

Date : 15-Sep-2024

SERVICE MEMORANDUM

LAST PURCHASE/SERVICE MEMO

SERVICE MEMORANDUM

QFI/SM/2024/039

Nature Service CR Implementation for Collection from HHT App & Credit Control (WINIT Application)

Department IT

Service Type Renewal

or New Service

Supplier name

Total value of SM

Contract period

Service Memo.

Rate per month

Date

REASON/OBJECTIVE OF THIS PURCHASE

1. CR Implementation for Collection (Cash, Cheque, Credit Cards, etc.) from HHT App & Credit Control as these changes are requested by QFI team
- 2- Scope of Work are: (A) HHT will allow 'Sales Type' to be either Cash or Credit. (B) One customer will be mapped either as Cash or Credit. (C) Customer Master include credit limits and credit days configuration along with Credit controls in place for invoicing as per available credit and auto-block in case of overdue. (D) Payment Collection - (i) Collection should be booked by Salesman in HHT system with Payment Receipt printing from HHT itself for any mode of payment. i.e. by cash or cheque. (ii) In case of cheque, facility to capture the image of cheque and save it as an attachment is required. (iii) Further, a message should also be sent on registered WhatsApp number of the customer with attachment of payment receipt. (iv) Collected payment once punched by Salesman in HHT system should be auto settled with the invoice transactions on FIFO basis. (v) Also allowing to book advance collection by any mode. i.e. by cash or cheque. from credit customers only. (E) Sales Return -once sales return is punched by Salesman in HHT system should be auto settled with the invoice transactions on FIFO basis. (F) Once collection and Sales Return is auto settled, customer balance credit limit should be increased by such payment amount/sales return amount to allow punching new invoice on same day. (G) Reports required - (i) Customer Statement of Account (ii) Salesman-wise and Customer wise Unpaid Invoice list.
3. Van sales application was developed and deployed by WIN Information Technology (WINIT) and we are using WINIT as our vansales application for more than 4 years hence going with WINIT for CR changes.
4. Recommended by IT Team.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going with single quote as WINIT is existing and approved service provider.

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted rate	Negotiated rate	Exchange rate	Unit/Qty	Service Period In months	Total USD	Total QAR	Remarks
1	WIN information Technology Pvt. Ltd	CR implementation for Collection from HHT App & Credit Control (WINIT Application)	USD	15,900	9,540	3.65	1 Time	1 time cost	9,540	34,821	1- Payment Terms: 50% Advance on Kick-off, 25% on UAT Release [3 weeks from project kick-off date] & balance 25% on GO LIVE [2 weeks from UAT start date]. 2- Recommended by IT team 3- Scope of work are as per Quote: WINIT/2324/OVR/207B/ZAD - Dated 05th sep-2024

* All the supported documents are attached herewith

RECOMMENDED SERVICE PROVIDER

Supplier Name	Service Description	Negotiated rate	Exchange rate	Rate in Qr	Service Period In months	Total USD	Total QAR	Payment Terms
WIN information Technology Pvt. Ltd	CR implementation for Collection from HHT App & Credit Control (WINIT Application)	9,540	3.65	34,821	12 Months	9,540	34,821	As per above

Supplier selection criteria(s) :

Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ Approved Service provider

BUDGET DETAILS

Particulars	Amount (Qr)
Budgeted value for the requested service/expense	
Budget utilized till last purchase	
Balance available for this purchase	
Proposed as per this service memorandum	
Surplus/(deficit)	

AUTHORIZATION / APPROVAL

Senior Officer - Procurement	02/10/2024	Head - IT Department	03/10/2024	Tayyab Mohammad Azam	04/10/2024	Asif Hussain	05/10/2024	Hamed Budhia	02/10/2024	Fahim Raamy	09/10/2024	Adnan Meepi	09/10/2024	Khalid Balaudhin	28/10/2024	Touqeer Mohammad	31/10/2024
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