings and artificial leather products. This business serves industrial and commercial markets and is known for its durability, quality, and long-lasting performance.

1.2 Local Company Profile

SRF Industries (Thailand) Limited

SRF Industries (Thailand) limited is based company in Thailand through its subsidiaries and plays a key role in manufacturing and supplying high quality packaging films for both domestic and international markets. The main manufacturing plant located in Rayong an important industrial hub which plays a crucial role by having strong logistics and export connectivity access to southeast Asian markets , supportive industrial policies they have core business in Thailand BOPET films or BOPP films these films are widely used in food and beverage packaging ,consumer goods packaging ,labels and industrial applications, market distribution serves local Thai customers as well as international clients the factory uses modern machines and proper quality standards to make sure the products are reliable and meets the expectation of the customers. In addition to serving local businesses the company also exports its products to different countries making Thailand an important hub for its operations.

1.1.1 Mission of the Company

SRF's mission is to achieve sustainable and long-term growth by focusing on four key areas innovation, sustainability, operational excellence and people development. The company is dedicated to transforming creative ideas into impactful solutions through continuous investment in research and development. SRF is equally committed to integrate environmental and social responsibility by following the principles of reducing reuse and recycling. SRF strengthened its

position in the global market to stand out by continuous work toward by maintaining high standards in quality, cost efficiency, delivery performance and workplace safety. SRF strives to build a safe and engaging work environment where people are encouraged to learn, develop new skills, embrace diversity and contribute to innovation by balancing business performance with responsible practices' aims to maintain its reputation as a trusted global organization.

1.1.2 Vision of the Company

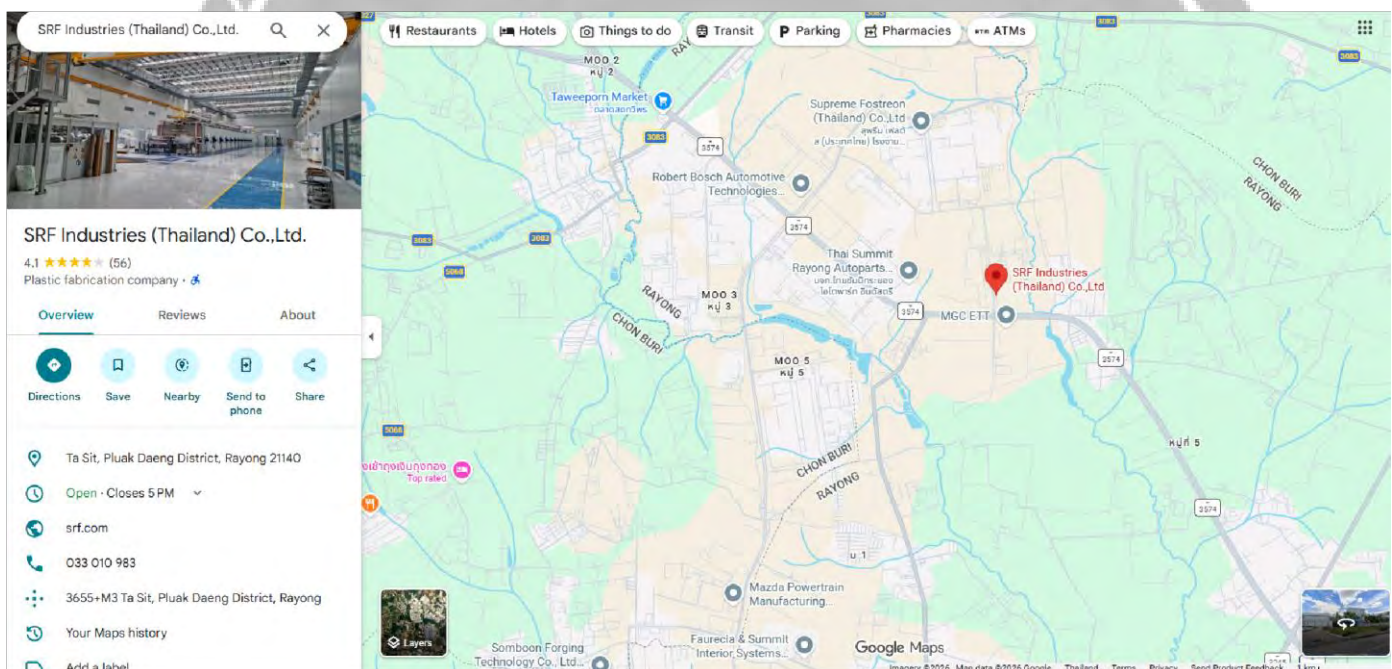
SRF's vision is to become a leading global entity in chemicals and materials shaping industries through science and innovation that matters and have value to lead responsibly creating sustainable value for customers, stakeholders and the environment. Through strong focus on environmental business, ethical business practices, and long-term growth the company aspires to be recognized not only for its business excellence but also for its contribution to a more sustainable and innovative future.

SRF has a strong emphasis on sustainability by reducing its environmental impact, improving resource efficiency, promoting energy conservation and adopting eco-friendly manufacturing practices. The company believes that responsible growth, innovation, and customer satisfaction are essential for building long term success. By balancing business performance with environmental and social commitments, SRF aspires to be recognized not only for its excellence

in the chemicals and materials industry but also for its meaningful contribution to a more sustainable, innovative and responsible future,

1.1.3 SRF Location in Thailand

SRF Hemraj Plant: Ta Sit, Pluak Daeng District, Rayong 21140



1.1.3 Product and Services provided by SRF

1. **Fluorochemical Business:** Product refrigerant gases HFC and HCFs used in ACs refrigerators and cooling systems.

2. **Refrigerant gases:** Used in air conditioners and refrigerators Industrial fluorochemical pharma propellants used in inhalers fluoropolymers used in electrical and chemical industries
3. **Specialty Chemical Business:** Specialty Chemical Business focus on high value chemical intermediates used in a pharmaceutical and agriculture
4. **Agrochemical intermediates:** SRF produces chemical intermediates used to manufacture pesticides, herbicides, fungicides
5. **Pharmaceutical Intermediates:** The company supplies chemicals used to manufacture medicines such as antibiotics, anti-inflammatory drugs anti-viral medicines
6. **Research & Development Services:** The company provides advanced R&D services through its technology centers to develop new chemical compounds, improved manufacturing processes, and sustainable chemical solutions.
7. **Performance films and foil business:** This division manufactures plastic films used in packaging and industrial applications the film protects from moisture, contamination and damage during storage and transportation.

Main Product:

- BOPET: BOPET Films used for packaging which serves as one of the crucial products of the company like food packaging, electronics insulation, magnetic tapes, solar panel back sheets, printing and lamination BOPET films have a strong strength and heat resistance & chemical resistance.
- BOPP: BOPP Films are widely used in flexible packaging such as snack packaging, chocolate wrappers, biscuit packaging, tape and industrial wrapping. These films are lightweight, durable, and moisture resistant.
- Metallized Films: These films are coated with a thin layer of metal to provide better barrier protection and longer shelf life for food products.

Coated and Specialty Films: These films are designed for specialized uses such as :

- Electrical insulation

- Graphic Printing
- Lamination
- Industrial Packaging

Technical Textile Business: Technical Textile Division Manufactures High-strength industrial fabrics used in automotive and industrial machinery which is categorized into different main products.

Main Products

- Nylon tire cord fabrics
- Polyester tire cord fabrics
- Belting fabrics
- Industrial yarn
- Polymer chips

Applications

- Automobile tire
- Conveyor belts
- Seat belts
- Industrial machinery
- Mining equipment

Services

- Textile engineering
- Industrial fabric solution
- Material reinforcement technology

These are the Main products which has been catered to customers across different countries and plays a major role in contributing the success of SRF Industries (Thailand) Limited which also

contributes to its growth, global presence and overall success. By consistently delivering high quality products that meet international standards. SRF has established its strong reputation in both domestic and global markets while serving the diverse needs of industries worldwide.

1.1 .3 Strategies of the company

Diversification: One of the SRF core strategies is that instead of depending on one business type they have diversified their business into many business types the company operates in multiple industries. This diversified approach enables SRF to serve a wide range of customers, adapt to changing market conditions and maintain a strong and balanced business.

Main Business segments: SRF operates through five major business segments: specialty chemicals, fluorochemicals, Packaging films (BOPET, BOPP), Technical textiles and coated and laminated fabrics. These business divisions cater to such as pharmaceuticals, automotive, packaging, refrigeration and industrial manufacturing. The diverse product allows SRF to meet the needs of different markets while supporting the company's overall growth and global competitiveness

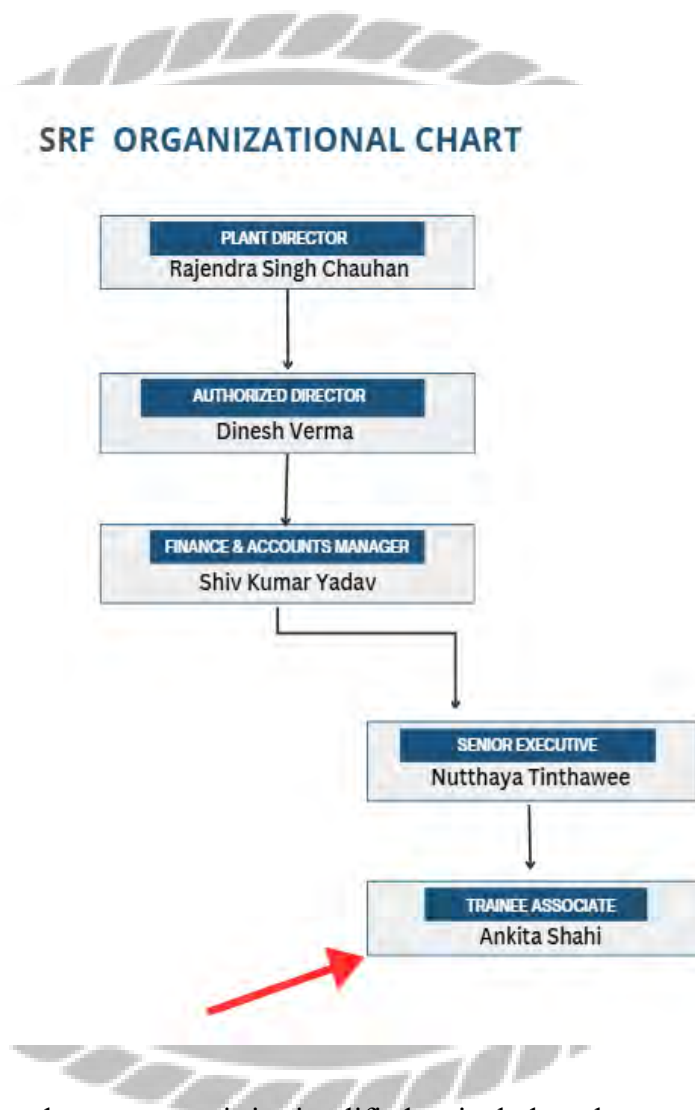
Global Expansion: SRF wants to increase the expansion of the company worldwide globally in the market exporting products to 90+countries setting up manufacturing plants outside of India expanding in regions like southeast Asia and Europa's reach to new customers, improve its supply chain and increase its competitiveness in the global market.

