

Dandy Company Ltd

Street No:02, Gate No:160,Industrial Area
Doha-2239
Qatar
44422980

Supplier Invoice

Invoice Number	DCLSDI00054-1122	Supplier Invoice Number	1130119842
Invoice Date	30/11/2022	Supplier Invoice Date	30/11/2022
Invoice Currency	QAR	Supplier Invoice Amount	4,778.83
Invoice Status	Authorized	Finance Book	DCL_FB
Created By	DE01	Comments	SALES INVOICES SCANNING EXPENSE (INVOICES FOR THE MONTH OF JUNE-2021 BACKLOG)

Supplier

GULF WAREHOUSING COMPANY Q.P.S.C
P.O.BOX 24434, DOHA,
Qatar
44493064

Pay To Supplier

GULF WAREHOUSING COMPANY Q.P.S.C
P.O.BOX 24434, DOHA,
Qatar
44493064

S No.	AccountCode/Description/Remarks	Cost Center	Analysis Desc	Uom	Quantity	Rate	Amount
1	44090201203 SM - Office Stationery Expense SALES INVOICES SCANNING EXPENSE (INVOICES FOR THE MONTH OF JUNE-2021 BACKLOG)	LSALE-MT	General				4,778.83

SALES INVOICES SCANNING EXPENSE (INVOICES
FOR THE MONTH OF JUNE-2021 BACKLOG)

Amount in QAR

4,778.83

Terms of Payment

30 DAYS

Amount in Words Qatari Riyal Four Thousand Seven Hundred and Seventy-Eight And Eighty
Three dirhams Only

Authorized Signatory

الفاتورة INVOICE



30/11/
FIFA WORLD CUP
Qatar 2022

المزوّد اللوجستي الرسمي
OFFICIAL LOGISTICS PROVIDER

Customer Code / رمز العميل	0000101641	Invoice No. / رقم الفاتورة	1130119842
Customer Name / اسم العميل	DANDY COMPANY LTD	Invoice Date / تاريخ الفاتورة	30.SEP.2022
Address / العنوان	Salwa Industrial Area, Street 2, 160 DOHA, Qatar.	Contract Int.Ref / رقم المرجع الداخلي للعقد	40000922
PO Box / ص.ب.	2239	Contract / LPO No. طلب الشراء	GWC/RMS/OffSite/DCL/ NW2022-09-002
Phone / الهاتف	33190224	Contract Validity / مدة العقد	31.AUG.2023
Contact Person / جهة الاتصال	Eranda Gamage	Payment Terms / شروط الدفع	within 30 days
		Billing Period / فترة الفاتورة	Sep-2022
		Cust. Reference / رقم مرجع العميل	

Billing Enquiries / للاستفسار عن الفواتير	
Telephone / الهاتف	44023528
Email / البريد الإلكتروني	billingenquiries@gulfwarehousing.com
Payments / الدفعات	
Telephone / الهاتف	44023551
Email / البريد الإلكتروني	collections@gulfwarehousing.com

No. / الرقم	Item Description / تفاصيل المادة	UOM / الوحدة القياسية	Qty. / الكمية	Unit Price / سعر الوحدة	Amount / المبلغ الإجمالي
1	Record Management Services / خدمات إدارة السجلات	EA	1.000	4,778.83	4,778.83
TOTAL QAR					4,778.83

QAR Four Thousand Seven Hundred Seventy Eight And 83/100 Only.

Bank Details / تفاصيل البنك	Account Name / اسم الحساب
Qatar Islamic Bank, Corporate Branch / بنك قطر الإسلامي - الفرع الرئيسي	Gulf Warehousing Company Q.P.S.C / شركة الخليج للمخازن ش.م.ق.ع
PO Box #559, Grand Hamad Street / 559# ص.ب. شارع حمد الكبير	QAR A/C NO / رقم الحساب - ريال قطري : 0110344440018
Doha, Qatar / الدوحة - قطر	USD A/C NO / رقم الحساب - دولار أمريكي : 0110344440077
	QAR A/C IBAN NO / م.البيان - ريال قطري : QA83QISB000000000110344440018
	USD A/C IBAN NO / الأيبان - دولار أمريكي : QA42QISB000000000110344440077
	SWIFT CODE / رمز سويفت : QISBQAQA

ملاحظة: الرجاء مراجعة الفاتورة وإبلاغ الشركة عن أي خطأ كتابياً خلال 14 يوماً من تاريخ استلام الفاتورة، وإن لم يتم استلام أي إنذار خلال هذه الفترة، سوف يتم اعتبار تفاصيل الفاتورة صحيحة ومستحقة الدفع

Note: Please verify and report any discrepancies in writing within 14 days from the date of receipt of the invoice, otherwise the invoice will be assumed to be accurate.

