

## **Domestic Supplier Payment Procedure**

**Effective Date:** August 1, 2025

**Department:** Accounting

### **Purpose**

To provide guidance to suppliers on the payment procedures of Cai Mep International Terminal Co., Ltd. (CMIT), ensuring suppliers understand and comply with CMIT's regulations.

### **Terms and Conditions of Payment**

#### **1. Invoice Requirements**

**a/** Invoices must be issued in accordance with current legal regulations and must clearly state the Purchase Order (PO) number (if applicable).

Suppliers should only issue invoices after mutual agreement on the delivery and acceptance of goods/services between both parties to avoid errors, adjustments, or cancellations.



#### **CMIT Information to be included on the invoice:**

- **Company Name:** CÔNG TY TRÁCH NHIỆM HỮU HẠN CẢNG QUỐC TẾ CÁI MÉP
- **Address:** Khu phố Tân Lộc, Phường Tân Phước, Thành phố Hồ Chí Minh, Việt Nam
- **Tax Code:** 3500779608

#### **Goods/Services Description:**

- Must be in Vietnamese.
- For goods with multiple types, specify each type in detail (e.g., Samsung phone, Nokia phone; food and beverage items, etc.).
- For goods requiring registration of usage or ownership rights, include identifying details such as chassis number, engine number (for vehicles), or property details (address, size, number of floors, etc.).
- For transportation services, include vehicle license plate and route (departure and destination points).
- If foreign language is needed, it must appear in parentheses next to or below the Vietnamese text in a smaller font.
- If goods/services have designated codes, both name and code must be shown.

**b/ All invoices issued to CMIT must be sent to the following emails after delivery or service completion:**

-  **CMITAPINV@CMIT.COM.VN**
-  **DO.ANH.THU@CMIT.COM.VN**

## **2. Payment Documentation**

Suppliers must submit the payment documents either at CMIT's office security gate or via postal mail to the address listed on the invoice, addressed to Ms. Đỗ Anh Thu – Accounting Department.

### **A. For Goods Purchases:**

After delivery to CMIT's warehouse and confirmation via Delivery Note, suppliers must submit the following documents directly to the accounting team:

- Printed invoice
- Original signed Delivery Note (DN) with both parties' representatives' signatures and supplier's stamp, clearly stating item/service name and PO number
- Purchase Order (PO)
- Any additional documents required by the contract/PO (e.g., warranty certificate, certificate of origin)

### **B. For Service Providers:**

Upon completion of services, the contractor must submit four copies of the Service Acceptance Note (SAN), signed by the service provider and stamped by the contractor, for CMIT staff to verify and sign. Each party retains two copies. The SAN must match the service description in the PO, include PO number, warranty info, acceptance date, and be signed with full names of both parties' representatives.

### **Service Payment Documents Include:**

- Printed invoice
- Original signed BBNT with both parties' representatives' signatures and supplier's stamp, clearly stating item/service name and PO number
- Copy of Request for Terminal Access (RFA)
- Original Material Handover Report (if PO lists replacement materials)
- Original Old Material Return Report (if applicable)

- Original List of Material/Equipment In &Out the Terminal (if service is performed outside CMIT)
- Before-and-after service photos (if available)

### 3. Payment Terms

- Invoices will be paid according to the payment terms stated in the PO/contract, starting from the date CMIT's AP Accountant receives a complete and valid payment document set.

- **Payment Method:**

Payments will be made via bank transfer.

Suppliers must provide accurate bank details, including:


- Bank account name and number
- Bank name and branch

-  **Contact Information**

- For any inquiries or support related to invoices and payments, suppliers may contact the Accounting Department via:

-  CMITAPINV@CMIT.COM.VN

-  DO.ANH.THU@CMIT.COM.VN

-  Phone: +84 254 3938 222 Ext 1104 / 1103