Innovation and Research & Development: SRF invests heavily in research and development some of the key points are development of new molecules, Patent filings and advanced chemical technologies, creation of high-performance materials

Sustainability: SRF integrates sustainability into business strategy which emphasizes in focus areas like reducing carbon emissions, recycling water and improving resource efficiency and

aiming to achieve sustainability and improving the environment efficiently. SRF aims for long term value for its customers and the communities in which it operates.

1.4 Organizational Structure:



As the organizational chart demonstrates, it is simplified to include only management hierarchy directly related to my internship due to confidentiality policy of SRF Industries (Thailand) Limited. In the organizational chart at the top of the reporting structure is the plant Director Mr. Rajendra Singh Chauhan who is responsible for overseeing the overall operations of the manufacturing plant and ensuring that all departments work together to achieve the organizational objective. Reporting directly to the plant director is the Authorized director Mr. Dinesh Verma who supervises both

departments. His role is to ensure that financial activities receiving operations and internal controls are managed effectively while maintaining compliance with the company policies.

Followed by supporting authorized director is the finance & accounts manager Mr. Shiv Kumar Yadav who oversees the day-to-day Financial & Accounting operations, financial reporting and coordination of finance and accounts activities. Working under the Finance & Accounts manager is the Senior Executive Miss Nutthaya Tinthawee who is responsible for supervising daily operational tasks, monitoring work progress and providing guidance to team members within the department.

As a cooperative education student (Intern), I reported directly to the Senior Executive throughout my internship. Under authorized director and manager and senior executive supervision. I was assigned responsibilities allowing me to gain practical experience in document management invoice processing and other accounting activities. This organizational structure clearly highlighted the smooth and simplified communication and hierarchy chain to support the company regular operations.

1.5 Intention to choose the company

The intention to choose SRF Industries (Thailand) Limited for my cooperative education internship was based on the company's strong reputation as a leading multinational manufacturing organization with high professional standards and well-established presence in the global markets SRF is widely recognized for its commitment to innovation, operational excellence and continuous growth making it an ideal organization for students to gain practical knowledge and industry exposure. Another reason to choose SRF was my belief that completing an internship at a well-established multinational company would provide greater opportunities for my further experience.

I understand the fact that gaining experience in a reputable organization would strengthen my professional profile. I believed that discipline and work ethics gained from such an organization would help me to develop my interpersonal skills for the long term. Furthermore, I wanted to

challenge myself by learning in a professional environment where I could learn from professionals understanding how the real corporate culture is how the company operates overall.

I considered this internship to be an important step toward preparing myself for future employment and most importantly building confidence as I transition from university to the professional world. Overall to indulge with the practical experience, knowledge and long-term professional experience.

1.6 SWOT Analysis of SRF

Strengths: One of the key strengths of SRF Industries (Thailand) limited is diversified as business portfolio which helps the company to operate multiple industries such as fluorochemicals, specialty chemicals, technical textile and coated and laminated fabrics. This diversification helps the company to reduce its dependence on single market segment and allows it to maintain stable revenue even when one sector have fluctuations another major strength is having strong global presences exports to its products to numerous countries and operates manufacturing including India, south Africa, Thailand, Hungary. This global footprint enables the company to serve international customers efficiently and making more strong relationship with multinational clients SRF has additionally invests in R&D which plays important role in innovation and product development. The company has developed R&D facilities and skilled scientists and engineers who focus on developing high value specialty chemicals and advanced materials. This technological capability helps SRF invest in the global market and maintain competitive advantage. The company has demonstrated consistent financial growth operational efficiency at the company; this demonstrates that the company is making consistent growth and maintaining financial performance every year with their continuous probability with growth focus of export capabilities and efficient management structure that contribute long term growth.

Weaknesses: Despite its strong market position SRF has also faced some certain weaknesses which may affect long term growth one of the main reasons is highly dependence on the chemical business segment particularly fluorochemical and specialty chemicals since the large amount of revenue generated from these segments any decline or restrictions and regulatory restrictions in the chemical industry could significantly impact the company performance. High capital investment required for the company's operations. The establishment of large manufacturing plants,

advanced production technologies and continuous expansion projects require substantial resources. This capital-intensive nature of business increases operational cost and financial risk if expected returns are not achieved. Some business segments like technical textiles have already faced and experienced fluctuations due to market change especially in the industrial sectors. The packaging films segment also faces challenges including BOPET & BOPP as global supply and price competition.

Opportunities: Specialty chemical demand growing rapidly which is also considered as a great opportunity to increase the high value of specialty chemical and pharmaceuticals. On the other hand, further investment in manufacturing facilities to cater to rising demand from domestic and international markets. Sustainability focuses on investing in green technologies and eco-friendly to meet evolving regulatory standards and changing customer preferences. The company's continuous investment in research and development also creates opportunities to introduce innovative products and enter new global markets.

Threats: Regulatory Compliance will affect the chemical and manufacturing segment because of restrictions on environmental regulation. Competitors play a huge role in intense competition from both domestic and international players especially from China. Geopolitical factors also matter because it can cause disruptions and volatile raw material prices and disrupt supply chains, increase production costs, and affect overall business performance. Changes in global economic conditions and customer demand can also influence the company's growth and profitability.

1.7 Objective of the study

The primary objective of working in the receiving department was to gain practical knowledge of the receiving process and understand its cruciality in ensuring smooth operations. During the internship the aim was to learn how incoming materials and production related information are received, verified, documented and communicated accurately to the relevant departments. Understanding these procedures helped develop an appreciation for the role of the receiving department in maintaining an efficient supply chain and supporting production activities.

Secondly objective is to become familiar with the documentation and record keeping process, maintaining accurate records ensuring to export accounting data from the oracle systems for each account, to organize and summarize the data in Microsoft excel to support the audit process by preparing accurate and easy to review financial information, to improve understanding of how general ledger data is used in real business operations. Ensuring all the transactions were properly recorded according to company procedures

Internship provided an opportunity to understand how the receiving and accounting department collaborates to ensure the timely flow of materials and information. This overall experience has helped to develop communication, teamwork, while applying theoretical business in a real workplace environment.

Chapter 2: Internship Activities

2.1 Job Description

Internship Role: Finance & Accounts and Receiving Intern

Internship Location: SRF Industries (Thailand) Limited Thailand Office Ta Sit Pluak Daeng, Hemraj Eastern Seaboard.

Duration of Internship: 5 months (19 weeks)

Internship Start Date: 5th January 2026 **Internship End Date:** 29th May 2026

Department: Finance & Accounts and Receiving

Industry: Chemical & Packaging

2.1 Department Descriptions

The Finance & Accounts and Receiving department at SRF Industries (Thailand) Limited comprises of mediate team where different person is responsible for different jobs and take accountability of their job however there is also very much flexibility that sometimes a different person can do a job of other person if its required , finance and account department is responsible for keeping all the records and make financial reports and do all the financial process which is required like auditing checking reports and ensuring all the financial transaction in a year. Whereas

Receiving has a small group who handle all the necessary process of receiving all the invoices to make sure everything alliance together and finance & account and receiving are interconnected departments to each other they operate together all the invoices which are received goes to accounting to keep and maintain records. Therefore, it is crucial to make sure that the invoices are correct and alliance together in receiving whatever materials and products come in a loaded truck they have to receive in order to keep record and maintain invoices.

2.2 Job Responsibilities

As an intern in finance & accounts and receiving department it is my responsibility to support my seniors with their day-to-day tasks which centers around handling of documents, pulling invoices Account receivable and Account payable in the oracle software and in excel as well handling and arranging the VAT documents of every month and put it in a file. In receiving I'm doing the weight ticket in the computer whenever any truck comes to fill the truck details.

- Record and Pull invoices in the excel
- Do the GL date for Audit
- Arranging and Finding document
- Arranging & keeping in the file every month VAT invoices
- Doing the weight ticket
- Do the job of Name Card details in the excel
- Do the job account payable in oracle software
- Do the job of envelop to keep company details in the excel
- Scanned & Copied documents to email
- Do the search regarding competitors' company in China
- Checked and kept records of Account receivable data.

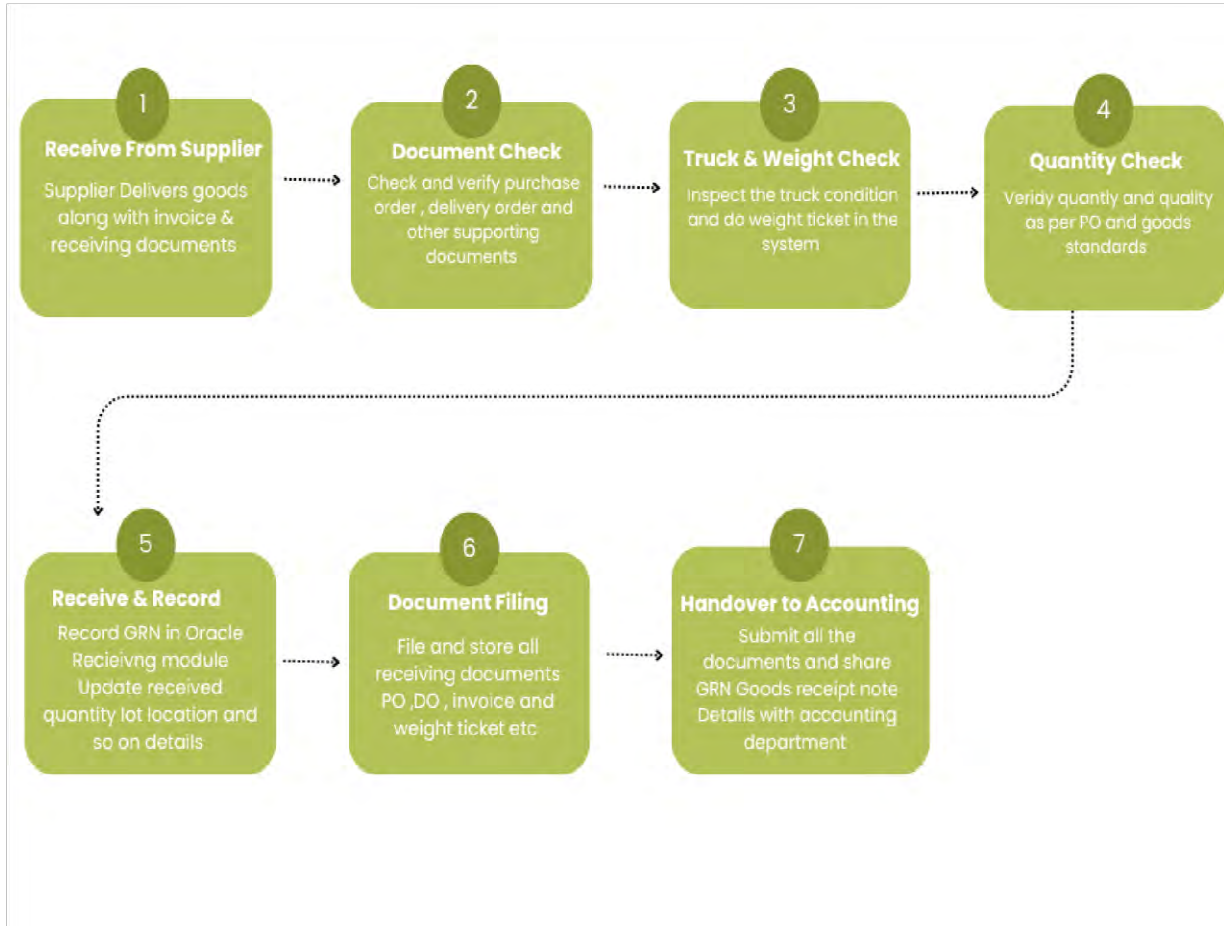
The job responsibility involved organizing, arranging and retrieving accounting documents, payments documents and supporting evidence. I assisted in filing these documents systemically so that they could be easily retrieved whenever required by accountants, auditors or management additionally I managed the monthly filing of value added tax (VAT) invoices i ensured the VAT

