

**Dandy Company Ltd**

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

**Supplier Invoice**

<b>Invoice Number</b>	<b>DCLSDI00054-1122</b>	<b>Supplier Invoice Number</b>	1130119842
<b>Invoice Date</b>	30/11/2022	<b>Supplier Invoice Date</b>	30/11/2022
<b>Invoice Currency</b>	QAR	<b>Supplier Invoice Amount</b>	4,778.83
<b>Invoice Status</b>	Authorized	<b>Finance Book</b>	DCL_FB
<b>Created By</b>	DE01	<b>Comments</b>	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



30/11/2022  
FIFA WORLD CUP  
Qatar 2022

الفاتورة  
INVOICE

المزود اللوجستي الرسمي  
OFFICIAL LOGISTICS PROVIDER

<b>Customer Code /</b>	رمز العميل 0000101641
<b>Customer Name /</b>	DANDY COMPANY LTD
<b>Address /</b>	Salwa Industrial Area, Street 2, 160 DOHA, Qatar.
<b>PO Box /</b>	2239
<b>Phone /</b>	33190224
<b>Contact Person /</b>	Eranda Gamage

<b>Invoice No. /</b>	رقم الفاتورة 1130119842
<b>Invoice Date /</b>	30.SEP.2022
<b>Contract Int.Ref /</b>	رقم المرجع الداخلي للعقد 40000922
<b>Contract / LPO No. /</b>	طلب الشركة 40000922
<b>Contract Validity /</b>	مدة العقد 31.AUG.2023
<b>Payment Terms /</b>	شروط الدفع within 30 days
<b>Billing Period /</b>	فترة الفاتورة Sep-2022
<b>Cust. Reference /</b>	رقم مرجع العميل

<b>Billing Enquiries /</b>	الاستفسار عن الفواتير
<b>Telephone /</b>	الهاتف 44023528
<b>Email /</b>	billingenquiries@gulfwarehousing.com
<b>Payments /</b>	الدفعات
<b>Telephone /</b>	الهاتف 44023551
<b>Email /</b>	collections@gulfwarehousing.com

No. /	Item Description /	وحدة القياس	Qty. /	الكمية	Unit Price /	سعر единице	Amount /	نوع الإجمالي
1	Record Management Services / خدمات إدارة المعلومات	EA	1.000		4,778.83		4,778.83	
<b>TOTAL QAR</b>								4,778.83

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

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

ملحوظة: الرجاء مراجعة الفاتورة وإبلاغ الشركة عن أي خطأ كتابياً خلال 14 يوماً من تاريخ استلام الفاتورة، وإن لم يتم استلام أي إذار 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



التوقيع بالتوقيع / Authorised Signatory /



GWC OFF-SITE DOCUMENT SCANNING SERVICES

**JOB FILE FOR THE PERIOD OF 01.09.2022 to 30.09.2022**

GWC OFF-SITE DOCUMENT SCANNING SERVICES							
JOB FILE FOR THE PERIOD OF 01.09.2022 to 30.09.2022							
<b>CUSTOMER NAME</b>		<b>CUSTOMER ADDRESS</b>		Dandy Company Limited, Building No.150,Street No. 02,PO Box No. 2239, Industrial Area			
<b>CONTRACT REF NUMBER/ PO NUMBER</b>		Dandy Company Limited		NW2022-09-002			
<b>CONTRACT/PO EXPIRY DATE</b>		CUSTOMER CONTACT		Name: Mr. Ahmed Adnan Khan Designation: Senior Executive - Finance Department:			
<b>CUSTOMER CODE</b>		PERSON DETAILS					
<b>DEPARTMENT NAME</b> (Incase of services to any specific department)		CUSTOMER CONTACT DETAILS		Name: Ahmed Adnan Khan Direct No.: +974-44422980 Mobile No.: +974-33739585 Fax No.: +974-44603500 Email Id: akhan@dandyqa.com			
<b>SERVICE OFFERED TO CLIENT</b>							
<b>OFF-SITE DOCUMENT SCANNING SERVICES</b>							
ACT/HOUR BASED CHARGE							
Sl. 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-Lip 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		
				<b>GRAND TOTAL (QAR)</b>	<b>4,778.83</b>		
Verified & Approved By:							
<b>Account Handler:</b>	<u>Renshid Mahmood</u>					<b>Manager/HOD:</b>	
						<u>Vijay Kumar</u>	

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.

Mozandar  
10/11/22.

**Dandy Company Ltd.**

Industrial Area | Street No 021 | Building No 160 | P.O. Box No 2239 | Doha – Qatar.

Tel: +974 44603600, Fax: +974 444603700.

No: SM/066-GWCScan/2022

BASIC DETAILS OF SERVICE MEMO

SERVICE MEMORANDUM

Date : 08/13/22

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

LAST PURCHASE/SERVICE MEMO	
Service Memo.	DANDY/2018/033 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 time consuming considering the daily average invoice quantum of 1,032. Not providing of invoices will lead to non-payment 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	Scans / day average	Exchange rate	Approximate Expense / Month	Service Period in months
1	Gulf Warehousing Company	Scanning of up to 2000 invoices	QAR	0.16	1,032	1	4,800	12

\* All the supported documents are attached herewith

Notes:

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RECOMMENDED SERVICE PROVIDER						
Supplier Name	Quoted rate / Image	Exchange Rate	Scans / day average	Expense / Month	Service Period in months	Total - Qr.
Gulf Warehousing Company	0.15	1	1,032	4,800	12	57,600

Total

SUPPLIER SELECTION CRITERIA	
Better quality <input type="checkbox"/>	Lowest bidder <input type="checkbox"/>

Reputed supplier  Others (specify)  Service is as per our expectation

Particulars

Unbudgeted value

Budget utilized till last purchase

Balance available for this purchase

Proposed as per this service memorandum

Surplus/(deficit)

BUDGET DETAILS	
Amount (QR)	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	Atif Hussain Senior Manager – Procurement 8/14/2022
Naseeb Rakesh Nerkar Assistant Manager - Maintenance 8/15/2022	Sayed Mobin Plant Manager 8/17/2022
	Adnan Maqbul Senior Manager - Finance 8/18/2022
	General Manager 8/21/2022