Prepared By / تم التحضير من قبل 12107



Authorised Signatory / المفوض بالتوقيع



GWC OFF-SITE DOCUMENT SCANNING SERVICES

JOB FILE FOR THE PERIOD OF 01.09.2022 TO 30.09.2022

CUSTOMER NAME		Dandy Company Limited		CUSTOMER ADDRESS		Dandy Company Limited, Building No. 160, Street No. 02, PO Box No. 2239, Industrial Area	
CONTRACT REF NUMBER/ PO NUMBER		NW2022-09-002		CUSTOMER CONTACT PERSON DETAILS		Name: Mr. Ahmad Adnan Khan Designation: Senior Executive - Finance Department:	
CONTRACT/PO EXPIRY DATE		8/31/2023		CUSTOMER CONTACT DETAILS		Name: Ahmad Adnan Khan Direct No.: +974-44422980 Fax No.: +974-44603500 Mobile No.: +974-33739585 Email Id: aktan@dandy.qa	
CUSTOMER CODE		101641					
DEPARTMENT NAME (Incase of services to any specific department)							
SERVICE OFFERED TO CLIENT							
OFF-SITE DOCUMENT SCANNING SERVICES							
ACTIVITY-BASED CHARGES							
Sr. No.	Activity Description	Unit of Measure	Unit Price (QAR)	Quantity	Sub Amount	Amount (QAR)	Remarks
A	DANDY Off-site Scanning Service						
1	DANDY (June-2021 backlog) Scanning-Off-site-Up to 2000	Per Page	0.16	3943	630.88		
2	DANDY Scanning-Off-site-Every 2000 Invoice will be Reduced 50 pages(400 pages reduced)	Per Page	0.15	27653	4,147.95		
Total (A)					4,778.83		
Total (A)						4,778.83	
GRAND TOTAL (QAR)						4,778.83	
Verified & Approved By:							
Account Handler:		Supervisor:		Manager/HOD:			
Remshid Mahmood		Jomon Antony		Vijay Kumar			

Srl	Dandy Invoice Month	GWC Invoice Month	Pages	Discount Pages	Total Invoices	Invoiced pages
1	Jun-2021	Sep-2022	31996	400	16501	31596

Invoice pages and discount page are verified-

Mozambique.
10/11/22.

No: SM/066-GWSCan/2022

BASIC DETAILS OF SERVICE MEMO

SERVICE MEMORANDUM

Date : 08/13/22

LAST PURCHASE/SERVICE MEMO

Nature Service	Offsite Document digitization service (scanning of invoices)	Supplier name	Gulf Warehousing Company
Department	IT	Total value of SM	31,680
Service Type	Renewal <input type="checkbox"/> / New Service <input checked="" type="checkbox"/>	Contract period	12 Months
		Service Memo.	DANDY/2018/093
		Date :	03/14/18

REASON/OBJECTIVE OF THIS PURCHASE

This SM is prepared for renewal of agreement with GWC for Offsite Document digitization service (scanning of invoices) 2022 - 2023. It's difficult to store huge number of hard copy invoices of credit sales and it may result to missing of documents. Document scanning services is convenient in storing information, and making it easily accessible whenever required. At times customer asks for the invoices acknowledged by them to process the payment. In case invoices are missing, disputes arise and might lead to losses. To cover this GWC will scan the documents, prepare index and submit to us in soft copy format. The scanning services is required to provide customer acknowledged/stamped invoices to customers for processing payment. The request from customer usually comes post credit period and searching of manual invoices is timing consuming considering the daily average invoice quantum of 1,032. Not providing of invoices will lead to nonpayment by customers. GUC is our service provider since 2017.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Single Quotation, as this is renewal and we have been taking service with GUC from since 2017.

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted rate / image	Quoted scans / day average	Exchange rate	Approximate Expense / Month	Service Period In months	Total - Qr.	Remarks
1	Gulf Warehousing Company	Scanning of up to 2000 Invoices Scanning of up to 2001 & above Invoices	QAR	0.16 0.15	1,032	1	4,800	12	57,600	

* All the supported documents are attached herewith

Notes:

1	Supplier Name	Quoted rate / image	Exchange Rate	scans / day average	Approximate Expense / Month	Service Period In months	Total - Qr.	Payment Terms
2	Gulf Warehousing Company	0.15	1	1,032	4,800	12	57,600	30 days Credit.
3	Total						57,600	

RECOMMENDED SERVICE PROVIDER

Supplier selection criteria(s);	Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Service is as per our expectation
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Particulars	Unbudgeted value	BUDGET DETAILS
Budget utilized till last purchase	57,600	
Balance available for this purchase	57,600	
Proposed as per this service memorandum	(57,600)	
Surplus/(deficit)	(57,600)	

We did not allocated the budget for the year 2022, expecting we can get it done manually by hiring an employee, but the estimated budget for hiring an employee is far more than we are paying to GWC. Hence we have decided to proceed with GWC.

AUTHORIZATION / APPROVAL

Yakub Mohammad Sr. Executive Procurement 8/14/2022	Ahmed Hassan Senior Manager - Procurement 8/14/2022	Rajesh Menkar Plant Manager 8/17/2022	Sayed Mobin Senior Manager - Finance 8/18/2022	Adnan Meerji General Manager 8/21/2022
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