documents were arranged according to the correct reporting period VAT documentation is required for tax compliance and financial verification, maintaining these records accurately was an important responsibility that required attention to detail. My administrative responsibilities included small tasks like scanning, emailing business information to the appropriate departments whenever required. Although these tasks were straightforward, they supported effective communication between departments and ensured that important documents were distributed without unnecessary delays.

As a part of my internship, I also conducted basic research on competitor companies located in China in the BOPP and BOPET market. This involved collecting publicly available information that could support management understanding of competitors within the industry. Although this task introduced me to the importance of market awareness.

Working across both departments allowed me to understand how these two departments' management process play a crucial role in the overall business process. Through my regular responsibilities I developed my documentation skills and learned a new system to support daily operation which was a new work exposure.

2.3 Process Flow Diagram for Each Responsibility Receiving Department Flow Chart



Receiving Process

The receiving process at SRF Industries (Thailand) Limited begins when a supplier delivers materials to the plant. The Receiving Department is responsible for checking the delivered goods and the related documents before the receipt is recorded in the company system. The process involves coordination between the supplier, Receiving Department, warehouse, and Finance & Accounts Department. The main purpose is to ensure that the goods received correspond with the purchasing information and supporting documents before they are recorded and transferred for further processing.

Step 1: Receive Goods from Supplier

When a supplier's truck arrives at the plant, the Receiving Department receives the delivery along with the relevant supporting documents. These may include the supplier invoice, delivery order, delivery note, purchase order (PO), weight ticket, and other documents related to the delivery.

At this stage, the Receiving team identifies the supplier, delivery information, material, and other basic details. The truck and delivery documents are then prepared for further verification.

Step 2: Document Verification

- The Receiving Department checks the documents provided by the supplier against the relevant purchase order and other available supporting information.
- The main checking points include:
 - Supplier name and delivery information
 - Purchase order number
 - Material description
 - Ordered quantity
 - Delivery quantity
 - Unit of measurement
 - Invoice or delivery document details
 - Other required supporting information
- The purpose of this step is to ensure that the documents provide sufficient information for the receiving transaction.
- For imported materials, additional import-related information, such as the Bill of Entry (BOE) import declaration, may also be checked when applicable. This helps ensure that the delivery documentation is complete before the receiving transaction proceeds.

- If information is missing or does not correspond with the purchase order, the discrepancy needs to be clarified with the responsible person or supplier before the receiving process can be completed.

Step 3: Truck and Weight Check

- After the documents are initially checked, the Receiving Department verifies the truck and the weight information related to the delivery.
- The truck information is inspected to ensure that the vehicle corresponds with the delivery information. The weight of the truck material is also checked using the relevant weight ticket.
- The weight information is important because it provides a basis for verifying the actual quantity of material delivered. The weight ticket is therefore retained as part of the supporting documentation for the receiving transaction.
- The Receiving team records or verifies the relevant truck and weight information before proceeding to the next checking stage.

Step 4: Quantity and Quality Check

The Receiving Department then checks whether the quantity of goods delivered corresponds with the quantity stated in the purchase order and supporting documents.

The main checking points include:

- Actual quantity received
- Quantity stated on the purchase order
- Quantity stated on the supplier's delivery documents
- Weight information where applicable
- Material description and identification
- Condition of the delivered material
- The purpose of this step is to make sure that the physical delivery is consistent with the purchasing and delivery information.

- If the quantity or other important information does not match the documents, the difference should be identified and clarified before the receiving transaction is finalized. This prevents incorrect quantities from being recorded in the system.
- If the goods and documents are verified satisfactorily, the process proceeds to recording the receipt.

Step 5: Record the Receipt in Oracle

- Once the goods and supporting documents have been checked, the Receiving Department records the receipt in the company's Oracle system.
- The receiving transaction is entered based on the verified purchase order and actual goods received. The Receiving Department records the relevant receiving information, including the quantity received and other required transaction details.
- The completed receiving transaction generates the relevant Goods Receipt receiving record, which provides evidence that the materials have been received by the company.
- At this stage, accuracy is particularly important because an incorrect quantity or incorrect receiving information can affect subsequent accounting and inventory-related activities.
- After the receipt is recorded, the received materials are transferred to the appropriate warehouse or designated location according to the company's internal process.

Step 6: Document Filing and Record Keeping

After completing the receiving transaction, the Receiving Department organizes the supporting documents.

The documents are arranged and retained for record-keeping and future reference. Depending on the transaction, the supporting documents may include:

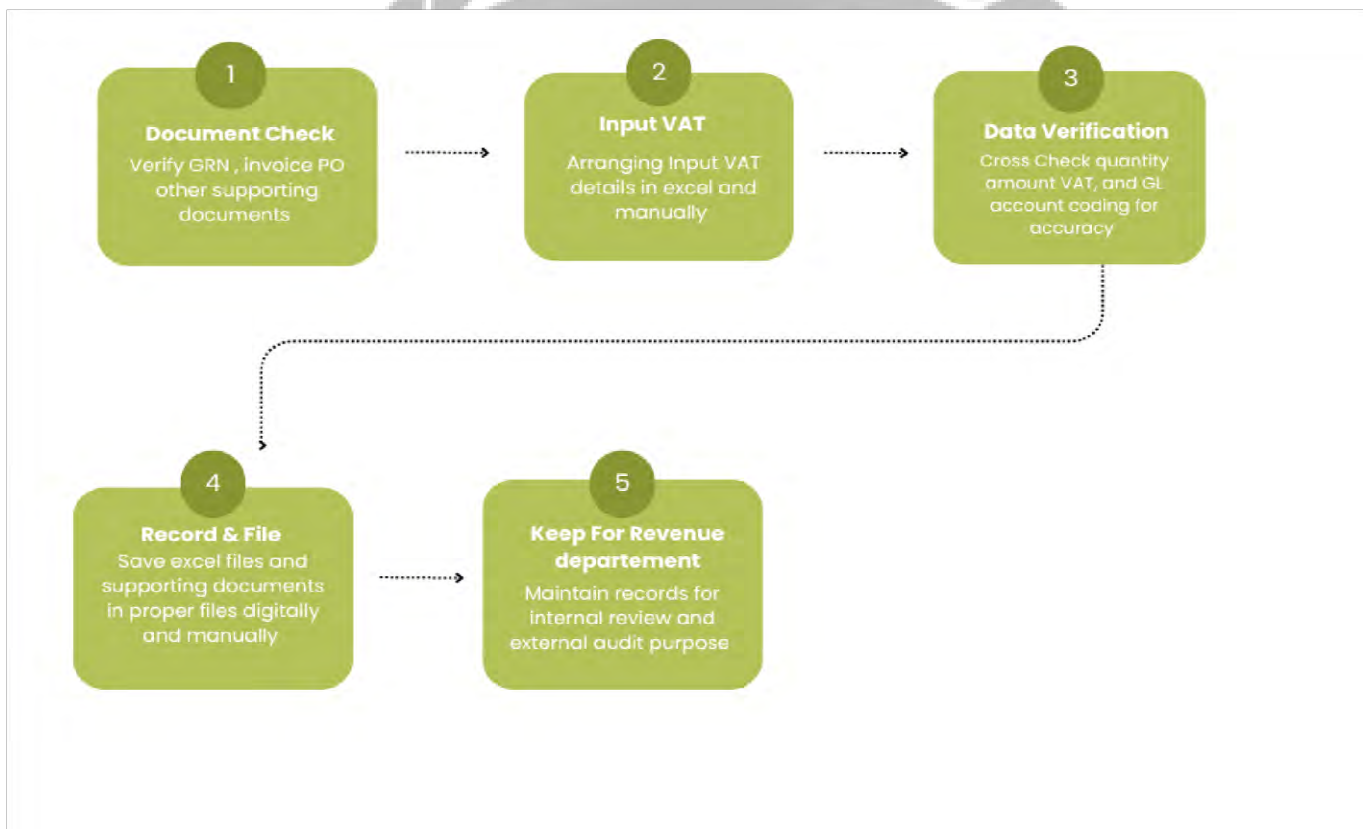
- Purchase order
- Supplier invoice
- Delivery order/delivery note
- Weight ticket
- Receiving record GRN
- Import-related documents such as BOE, where applicable
- Other supporting documents related to the delivery
- Proper document filing is important because the documents may subsequently be required by accounting, internal checking, or audit activities.
- The documents should therefore be organized so that the relevant transaction can be traced from the purchase order and delivery through to the recorded receipt.

Step 7: Handover to Finance & Accounts Department

- After the receiving process has been completed, the Receiving Department hands over the relevant documents and receiving information to the Finance & Accounts Department.
- The Finance & Accounts Department uses the receiving information and supporting documents for subsequent accounting and invoice-processing activities.
- The handover creates a connection between the physical receipt of goods and the Finance & Accounts process. Therefore, the accuracy and completeness of the documents provided by Receiving are important for finance & accounts to continue its work without unnecessary delays.

Finance & Accounts Department

Input VAT Flow Chart



Step 1: Document Check

The process begins with checking the supporting documents received from the supplier and relevant internal departments. The responsible accounting personnel review whether the documents required for the transaction are complete and consistent.

