




**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: <b>23.000.000,00 VND</b>	Date of payment (Due date): 25/07/2023									
<u>Description:</u> 	Apply for ADV payment > 40%									
	Reason:	<table border="1"> <tr> <td>Approved by:</td> <td>Checked by:</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Name:</td> <td>Name:</td> </tr> <tr> <td>Title:</td> <td>Title:</td> </tr> </table>	Approved by:	Checked by:			Name:	Name:	Title:	Title:
	Approved by:	Checked by:								
Name:	Name:									
Title:	Title:									
Payee's name:  CTY CP ACHISON	Payee's Bank account number:  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) <b>Re-curring payments limited to:</b> <ul style="list-style-type: none"> <li>● Production part, material/ in-direct material for production</li> <li>● Monthly administrative expenses: stationery, telephone, mobile, internet, rental line, postal service, air- tickets, transportation, canteen, security &amp; cleaning services, photocopy &amp; fax machine, tree caring service, etc...</li> <li>● Monthly energy expenses e.g. electric, water, gasoline for company car</li> <li>● Monthly insurance expense of company employees and assets</li> <li>● Periodical payable as Government regulation under other functions e.g. import duty, register fees</li> <li>● Monthly Warranty expenses &amp; Pre-delivery Service cost</li> <li>● Monthly Dealers' holdback</li> <li>● Monthly discount amount for tested vehicles by Vietnam Register (VR) have</li> </ul>	Dept. Head	Div. Head	Dept. Head

high km Odometer			
<ul style="list-style-type: none"> <li>Monthly salary including bonus of out-source employees (NIC members)</li> <li>Periodical tax payment under Finance's roles: VAT, SCT, CIT,...</li> </ul>	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
		<b>0,00</b>			<b>0,00</b>		<b>23.000.000,00</b>

**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.