



TOYOTA MOTOR VIETNAM

<Form No: F-2-A Mar 2020>

| | |
|----------------|-------------------|
| Receiving date | Oracle Input date |
|----------------|-------------------|

REQUEST FOR SUPPLIER PAYMENT

(Form PR, Entertainment, Vendor proposal, Purchase Order (if any), Goods Receipt Note(If any) and Invoice... must be attached)

| | | |
|----------------------------------|--|--------------------|
| Request date: 24/07/2023 | Budget Code: | Budget check |
| Request by: admin admin | Employee No: | |
| Dept/Division: | Contact no: | |
| Amount: 23.000.000,00 VND | Date of payment (Due date): 25/07/2023 | |
| Description: | Apply for ADV payment > 40% | |
| | Reason: | Approved by: _____ |
| | | Checked by: _____ |
| | | Name: _____ |
| | | Title: _____ |
| Payee's name: | Payee's Bank account number: | |
| CTY CP ACHISON | 7041599 | |
| | NH THUONG MAI CO PHAN A CHAU (ACB)- | |

Requesting Division

| Approved by: | | Checked by: | | | Prepared by: |
|---------------------------------|-----------------|-----------------|-----------------|----------------------------------|---------------------------------|
| Date: | Date: | Date: | Date: | Date: | Date: |
| | | | | | |
| Name: Bùi Tá Hoan Title: DGM | Name: Title: | Name: Title: | Name: Title: | Name: Ngô Minh Tuấn Title: MA | Name: admin admin Title: DGM |

Finance Division

| Approved by | | Checked by: | |
|-----------------|-----------------|-----------------|-----------------|
| Date: | Date: | Date: | Date: |
| | | | |
| Name: Title: | Name: Title: | Name: Title: | Name: Title: |

| Total | Finance Division | Requesting Division | |
|--|------------------|---------------------|------------------------|
| | Approved by | Approved by | Checked by |
| a) <=5000\$ | Dept. Head | Div. Head | Dept. Head |
| b) >5000\$ | Dept. Head | Group Head | Dept. Head & Div. Head |
| c) Re-curring payments limited to: <ul style="list-style-type: none"> Production part, material/ in-direct material for production Monthly administrative expenses: stationery, telephone, mobile, internet, rental line, postal service, air- tickets, transportation, canteen, security & cleaning services, photocopy & fax machine, tree caring service, etc... Monthly energy expenses e.g. electric, water, gasoline for company car Monthly insurance expense of company employees and assets Periodical payable as Government regulation under other functions e.g. import duty, register fees Monthly Warranty expenses & Pre-delivery Service cost Monthly Dealers' holdback Monthly discount amount for tested vehicles by Vietnam Register (VR) have | Dept. Head | Div. Head | Dept. Head |

| | | | |
|---|------------|------------|------------------------|
| high km Odometer | | | |
| <ul style="list-style-type: none"> Monthly salary including bonus of out-source employees (NIC members) Periodical tax payment under Finance's roles: VAT, SCT, CIT,... | Dept. Head | Group Head | Dept. Head & Div. Head |

<This request sheet should be sent to Finance division 7 working days before payment date with above level of approval >
 <To avoid risk of losing invoice, please stick invoice to A4 size paper (used paper is better) with paste>.

Detail informations:

Supplier Name: CONG TY CO PHAN ACHISON Total payment: 23.000.000,00

| PO Number | Invoice No | Invoice Date | Actual amount | AmountVat |
|--------------|------------|--------------|---------------|-----------|
| PO-0423-0268 | | 22/05/2023 | 23.000.000,00 | 0,00 |

PAYMENT SUMMARY

| PO | | | Invoice | | | Payment | |
|-------------------------------|------------------|--------|---------|----------------|--------|-------------------------------|---------------|
| Vendor | PO Number | Amount | Vendor | Invoice Number | Amount | Vendor | Amount |
| CONG TY CO PHAN ACHISON | PO-0423- 0268 | 0.00 | | | 0.00 | CONG TY CO PHAN ACHISON | 23,000,000.00 |
| | | 0,00 | | | 0,00 | | 23.000.000,00 |

Note: Đối với các mặt hàng giá thay đổi theo quy định nhà nước hoặc theo thị trường (xăng dầu, điện nước,...), đơn giá trên PO là đơn giá tạm nên khác giá trên hóa đơn. Đơn giá thanh toán căn cứ vào báo giá đính kèm.