- Documents checked include

- Purchase Order (PO)
- Delivery Note
- Invoice
- Tax Invoice
- Receiving documents
- Other supporting documents, where applicable

Important checking points:

- Supplier name and tax identification information
- Invoice/tax invoice number
- Invoice date
- PO reference
- Description of goods or services
- Quantity and amount
- Taxable amount
- VAT amount
- Total amount
- If any document is missing or the information does not match, the responsible person follows up with the relevant department or supplier before continuing the process.

Step 2: Verify Receiving of Goods or Services

- The received goods or services are checked against the relevant purchasing documents before the transaction is processed for Input VAT.
- The receiving personnel verify whether the actual goods or services correspond with the Purchase Order and delivery documents.

Important checking points:

- Correct supplier
- Correct goods or services
- Quantity received matches the documents
- Goods are in acceptable condition
- Description/specification is correct
- Delivery information is consistent with the supporting documents
- If the goods are incorrect, damaged, incomplete, or the quantity does not match the documents, the discrepancy is reported to the relevant department or supplier for clarification or correction.

Step 3: Input VAT Checking and Preparation

After the documents and receipt of goods or services have been verified, the accounting personnel check the information required for Input VAT processing. Particular attention is given to the Tax Invoice, as it provides the main information supporting the Input VAT record.

Important checking points:

- Valid and complete tax invoice information
- Supplier details
- Tax invoice number
- Tax invoice date
- Taxable amount
- VAT amount
- Total amount

- Appropriate VAT/accounting period
- The VAT amount is also checked against the taxable amount to ensure that the calculation shown on the tax invoice is correct.

Step 4: Input VAT Entry

After the Input VAT information has been checked, the relevant data is entered into the company's accounting system according to the established procedure.

- Supplier information
- Tax invoice number
- Invoice date
- Taxable amount
- Input VAT amount
- Total amount
- Relevant accounting information
- Transaction references

Important checking points during entry:

- Correct supplier
- Correct invoice number
- Correct date
- Correct taxable amount
- Correct VAT amount
- Correct accounting period
- Avoidance of duplicate entry
- The information should be entered based on the verified source documents, rather than from an unverified copy or verbal information.

Step 5: Data Verification

After the Input VAT information has been entered into the accounting system, the responsible personnel verify the recorded data against the original supporting documents to ensure that the information has been entered accurately. The verification focuses on the supplier's name, invoice or tax invoice number, invoice date, taxable amount, Input VAT amount, total amount, and accounting period. The VAT amount is also checked to ensure that it agrees with the amount stated on the tax invoice and that the calculation is correct.

If any discrepancy is identified, such as an incorrect amount, invoice number, date, supplier information, or duplicate entry, the transaction is reviewed and corrected according to the company's procedures before it is finalized. This verification helps ensure that the information recorded in the accounting system is consistent with the original documents and reduces the risk of errors in the company's Input VAT records.

Step 6: Record and File

Once the Input VAT information has been verified and any discrepancies have been resolved, the transaction documents are recorded and organized for filing.

The supporting documents may include:

- Purchase Order
- Invoice
- Tax Invoice
- Delivery Note
- Receiving documents
- Other relevant supporting documents
- The documents should be arranged systematically so that they can be easily retrieved when required.

Important checking points:

- All required supporting documents are available.
- Documents belong to the correct transaction.
- Documents are filed under the appropriate reference or period.
- Digital/physical records are stored according to company procedures.
- Proper filing helps ensure that every Input VAT record can be supported by the relevant original documentation.

Step 7: Keep for Revenue Department and Audit Purposes

The final step is to retain the completed Input VAT records and supporting documents for future reference.

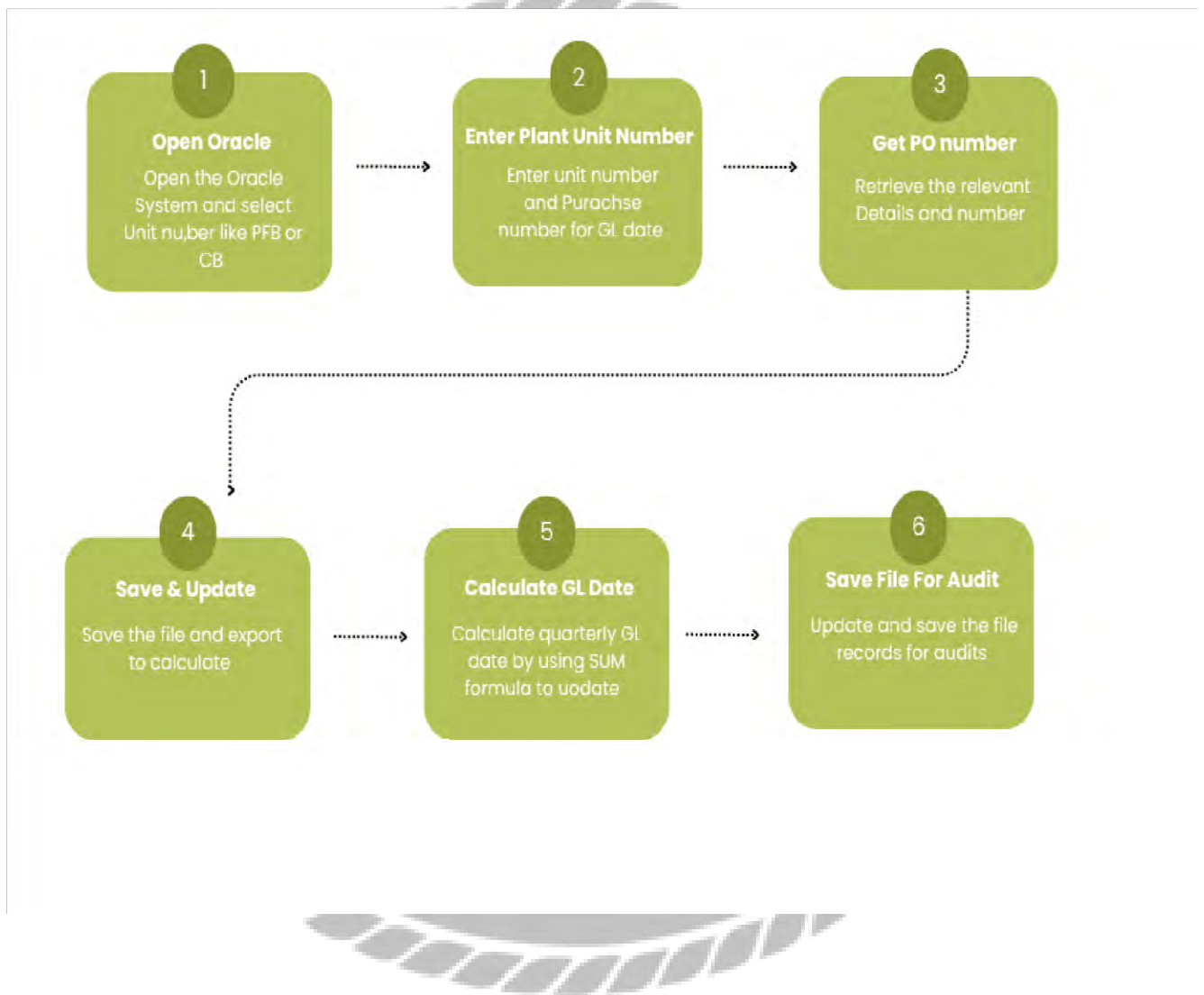
These records may be required for:

- Internal review
- VAT reconciliation
- Management review
- External audit
- Tax inspection
- Other accounting or tax-related inquiries
- The documents should be retained according to SRF Industries (Thailand) Ltd.'s internal procedures and applicable requirements.

Important checking points:

- Records are complete.
- Documents can be retrieved when required.
- Input VAT records are supported by appropriate documentation.
- Records are maintained for the required retention period.
- This final stage ensures that the company has sufficient documentary evidence to support its accounting and VAT records.

GL Date Process Flow Chart



The GL date process is used to ensure that accounting transactions are recorded in the correct accounting period. During my internship, I was involved in checking transaction details, verifying the appropriate month, and updating the GL date in the system. This process helped ensure that financial records were accurate and properly prepared for monthly reporting and auditing.

Step 1: Open Oracle

The process begins by opening the company's accounting system and accessing the relevant module used to retrieve accounting and purchasing information. The responsible personnel select the appropriate function for the required transaction and ensure that the correct company or business unit is being accessed before proceeding with the data retrieval.

Important checking points: The user should confirm that the correct company or business unit, accounting module, and transaction function have been selected. Access should also be made using the appropriate authorized user account to ensure that the information retrieved is relevant and reliable.

Step 2: Enter Plant Unit Number

After opening the accounting system, the responsible personnel enter the relevant Plant Unit Number and the required purchase-related criteria to identify the transactions that need to be reviewed. The Plant Unit Number is used to identify the appropriate operating unit and narrow the information retrieved from the system. The information entered should be carefully reviewed before proceeding because an incorrect Plant Unit Number or search criteria may result in irrelevant, incomplete, or incorrect transaction data being retrieved.

Important checking points: The Plant Unit Number must correspond to the correct operating unit. The responsible personnel should also verify that all required search criteria have been entered correctly and that the selected period or transaction information corresponds to the data required for the review.

Step 3: Get PO Number

Once the Plant Unit Number and relevant criteria have been entered, the system is used to retrieve the applicable Purchase Order (PO) number and related transaction details. The PO number provides an important reference for identifying the purchasing transaction and linking the accounting information to the relevant purchase. The retrieved information is reviewed to ensure that it corresponds to the intended transaction. The responsible personnel check the PO reference and related information before using the data for further processing purchase transaction. The supplier, transaction details, and other available.

Important checking points: The correct PO number must be retrieved and should correspond to the relevant purchase transaction. The supplier, transaction details, and other available information should also be checked to ensure that the retrieved data belongs to the correct transaction and operating unit.

Step 4: Save and Update

After retrieving the required information, the data is saved and exported for further processing. The exported file is then reviewed and updated where necessary to prepare it for the next stage of the process. The data should remain organized and complete so that it can be used accurately for the GL calculation.

During this stage, attention should be given to maintaining the accuracy of the original information. Any updates or adjustments should be made carefully without unintentionally deleting or changing important transaction data.

Important checking points: The responsible personnel should confirm that all required data has been successfully exported, that there are no missing or duplicated records, and that the PO and transaction information is complete. The file should also be saved in the appropriate format and location, and the original data should not be accidentally altered.

Step 5: Calculate GL Data

After the data has been saved and updated, the relevant General Ledger (GL) data is calculated and summarized based on the required period and transaction information. Spreadsheet functions, such as the SUM formula, may be used to calculate the relevant GL amounts and prepare the data for review.

