



**TOYOTA MOTOR VIETNAM**

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

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: 18/10/2023	Budget Code:	Budget check
Request by: Ngô Minh Hạnh	Employee No: 420012	
Dept/Division: General Purchasing	Contact no:	
Amount: 2.000.000,00 VND	Date of payment (Due date): 19/10/2023	
Description:	Apply for ADV payment > 40%	
	Reason:	Approved by: _____
		Checked by: _____
		Name: _____
		Title: _____
Payee's name:	Payee's Bank account number:	
CTY TNHH ANH SAO	0021001892151	
	VIETCOMBANK-HA NOI	

**Requesting Division**

Approved by:		Checked by:			Prepared by:
Date:	Date:	Date:	Date:	Date:	Date:
Name: Văn Tiến Quân Title: DGM	Name: Title:	Name: Title:	Name: Title:	Name: Lưu Đức Binh Title: MA	Name: Ngô Minh Hạnh Title: ST

**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) <= VND 125 mil	Dept. Head	Div. Head	Dept. Head
b) > VND 125 mil	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
'Penalty/ compensation due to law/ tax... regulation/ contract violation 1. Report of the violation 2. Payment request (It's required to attach the violation report to TOP & FIN Group Head with payment request)	Dept. Head	1.TOP & FIN Group Head	Dept. Head & Div. Head
		2.Div. Head	Dept. 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 TNHH ANH SAO

Total payment:

2.000.000,00

PO Number	Invoice No	Invoice Date	Actual amount	AmountVat
PO-0121-0141			0,00	0,00