

# Vendor Advance Payment Application

## A. Vendor Information

<b>Vendor Name</b>	<hr/>
<b>Vendor Address</b>	<hr/>
<b>Contact Person</b>	<hr/>
<b>Email</b>	<hr/>
<b>Phone</b>	<hr/>
<b>Vendor Code (if any)</b>	<hr/>

## B. Advance Payment Request Details

<b>Purchase Order No.</b>	<hr/>
<b>Date of Request</b>	<hr/>
<b>Total Order Value</b>	<hr/>
<b>Requested Advance Amount</b>	<hr/>
<b>Purpose of Advance</b>	<hr/>
<b>Expected Advance Utilization Date</b>	<hr/>

## C. Bank Details for Payment

<b>Account Name</b>	<hr/>
<b>Bank Name</b>	<hr/>
<b>Account Number</b>	<hr/>
<b>IFSC / SWIFT Code</b>	<hr/>
<b>Bank Branch</b>	<hr/>

## D. Declaration

I/We hereby request for advance payment as per above details for fulfillment of the stated purchase order and certify that the information provided is valid and accurate.

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\_\_\_\_\_  
Vendor's Authorized Signature

Date: \_\_\_\_\_

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\_\_\_\_\_  
Organization Approval

Date: \_\_\_\_\_

Important Notes:

- Advance payment will be processed only after verification and approval by the authorized department.
- Supporting documents (e.g. purchase order, bank details, invoice) must be attached with this application.
- Any misuse or misrepresentation may lead to cancellation and legal action.
- The vendor is responsible for settlement of the advance as per terms agreed in the Purchase Order.
- Organization reserves the right to reject this application without assigning any reason.