The calculated results are checked against the extracted information to ensure that the totals are accurate. If there is a difference between the calculated amount and the source data, the responsible personnel review the data range, formulas, and original transactions to identify the cause of the difference.

Important checking points: The correct GL data and accounting period must be included in the calculation. The data range used in the SUM formula should cover all relevant transactions, and the formula should be applied correctly. The calculated total should be compared with the source data, and any unusual differences, missing transactions, duplicate records, or calculation errors should be investigated before the file is finalized.

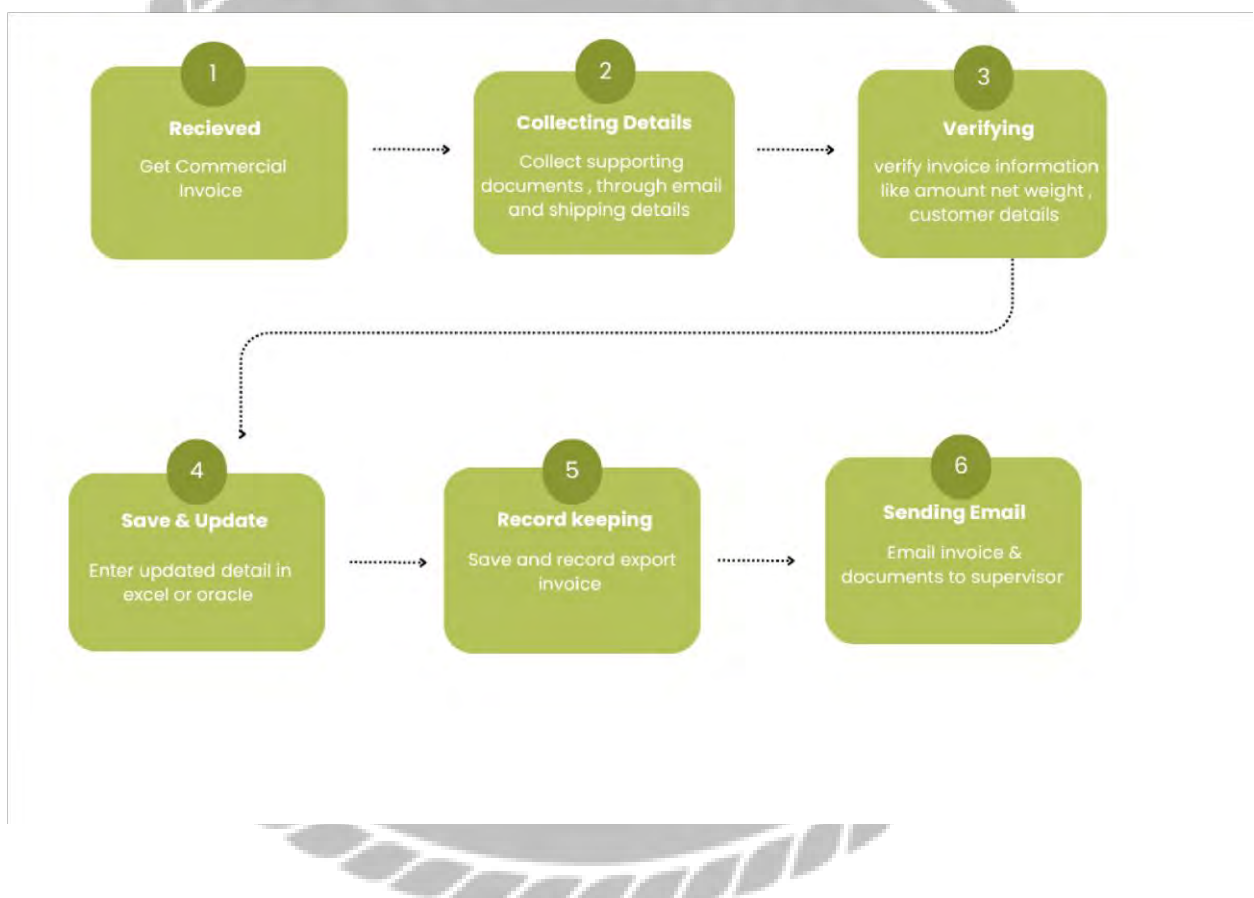
Step 6: Save File for Audit

After the GL data has been calculated and verified, the completed file is saved and retained as a supporting record for future review and audit purposes. The responsible personnel ensure that the final version contains the required information and that the calculations have been completed correctly.

The file should be organized and stored according to the company's internal procedures so that it can be retrieved when required. Maintaining an accurate and accessible record supports internal checking, reconciliation, and audit activities.

Important checking points: Before saving the final file, the responsible personnel should confirm that the data and calculations have been reviewed and that the final version is correct. The file should be given an appropriate name, saved in the designated location, and organized so that it can be easily retrieved for future internal review or audit purposes.

Export Invoices Flow Chart



1. Receive Commercial Invoice

The export invoice process begins with receiving the commercial invoice from the relevant customer, supplier, or responsible department. Upon receipt, the invoice should be reviewed to ensure that it belongs to the correct export transaction and contains all necessary information. The processor should confirm the source of the invoice and check basic details such as the

invoice number, invoice date, customer name, invoice amount, currency, and description of goods. Any supporting documents provided with the invoice should also be identified at this stage. If the invoice is incomplete, unclear, duplicated, or contains obvious errors, it should not be processed further until the issue has been clarified with the responsible person.

Key points:

- Receive the commercial invoice through the approved communication channel.
- Confirm that the invoice comes from the correct and authorized source.
- Check the invoice number and invoice date.
- Verify the customer/company name and relevant details.
- Check the invoice amount and currency.
- Confirm that the invoice relates to the correct export transaction.
- Check whether all required pages and attachments have been received.
- Identify any missing or unclear information before proceeding.

- **Important checkpoint:**

The invoice should be complete, readable, and related to the correct transaction before moving to the next step.

2. Collect Supporting Details

After receiving the commercial invoice, all relevant supporting information should be collected to ensure that the transaction can be properly verified. This includes information obtained through email correspondence and shipping documents. Depending on the transaction, supporting documents may include packing lists, shipping documents, purchase or sales orders, shipment references, and other relevant records. The information collected should be organized and compared with the commercial invoice to identify any missing information or inconsistencies.

Key points:

- Collect all required supporting documents.
- Review relevant email correspondence.
- Collect shipping and shipment details.
- Confirm customer and destination information.
- Check quantity and product information.
- Collect relevant purchase/sales order references where applicable.
- Ensure that supporting documents are complete.
- Compare basic information between the invoice and supporting documents.
- **Important checkpoint:**
All required supporting documents and shipping details should be available before the invoice proceeds to detailed verification.

3. Verify Invoice Information

Verification is one of the most important stages of the export invoice process because it ensures that the information recorded in the company's system is accurate and supported by appropriate documentation. The commercial invoice should be carefully compared with the supporting documents and relevant information obtained through email or shipping records. Important information such as the invoice number, customer details, invoice amount, currency, quantity, and net weight should be checked. Shipping details should also be reviewed to ensure consistency. If any discrepancy is identified, it should be investigated and resolved before the information is entered into Excel or Oracle.

Key points:

- Verify the invoice number and date.
- Confirm customer details.
- Check invoice amount and currency.

- Verify quantity and unit price.
- Check the calculation of the invoice total.
- Verify net weight and relevant units of measurement.
- Check shipping and destination details.
- Compare the invoice with supporting documents.
- Identify and investigate discrepancies.
- Obtain clarification or correction when necessary.

- **Important checkpoint:**

The information should be accurate and consistent with the supporting documents. Any discrepancy should be resolved before proceeding.

4. Save and Update

Once the invoice information has been verified, the relevant details are entered or updated in the designated company system, such as Excel or Oracle. During this stage, particular attention should be given to data-entry accuracy because incorrect information in the system could affect reporting, record keeping, and subsequent business processes. The processor should enter the information based only on the verified documents and should review the entered information before saving the transaction.

Key points:

- Enter the verified invoice details into Excel or Oracle.
- Select the correct customer/account or transaction record.
- Enter the invoice number correctly.
- Enter the correct invoice date.
- Record the correct amount and currency.
- Enter the correct net weight and other required details.
- Complete all mandatory fields.

- Review the information before saving.
- Confirm that the record has been successfully updated.
- Record any system-generated reference number, where applicable.

- **Important checkpoint:**

The information entered into Excel/Oracle must match the verified source documents exactly. Particular attention should be given to numbers, dates, amounts, currency, and customer details.

5. Record Keeping

After the information has been successfully updated, the commercial invoice and relevant supporting documents should be properly saved for record-keeping purposes. Documents should be stored in the designated company location using the appropriate file naming and document-management procedures. Proper record keeping is important because the documents may be required for internal review, management review, reconciliation, or audit purposes. The records should be organized so that the transaction can be easily located using the invoice number or other relevant reference.

Key points:

- Save the final commercial invoice.
- Save relevant supporting documents.
- Retain important email correspondence where required.
- Use the appropriate file naming convention.
- Save documents in the designated folder or system.
- Ensure that documents are accessible to authorized personnel.
- Avoid saving important records only in personal/local storage.
- Confirm that the complete transaction record can be retrieved.

- Maintain an appropriate audit trail.

- **Important checkpoint:**

The complete invoice record should be properly named, stored in the correct location, and easily retrievable for future reference or audit purposes.

6. Sending Email

After the invoice has been verified, updated, and properly recorded, the invoice and required supporting documents are sent to the supervisor or designated recipient by email. Before sending the email, the processor should carefully check the recipient, email subject, message, and attachments. It is particularly important to ensure that the correct invoice and supporting documents are attached and that no unrelated or confidential documents are accidentally included. After sending the email, the processor should confirm that the message appears in the Sent Items folder and retain the communication as evidence where required.

Key points:

- Confirm that the invoice has been successfully processed.
- Select the correct supervisor or designated recipient.
- Use a clear and appropriate email subject.
- Attach the correct commercial invoice.
- Attach all required supporting documents.
- Check that attachments can be opened and are complete.
- Review the email content before sending.
- Check the recipient and CC recipients carefully.
- Send the email through the approved company email system.
- Confirm that the email was successfully sent.
- Retain the sent email where required.

Important Checkpoints:

Before clicking Send, verify the recipient, invoice, attachments, and email content to prevent incorrect or unauthorized information from being sent.

2.4 My Contribution as an Intern

As an intern I have been able to contribute to the team over the past five months in particular my focus has been around the management to streamline the process. When I started working on the management there was many inconsistencies throughout the process mainly because the management was new for me so the process everything was new for me, however my role allowed me to gain practical knowledge of how financial operations are managed in big corporate, one of my key contributions was assisting the seniors with organizing and maintaining financial records. So that they can maintain financial records properly without any errors and can monitor everything from time to time to improve daily work efficiency.

