



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

TOYOTA MOTOR VIETNAM



Receiving date	Oracle Input date
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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	Name: _____	Name: _____	Name: _____	Name: Ngô Minh Tuấn	Name: admin admin
Title: DGM	Title: _____	Title: _____	Title: _____	Title: MA	Title: DGM

Finance Division

Approved by		Checked by:	
Date:	Date:	Date:	Date:
Name: _____	Name: _____	Name: _____	Name: _____
Title: _____	Title: _____	Title: _____	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.

