




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:  Bách Nguyễn xuân 24/11/2023	Apply for ADV payment > 40%	
	Reason:	Approved by: _____ Checked by: _____
		Name: _____ Title: _____
Payee's name: CTY TNHH ANH SAO	Payee's Bank account number: 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) 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
'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