I also assisted senior employees in managing invoices and financial records and ensuring that supporting documents were complete before being processed and doing the GL date completely (General ledger) of every quarterly month I possibly also pull an account payable invoices in the ERP software and do regular small financial jobs. This required careful attention to detail because accounting records must be accurate and supported by proper documents. By checking documents thoroughly before filing or recording them. I contributed to reducing errors and maintaining organized records which also reduced the possibility of misplaced documents and supported the accuracy of financial operations. Following the receiving department, I supported the receiving process by doing the weight ticket of trucks which come to deliver the materials and goods every day, checking delivery documents, verifying information thoroughly and assisting in recording received goods in the company ERP systems. My contribution helped ensure that incoming materials were properly documented before transferred to the warehouse. Although these tasks were performed under the guidance of my supervisors, completing them accurately helped support the smooth flow of materials into the company operations.

As I became more familiar with the company workflow, I was able to complete the routine tasks more efficiently and required less supervision. Although my role as an intern was primarily supportive. Alongside this I also learned the export invoices to pull the commercial invoice in the excel sheet which is called as incoterms. I understood the importance of small tasks because they

contribute to the overall accuracy and efficiency of organization and proper alignment between two departments. Through these contributions I gained practical experience regarding the financial process and material moving process which ensured and helped to maintain daily operations between these two departments.

- These are the trucks which are loaded with the materials and goods and stop at the receiving department to be received in the oracle software and get inspected and ensured that every material is delivered properly.
- After successful inspection the receiving details are recorded in the oracle system allowing the materials to be officially received before being transferred to the warehouse for further processing.
- This process helps maintain accurate inventory records, prevents receiving errors, supports financial reconciliation, ensures supplier accountability and enables efficient coordination between the receiving, warehouse and finance & account departments.

This is the physical invoice when the supplier brings and hands it over to the receiving department to be received in the oracle but before it receives it needs to be calculated and ensured that the purchase order number and all details are correct then only it can be received in the system. The second picture demonstrates how the invoices have been received in the ERP System.

Chapter 3 Learning Process

3.1 Learning During the Co -op studies

I have been very fortunate to apply my knowledge which I have studied during my preparation cooperation course. Learning in course and applying in a practical environment is completely unreal for me which allowed me to learn and develop my understanding in many areas. Over the

5 months I have learnt an extensive amount of information during my internship from handling documents to maintaining records and doing multiple jobs at same time. Some of the key areas I learned about the receiving process are how it operates, how the truck comes and receives the entry in the oracle system and to check whether everything is aligned properly. Before the internship my understanding & knowledge about accounting was basic but here, I gained so much practical knowledge which is completely new especially the software oracle which works differently for every employee but work is totally different.

3.2 Applying the knowledge from the coursework

I have been able to use my prior knowledge from the coursework to support my experience at SRF, in particular the knowledge I have picked up from the courses about finance & accounts and receiving. It is crucial for interns to be prepared to go into this kind of experience with a basic understanding about accounting and financing how basic concepts works. I was fortunate with having some knowledge regarding excel because mostly work is on excel. Although the practical procedures at SRF were more detailed than what I had in university. It is crucial for interns to enter this type of industrial experience with a basic understanding of accounting concepts and financial processes understanding the concepts such as invoices, purchase orders, debit and credit concepts, financial documentation and record keeping helped me learn new tasks more quickly while there was still a learning curve because every company follows its own procedures and uses different systems.

My knowledge of Microsoft Excel was very useful throughout my internship because many daily tasks involved working with spreadsheets. I used to excel to organize information, verify data, maintain records, and review documents. Basic excel functions such as sorting filtering, Using SUM formula to calculate and checking data improved my efficiency and helped me complete tasks with greater accuracy. This experience showed me that excel remains one of the most important tools in accounting and administrative work, as I was able to apply my prior knowledge that I had learned previously in my university courses.

One of the most valuable lessons I learned was the close relationship between the receiving and finance & accounts department. Initially I viewed them as two separate functions but through practical experience it became a major part of work and procedures.

3.3 Gap In the knowledge from the coursework

Despite having a basic understanding of some basic concepts there was a clear gap in the knowledge from what I learned at Siam university and what was required as an intern at SRF. Most of the gap in knowledge was specific to my job function. Mostly the practical work is completely different from the coursework it operates different so do huge gap of knowledge of how it works. Furthermore, the coursework lacked information regarding receiving which is a part of logistics so I feel that was something really new to learn and I think this is something that can also be taught in university for future students. The gap should be fulfilling. Many students will likely pursue careers in this field in the future so universities should consider this to put in the syllabus. All in all, I feel the knowledge gap is personally down to highlight the importance of market understanding and the chemical & manufacturing industry. Additionally, I came across the fact that manufacturing companies require greater understanding of the level of accuracy to have good business operations. Every department interconnected and even small errors in receiving and accounting can affect inventory accuracy, production schedules, supplier payments and overall operational efficiency.

Another area where I experienced a learning gap was the use of enterprise systems and digital tools. During my internship I had to use company internal software to record transactions, verify documents and manage operational data. Although I had basic software knowledge from IT courses. I had limited exposure to ERP (Enterprise resource planning) systems. Gaining hands-on experience with the systems has significantly improved my basic technical skills. On the other hand, I developed a better understanding of business documentation and internal control procedures. Before joining SRF I had theoretical knowledge about invoices, purchase orders, delivery notes and contracts however I had never worked with these documents in a real business

environment. During my internship I learned how each document serves a specific purpose and how they are connected throughout the procurement, receiving and payment processes.

3.4 Indicate the problem noticed during the internship

Throughout my time at SRF Industries (Thailand) Limited. I have worked and done different jobs and have maintained many various tasks that have supported the team. The consistent job I have worked on throughout my internship is contract management which refers to checking, arranging, maintaining documents and helping to record the contract which is exchanged between SRF Industries (Thailand) Limited and its suppliers. I have also worked on the oracle which is used by the company throughout i worked I have noticed that it cannot operate for so long continuously using for few hours we have to open it again that could disrupt the workflow, secondly, I noticed that SRF handle foreign transaction as well as it has so many branches in different country so it is quite challenging to handle at once.

Operating and cooperating both at the same time as having different exchange rate values can rely on varying the amount date, which might mislead the transaction so in that case the company needs to cope up with the everyday exchange rate value. Thirdly I noticed that SRF Industries (Thailand) Limited handles too many documents as I'm doing internship in finance and accounts it is quite challenging to handle too many documents, especially manually nowadays especially in Thailand so many corporates are already switching to digital platform to make the work easy and to also make it easy to find the errors if any have.

During my internship in the receiving department at SRF Industries (Thailand) Limited I observed several challenges that are commonly faced in regular receiving operations. One of the main difficulties was handling a large number of incoming deliveries each day. Every shipment had to be checked carefully against the purchase order, delivery note and invoice before it could be accepted into the system. This kind of process required a high level of concentration because even a small mismatch in quantity, item code or product specification could create problems for the following departments like purchasing and accounting. Along with that I highly noticed receiving operations depend heavily on coordination between different departments before goods could be received completely. Information from purchasing, warehouse, quality control and accounting had

to match. If one department delayed its approval or if the required documents are missing the entire process could be delayed. This demonstrates to me how crucial it is to have effective communication and teamwork among different departments to ensure smooth business operations.

Finally, I noticed that although the company uses oracle to manage receiving transactions, many supporting documents are still processed and stored in paper form. This means employees often spend additional time organizing, filing and retrieving physical documents whenever they are needed for verification or auditing purposes. As the volume of transactions increases, managing these documents becomes more time consuming. Overall working in the receiving department helped me understand that receiving much more than simply accepting deliveries. It is an important control process that ensures the right materials are received in the correct quantity and condition before they move into inventory and eventually support production. The experience improved my attention to detail, problem solving abilities, communication skills and understanding of the supply chain operations.

3.5 Significance of Study

This study is significant because it reflects the practical knowledge and experience, I gained during my five-month cooperative education internship at SRF Industries (Thailand) Limited. Unlike classroom learning where most concepts are explained through theories and case studies, the internship allowed me to experience how business operations are carried out in a real working environment. It gave me the opportunity to understand the responsibilities, work culture, and level of accuracy that are required in a multinational company. Through the daily environment in assigned tasks, I was able to see how different business functions are connected and how every department contributes to the company's overall performance.

One of the most valuable aspects of this internship was the opportunity to work in two different departments Receiving and Finance & Accounts. In the receiving department I have learned the importance of maintaining accurate records and ensuring that supporting documents were complete before processing.

I also observed how coordination between suppliers and internal departments affects the efficiency of business operations. This experience helped me to understand that effective communication and proper documentation are just as important as the physical movement of goods and materials. On the same hand working in the accounting department provided a different perspective by allowing me to understand the financial side of business operations. My responsibilities included updating GL Date in oracle, preparing account receivable export invoice in the excel, assisting with monthly input VAT work and verifying supporting documents. Through these responsibilities, I developed a great appreciation for the importance of financial control and maintaining an organized record within an organization. Apart from gaining technical knowledge, this internship also contributed to my personal and professional development. During the five months I became more confident in communicating with colleagues, asking questions whenever I faced difficulties, managing multiple assignments with deadlines. I also learned how to work independently while understanding team work. These experiences strengthened skills that cannot easily be developed through classroom learning alone.

This study is also significant because it highlights the gap between academic knowledge and practical learning. This internship demonstrated that professional competence is built by combining academic knowledge and practical exposure, continuous learning and workplace experience. Finally, this report served as a useful reference for future cooperative education students who are preparing for internships in accounting, logistics functions. It provides a realistic overview of workplace responsibilities, the challenges that interns may encounter and professional skills required to perform effectively in a corporate environment. I believe the experiences and observations shared in this report will help future students prepare themselves more confidently for their own internships and encourage them to make the most of their learning opportunities.

3.6 Literature Review

Chopra (2019) in Supply Chain Management Strategy, Planning and Operation, emphasizes that accurate information and coordination are essential for managing the movement of materials throughout the supply chain. Effective receiving and inventory processes allow organizations to maintain accurate records of incoming materials, improve inventory visibility and support

continuous operations. Proper coordination between suppliers, receiving, warehouse and accounting functions can also reduce delays and discrepancies.

Muller (2019) in *Essentials of Inventory Management* explains that accurate inventory records depend on proper receiving, verification, documentation and control of materials. Effective inventory management helps organizations reduce discrepancies between physical stock and recorded information. This highlights the importance of accurate receiving procedures as a foundation for maintaining reliable inventory and supporting other business functions.

Romney et al. (2021) in *Accounting Information Systems* emphasize the importance of accurate information, documentation and internal controls in accounting processes. Accounting information systems help organizations collect, process and maintain reliable financial data. Proper documentation and systematic recording of transactions are therefore important for accurate financial reporting, accountability, and decision-making.

