

Approval Note

Approval Reference No: FIN/SCM/16012109

Jan16, 2019



Exemption approval memo to clear the outstanding dues of Genex Infosys Limited

Seeking approval to clear the outstanding dues.

Justification:

Banglalink CCD is using Social Media Chatbot for Facebook Messenger provided by Dimelo, which is group awarded vendor. Genex Infosys is Dimelo's local partner and we make all the payment to Dimelo through Genex Infosys. Recently, we have taken services from Dimelo against PO #56422 in Sep'18 and PO #54405 in April, 2018. We issued both PO's as per their final offer. However, both proposal had wrong VAT TAX calculation and TAX portion was missing from both proposals.

After several back and forth communication and negotiation between vendor and Banglalink, finally Genex Infosys has agreed to absorb the delta amount which will be deducted as TAX. We issued GRN on 6th Jan'19 after the dispute was settled and vendor submitted invoice on 7th Jan'19. As Dimelo did not receive any payment from their local partner over this long period, they are now sending notice to discontinue the service if the above mentioned PO's are not settled within the shortest time possible.

At this point, there is no way but to settle their payment as soon as possible rather following payment terms of 30 days after invoice submission as per PO to keep the service running smoothly. Your approval is required to pay the pending bill for the period above mentioned as soon as possible. After this overdue payment settlement, vendor will be back to normal payment cycle.

Name	Designation	Sign & Date
Qazi Bouland Mussabbir	Head of Commercial Transformation	
Muhammad Abdul Hai	Commercial Strategy & Planning Director	
K M Zakaria	Procurement & Supply Chain Director	
Mohammad Abid Hossain Khan	Financial Controller	
Anton Landman	CFO	