**Purchase Order**



**Office Name:**

|  |  |
| --- | --- |
| To *(Vendor Name)* :  Tel *(Vendor Tel)* :  Fax *(Vendor Fax)* :  Email *(Vendor Email)* :  Delivery Address :  P.O Date : | Purchase order No  Purchase requisition No  Currency  Term of payment  Deliver Date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No.** | **Description** | **Qty.** | **Unit** | **Unit Price** | **Total Amount** |
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|  |  |  |  | Subtotal |  |
|  |  |  |  | Vat |  |
|  |  |  |  | Grand Total |  |

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| --- | --- | --- |
| **Requestor** Full Name / Department / Designation/ Work Email | **HOD approval** | **Finance Approval** |
|  |  |  |

Total Amount in Dollars / Vietnamese Dong / Other Currency:

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Special instructions:

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Invoice instruction:

|  |  |
| --- | --- |
| Please address your invoice (USD or other currencies) to:  **Prime Quality Training Pte Ltd**.  Co UEN: 201324367M  Level 26, PSA Building, 460 Alexandra Road  Singapore 119963  www.pri-qua.com  T: +65 6515 3521  F: +65 6809 3050  E: Primequalitytraining@pri-qua.com | Please address your invoice (Vietnamese Dong) to:  **C.Ty Tnhh Đ.T Nhân LỰC Đ.N.A (Affiliate)**  Co Reg: 2500 579 766  17/167 Tay Son, Q.Trung Ward, Dong Da, Ha Noi,  Viet Nam T: +​84 24 3200 6294  E: Primequalitytraining@Pri-Qua.Com |

Please fill in vendor bank details as next page

For non VND

|  |  |
| --- | --- |
| Bank Name |  |
| Bank Account Holder Name |  |
| Bank Account Holder Address |  |
| Bank Account Number/ or IBAN for payment to Europe or UAE |  |
| Branch |  |
| SWIFT CODE |  |
| Invoice Currency |  |
| Total Amount |  |

For VND

|  |  |
| --- | --- |
| Bank Name |  |
| Bank Account Holder Name |  |
| Bank Account Holder Address |  |
| Bank Account Number |  |
| Branch Address |  |
| Total Amount |  |

For other mode of payment, consult with Finance.