Slack, Brandon-Jones and Burgess (2022) in *Operations Management* explain that effective organizational operations depend on proper planning, process control, and coordination between different departments. In manufacturing organizations well-managed receiving procedures are important for ensuring that materials are properly inspected, verified, and recorded before being transferred to inventory or production. These practices help maintain operational efficiency and reduce errors.

3.7 Methodology

This study adopts a qualitative, practice-based methodology to examine the operational processes within the Receiving and Accounting Departments at SRF Industries (Thailand) Limited. The primary objective was to understand how daily business activities are performed, identify the relationship between operational and financial functions, and compare theoretical knowledge acquired through academic study with actual workplace practices. The methodology emphasizes direct workplace practices, The methodology emphasizes direct workplace experience,

observation, informal discussions with employees, and practical participation in routine departmental activities to ensure that the findings accurately reflect the company's operational environment.

The study began with direct observation of the daily activities performed in both departments throughout the internship period. In the Receiving Department, close attention was given to the complete receiving process, beginning with the arrival of the supplier vehicle and continuing through documents verification, material inspection, and coordination with other departments. Supplier invoices and weight tickets were reviewed to understand how incoming materials are verified before being accepted into inventory records. Additional exposure was gained through visits to the packing plant and CB plant, where direct observations were conducted on loaded trucks, unloading operations, material handling procedure, and the movement of raw material throughout the facility.

These observations provided a comprehensive understanding of how to gain deeper understanding of departmental workflows; continuous informal discussions were conducted with the senior staff member and supervisors throughout the internship. Rather than relying solely on the formal interviews, questions were asked during daily work whenever clarification was required regarding specific tasks, company procedures, documentation requirements or operational practices, these casual conversations provided practical explanations of workplace processes, internal controls, and the reasoning behind various finance & accounts and receiving activities.

The guidance received from experienced employees helped clarify concepts that could not be fully understood through observation alone and allowed for a broader understanding of departmental responsibilities. Finally, the information obtained through direct observation, practical task participation and discussions with senior employees was compared with accounting, logistics and supply chain management concepts learned during academic studies. This comparison enabled the identification of similarities and differences between theoretical knowledge and industrial practice while providing a comprehensive understanding of the company's operational procedures. By combining firsthand workplace experience with academic learning, the methodology ensures that the findings and conclusions presented in this study are practical, reliable and directly based on the internship experience at SRF Industries (Thailand) Limited.

3.8 Result / Solution

The observation conducted during the internship indicated that the Finance and Accounts department followed structured and well-defined work flow for processing financial transaction and maintaining accounting record. Regular operations were supported through the use of Oracle, ERP and standardized documentation, which helped ensure that financial data remained organized and traceable. Routine processes such as GL date updates, VAT preparation, invoice extraction and export document verification were performed systematically to support the company reporting and compliance requirement.

The study also revealed that operational efficiency largely depends on the smooth exchange of information between different departments. While the internal accounting procedures were generally effective, delays in receiving supporting documents occasionally interrupted the work flow and extended processing time. The finding highlights that improving documents accessibility, maintaining timely communication among departments, and increasing the use of digital tracking methods would enhance coordination and reduce administrative details. These measures would allow accounting activities to be completed more efficiently while maintaining the accuracy and reliability of financial records.

Overall, the study demonstrates that the two departments which is Finance& Accounts and Receiving maintains an effective system for carrying out its daily responsibilities while ensuring compliance with organizational procedure. The combination of standardized process digital technology and continuous coordination enable the department to perform its functions efficiently with further improvements in workflow visibilities and documents management, the department can continue to enhance productivity while maintaining reliability and timeliness of its financial operations

4.1 Conclusion

Completing my cooperative education internship at SRF Industries (Thailand) Limited has been one of the most valuable learning experiences of my academic journey. The five-month internship provided me with the opportunity to apply the knowledge I gained at university while experiencing the realities of working in a professional corporate environment. It allowed me to understand that the workplace required not only technical knowledge but also responsibility, adaptability, effective communication, and the willingness to learn continuously.

Throughout the internship, I was assigned responsibilities in both the Receiving and Finance & Accounts departments, which allowed me to gain knowledge from two different business functions. In the Receiving department, I learned the importance of documents management, record keeping, coordination between departments, and maintaining organized information to support operational activities. I also understood how careful documentation and timely communication to smooth business operations and reduce the possibility of errors or delays.

In the Finance & Accounts department, I was involved in updating GL dates using Oracle, preparing Accounts Receivable invoice reports in Microsoft Excel, assisting with monthly VAT related documentation, verifying supporting documents, and completing various administrative tasks. These responsibilities required a high level of accuracy, attention to details, and time management because financial records must be processed correctly and within deadlines. Through these activities, I gained a better understanding of accounting procedure and developed greater confidence in using business software and handling financial documents. Beyond technical knowledge, the internship also contributed significantly to my personal development.

During the internship, I learned how to manage multiple responsibilities at the same time, prioritize urgent tasks, communicate professionally with colleagues, and adapt to changing work situations. Whenever I faced unfamiliar tasks, I learned the importance of asking questions, observing experienced employees, and learning from constructive feedback. These experiences

improved my confidence and prepared me to work more independently in a professional environment.

The internship also helped me recognize that there is a noticeable difference between academic learning and practical work. While university courses provided a strong theoretical foundation, many workplace procedures, systems, and professional expectations could only be understood through direct experience. This realization has encouraged me to continue developing both my technical knowledge and practical skills so that i can become better prepared for future career opportunities.

Overall, the cooperative education program successfully achieved its purpose by allowing me to bridge the gap between theory and practice. It has enhanced my understanding of business operations, strengthened my professional skills, and provided valuable exposure to the working environment of a multinational manufacturing company. I believe the knowledge, experience, and confidence gained during this internship will serve as a strong foundation for my future career in business and accounting, and I will continue to apply these lessons as I move forward in my professional journey.

4.2 Recommendation

Another area for improvement that I observed during my internship was coordination and communication between internal departments and external parties. Several processes depended on receiving information, confirmation, or supporting documents from other departments, customers, or logistics providers. As a result, delays in receiving information could affect the completion time of the overall process. **For example**, during the export invoice process, an employee may receive the commercial invoice but still require final shipping details, net weight, packing information, or supporting documents before the invoice can be verified and completed. If the required information is not received on time, the employee may need to contact the responsible person and follow up repeatedly, which can increase processing time and create a risk of missing deadlines. A relevant example is DHL, which uses digital shipment management and tracking systems to provide visibility of shipment information and status across different stages of the logistics process.

Such systems help different parties access updated information and reduce the need for repeated manual communication. Therefore, SRF Industries (Thailand) Limited should consider implementing a structured coordination and follow-up system, such as a shared digital tracker, to record the responsible person, required information, deadline, current status, and follow-up date for each task. This would allow employees and supervisors to easily identify pending tasks and determine where delays are occurring. The system could also include automatic reminders for overdue or pending items. By improving the visibility and accountability of tasks, SRF Industries (Thailand) Limited could reduce missed follow-ups, minimize processing delays, and improve coordination between departments and external parties.

Another area for improvement that I observed during my internship was the company's reliance on manual documentation. Several activities required employees to manually prepare, check, organize, and store documents, which could be time-consuming and create a risk of documents being misplaced or difficult to retrieve. Therefore, I recommend that SRF gradually increase its use of digital documentation and centralized electronic record keeping. **For example**, commercial invoices, packing lists, shipping documents, and related correspondence could be stored electronically in a standardized folder or document management system using a consistent file naming structure. This would allow employees to retrieve documents more quickly and reduce unnecessary printing and physical filing. A relevant example is DHL's Paperless Trade solution, which enables customs documents to be prepared and transmitted electronically and is designed to reduce delays associated with physical paperwork and improve the efficiency of customs processing. DHL+1 In Thailand, the Revenue Department also has established standards for e-Tax Invoice and e-Receipt, while ETDA (Electronic Transactions Development Agency) provides frameworks and services supporting electronic documents, digital signatures, and document validation. Therefore, SRF should consider a gradual transition toward digital documentation, while maintaining appropriate controls for security, authorization, data backup, and regulatory requirements.

4.3 Summary of the Internship

During my internship at SRF Industries (Thailand) Limited in the Finance & Accounts and Receiving department, I gained practical experience by applying accounting concepts in a professional manufacturing environment. I worked with Oracle ERP and Microsoft Excel to process Accounts receivable and accounts payable invoices, update GL dates for audits, maintain VAT records, organize financial documents. I also supported receiving operations by preparing weight tickets, verifying delivery documents and recording received goods.

Through this internship it enhanced my overall understanding of accounting procedures, inventory receiving processes, ERP system, document management and teamwork. It Also strengthened my communication, time management through various tasks and attention to detail while providing valuable insights into how the accounting and receiving departments work together to support efficient business operations.

4.4 Limitation of Study

Although this internship provided valuable practical experience and learning opportunities, there are several limitations that should be considered when interpreting this study. The observations and findings presented in this report are based primarily on my own experience during the internship period and therefore may not fully represent the overall operations or management practices of SRF Industries (Thailand) Limited.

The first limitation is the duration of the internship. Since the cooperative education program lasted for only five months, there was limited time to gain an in-depth understanding of every business process or become familiar with all departments within the organization. Many business activities, particularly those involving monthly, quarterly, or annual operations, require longer periods of observation to fully understand how they are managed. As a result, this report focuses mainly on

the processes and responsibilities that I personally experienced during my internship. Another limitation is the scope of work assigned to an intern. Although I was trusted with several important responsibilities, my duties were naturally limited to tasks that supported the daily operation of the Receiving and Finance & Accounts departments. Certain responsibilities, including management level decision making, financial planning, strategic discussions, and confidential business matters, were not accessible because they were beyond the role of an intern. Therefore, my understanding of some organizational processes was based on observation rather than participation.

Confidentiality was another factor that limited this study. Like many multinational companies, SRF Industries (Thailand) Limited. follows strict policies regarding financial information, customer details, supplier information, and internal business documents. Because of these policies, some information could not be included in this report, even though it would have provided a more detailed explanation of certain business processes.

The report therefore focuses only on information that could be shared without violating company confidentiality. In addition, many of the activities completed during the internship required coordination with other departments or external stakeholders. Occasionally, delays occurred because documents were waiting for approval, information from suppliers was incomplete, or responses from external parties took longer than expected. As an intern, I could observe how these situations affected the workflow, but I was not directly involved in resolving them. This limited my ability to understand the complete decision-making process behind certain operational issues.

Lastly, the findings in this report are based on one internship experience within a specific company and may not reflect the practices followed by other organizations or industries. Different companies may use different accounting systems, documentation procedures, communication methods, or organization structures. Therefore, the experiences described in this report should be understood within the context of SRF Industries (Thailand) Limited rather than being generalized to every organization.

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Appendix

Week: 01

Date	Regular Task & Activities
5.01.2026	Observed the Receiving Department workflow including supplier deliveries Invoices and purchase order verification, oracle system usage and the raw Material receiving process
6.01.2026	Learned the receiving process in oracle, created material receipt confirmation MRC understood inspection procedures and observed common receiving issues Such as PO mismatches and quantity discrepancies
7.01.2026	Assisted in organizing weight tickets, MRCs and supporting documents while Verifying quantities against purchase orders
8.01.2026	Assisted in Scanning, Arranging and verifying accounting documents, checked Quantities and amounts and gained a better understanding of record keeping And account accuracy
9.01.2026	Verified weight tickets, Updated delivery information in the system and ensured Accurate recording of delivery data

Week: 02

Date	Regular Task & Activities
12.01.2026	Recorded material receipt confirmations (MRCs) processed delivery Documentation, checked import declarations and entered bill of entry (BOE) details into the system to maintain accurate records
13.01.2026	Verified, matched and logged invoice numbers and MRCs into the system and inspected the coming trucks and process weight tickets and purchase orders
14.01.2026	Continued the same process receiving invoice in the oracle and doing weight tickets of coming trucks and verifying every document

15.01.2026	Utilized oracle software to process POs and weight tickets conducted physical Vehicle inspection and took reference pictures
16.01.2026	Done the delivery order in oracle and arranged the documents in sequence to hand it Over to the accounting department

Week: 03

Date	Regular Task & Activities
19.01.2026	Started Sorting, Arranging and organizing August VAT documents chronologically and page wise
20.01.2026	Scanned for missing or incorrect invoices followed by proper filing and labeling
21.01.2026	Continued August VAT arranging and keeping the input VAT which was around 2,485 invoices in the excel sheet.
22.01.2026	Arranging and sorting the invoices and keeping the record of every input VAT Invoices
23.01.2026	Completed the August VAT successfully processing and filing a total of 2,485 invoices

Week: 04

Date	Regular Task & Activities
26.01.2026	Started Managing and Arranging November 2025 VAT invoices records by Organizing documents, verifying invoice details
27.01.2026	Tracking down missing pages, verifying and arranging page wise every VAT invoice Which was around 2,482 invoices

28.01.2026	Continued the same work along with small tasks like putting the envelope and scanning the essential documents
29.01.2026	Completed the November VAT by final review and filing up and ensuring all documents are in right order
30.01.2026	Assisted in overall small tasks conducted mini market research on sales and profitability for 3 competitor's firms in the film industry

Week: 05

Date	Regular Task & Activities
2.02.2026	Assisted in finding film industry competitors and collect data to send for financial report for record keeping
3.02.2026	Started Learning export logistics procedures and the application of incoterms and other shipment learning
4.02.2026	Started practicing data entry by recording shipment, invoice and commercial invoice
5.02.2026	Executed Exchange rate and invoice conversions using oracle software
6.02.2026	Generated detailed envelope trackers in excel across multiple months and organized hard copy files

Week: 06

Date	Regular Task & Activities
9.02.2026	Retrieved and systemically organized misplaced papers completed SRF records and Updates commercial invoices in excel
10.02.2026	Did export invoices in the excel and also recorded envelopes in the excel file for the invoice.
11.02.2026	Used oracle to find document number and write the document number on the invoices to keep record
12.02.2026	Started doing VAT for January month 2026 arranging and keeping the record
13.02.2026	Continued the same work as it was a lot of documents invoices to be completed

Week: 07

Date	Regular Task & Activities
16.02.2026	Manually organized the invoices into purchase VAT and sales VAT and arranged them in the proper order
17.02.2026	Finalized and arranged the January VAT documents and prepared them for the VAT For return submission
18.02.2026	Obtained the financial report to check the terms and conditions reviewing it to Identify any specific clauses
19.02.2026	Performed invoice entry in oracle entered invoice numbers, GL dates, bank rates or exchange rates and handled related documents

20 .02.2026	Processed weight tickets helped arrange and attach MRC documents together verified Company details and filled them in
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Week :08

Date	Regular Task & Activities
23.02.2026	Arranged and attached the company documents together and verify all the necessary documents
24.02.2026	Calculated the invoice amounts and arranged the documents in a one proper order all together
25.02.2026	Received weight tickets matched them with the corresponding invoice numbers and MRC documents and attached them together
26.02.2026	Identified and calculated VAT amounts that were lower than 50% recorded them in an excel file and maintained the log
27 .02.2026	Started creating a name card database in excel to keep a record of vendor details

Week: 09

Date	Regular Task & Activities
2.03.2026	Continued the name card job of total 4 files in order to fill essential details and important contacts
3.03.2026	Started arranging February VAT report documents in chronological date wise order

4.03.2026	Continued the same task as there was large volume of VAT documents
5.03.2026	Started pulling commercial invoices from oracle and excel for the account receivable Team
6 .03.2026	Did documentation work to attach numbers and dates to the files

Week :10

Date	Regular Task & Activities
9.03.2026	Checked invoice numbers in oracle and recorded descriptions and specific details for Each document
10.03.2026	Located documents required for an audit and helped organized the files
11.03.2026	Managed and handled export invoice documents and scanned all the essential documents and keep records in diary
12.03.2026	Continued the same job as the invoice were in high volume
13.03.2026	Processed dates in an excel file handling calculations and related tasks

Week: 11

Date	Regular Task & Activities
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16.03.2026	Worked in the receiving department sorting weight tickets matching MRCs and attaching them to the documents
17.03.2026	Processed dates in an excel file handling calculations and related tasks
18.03.2026	Continued the same task managing a large volume of files across two types of accounts PFB and CB
19.03.2026	Processed expense claims in oracle for various minor purchases that were made
20.03.2026	Recorded envelope details into an excel file

Week: 12

Date	Regular Task & Activities
23.03.2026	Imported export items codes from oracle into an excel sheet
24.03.2026	Extracted export invoice details from oracle and compiled them into excel
25.03.2026	Checked the financial report manually to ensure all amounts were balanced and accurate
26.03.2026	Handled minor administrative tasks such as filing documents and assisting with basic paperwork
27.03.2026	Arranged documents and assisted with retrieving export invoices

Week: 13

Date	Regular Task & Activities
30.03.2026	Switched to receiving department processing weight tickets and receiving invoice in oracle
31.03.2026	Continued the same duties within the receiving department
1.04.2026	Assisted in retrieving import and export invoices
2.04.2026	Started working on the march VAT return, arranging and organizing the VAT invoices
3.04.2026	Continued the same job as the volume of paper was huge

Week :14

Date	Regular Task & Activities
6.04.2026	Started calculating the General Ledger date and update the file

7.04.2026	Continued same job to do quarterly general ledger date and update the file
8.04.2026	Assisted in putting the invoices of export and import invoices
9.04.2026	In receiving department follow the same process weight ticket and invoices in the oracle
10.04.2026	Follow up with the process of receiving arrange and attach documents and doing the delivery order in the oracle

Week: 15

Date	Regular Task & Activities
20.04.2026	Did the expense claims for the purchases in the oracle to maintain the record
21.04.2026	Pull the commercial invoices in the excel sheet to keep export records
22.04.2026	Did the document number in the oracle and manually as well as

23.04.2026	Calculated the exchange rates in the excel sheet
24.04.2026	Checked manually financial reports to match the amounts and finding any causes if have so to ensure proper amount is actuated

Week: 16

Date	Regular Task & Activities
27.04.2026	Started doing the GL date from new financial year which starts from april to update for the audit
28.04.2026	Continued the same job as of doing two unit which is PFB and CB
29.04.2026	Visited the resin plant to assist with financial work and observe the resin plant machine carefully how it works
30.04.2026	Did the envelope work manually and organized the documents properly
4.05.2026	Kept records of all the complete work and invoices and checked and verified and put it in file

Week: 17

Date	Regular Task & Activities
7.05.2026	Did the document numbers in the oracle and write down the description and details on the document
8.05.2026	Continued the same job and kept it in the file
9.05.2026	Did the export commercial invoice in the excel sheet to keep record and update it
10.05.2026	Did export invoices and also calculate the exchange rate
11.05.2026	Assisted in finding the documents and keep the record in the file

Week :18

Date	Regular Task & Activities
14.05.2026	Continued the job in receiving department receiving the invoice in oracle and weight ticket scanning essential documents
15.05.2026	Receive the invoices in oracle and weight ticket and inspect the truck for ensuring the condition
16.05.2026	Receive the delivery order in oracle and arrange MRC according to the latest number and in right order and sequence

17.05.2026	Calculated the quantity of the invoices and kept the record to hand over to the accounting department
18.05.2026	Continued the same job as the invoices were in high volume

Week: 19

Date	Regular Task & Activities
21.05.2026	Did the export invoices and as well as exchange rate to keep the record the updated
22.05.2026	Calculated the GL date invoice and kept the record
23.05.2026	Started doing the envelop work to keep the invoices manually and as well as in excel file
24.05.2026	Continued the same job and also did small task like scanning documents assisting with arranging documents
25.05.2026	Did the expenses claim in the oracle to save the claim

Team Engagement





ANKITA SHAHI

International Business Management Student

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ABOUT ME

Motivated International Business Management graduate with practical experience in accounting, receiving, and logistics operations gained through an internship at a multinational manufacturing company. Skilled in Oracle ERP, documentation, financial record management, and cross-functional coordination. Detail-oriented, adaptable, and committed to continuous learning, with a strong interest in Accounting and supply chain management. Eager to apply my knowledge and contribute effectively to organizational success in a dynamic professional environment.

EDUCATION

Bachelor In Interntional Business Management

2022-PRESENT

Siam University

Interntional Business Management

- Focus on business, supply chain, and operations management. Production & Operations Management, International Marketing, Business Analytics.

EXPERIENCE

Projects & Activities

04/2022-07/2022
BANGKOK

- Business Case Study (University Project): Analyzed marketing strategies of a local brand and presented solutions to improve customer engagement.
- Group Presentation: Collaborated with a team of 5 on a CSR Sustainability project hands on experience.

SRF Industries Limited - Accounting and Receiving Intern

JAN /2026-MAY /2026
RAYONG

- Supported accounting and receiving operations using Oracle ERP.
- Processed financial and receiving documents, including invoices, GL updates, and VAT records.
- Assisted with Accounts Receivable, export documentation, and audit support.

SKILL

TECHNICAL SKILL

- Teamwork
- Adaptable
- Effective Communication
- Critical Thinking

- Intermediate Microsoft Suits
- Intermediate Canva
- Basic Capcut

LANGUAGE

CERTIFICATES

- Hindi ●●●●●
- English ●●●●○
- Thai ●●○○○

- Google skillshop Google ADs
- Google Analytical
- SRF Certificate of Completion

