Process: Payables Accounts Management

Subprocess: Payment Management - Supplier Prepayments and Urgent Payments

Process Owner: SVP Administration / SVP Treasury & Financing   **Process Leader:** SVP Administration / SVP Treasury & Financing

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Subprocess: Payment Management - Urgent Payments

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Order	Task	Task Description	When	Responsible	Frequency	Tools
1	**Urgent Payments:** Purpose and Scope	Urgent Payments are executed outside the standard payments based on the payment schedule and **only in exceptional cases and necessarily justified by the operation.** Once a week, a special batch is executed to pay those invoices that cannot wait until the standard payment batch is executed. This process describes the key tasks necessary for the execution of this type of payments at NH Hotel Group.	Once need of payment arises	Requester / Finance & Administration Department / Treasury Department / Accenture Shared Service Center	Once a week	Payment Request Template / Payment Report Template / Kyriba / Electronic Banking / SAP
2	**Key Task:** **Urgent Payments:** Criteria	These type of payments are due to either a delay in reception or approval of an invoice or the urgent execution of a payment for one justified reason. Urgent payments are only allowed in the following cases: 1.- Suppliers that may charge **penalties or interest in case of payment delay** 2.- Suppliers that imply threat of **shut down of service.** 3.- The invoice is due within 7 days.	Once need of payment arises	Requester / A&F Department / Treasury Department / Accenture Shared Service Center	Once a week	Urgent Payment Request Template / **JIRA - SAP FI (Finance) - Accounts Payables (AP) - Payments**
3	**Key Task:** **Urgent payments:** Requirements	The mandatory requirements to request an Urgent payment are: 1.-**Only GMs or area directors in central services** can request an urgent payments. Any request received from different users will be rejected. 2.- **It is mandatory that the corresponding invoice is already posted** and available for payment (See task 3.1 and 3.2). If your invoice is not posted yet, please enter the corresponding URN number instead of the SAP document number. 3.- The written and explicit approval (via email) of the financial director of the BU is mandatory, and this document must be attached to the JIRA ticket. **Screenshots will not be accepted, it is necessary to attach the complete email.** 4.-The *Urgent Payment Request template* must be fulfilled, otherwise it will be rejected.	Once need of payment arises	Requester: Hotel GM or Area Director in Central Services	Once a week	Urgent Payment Request Template / **JIRA - SAP FI (Finance) - Accounts Payables (AP) - Payments**
3.1	**Key Task:** Requirements for a MM Document	1.- Vendor must be created 2.- PO must be made in SAP 3.- GR must be entered 4.- Invoice must be posted 5.- Invoice cannot have pending incidences to be solved	Once need of payment arises	Requester: Hotel GM or Area Director in Central Services	Once a week	Urgent Payment Request Template / **JIRA - SAP FI (Finance) - Accounts Payables (AP) - Payments**
3.2	**Key Task:** Requirements For a FI Document	1.- Vendor must be created 2.- Invoice must be posted 3.- Invoice must be released for payment	Once need of payment arises	Requester: Hotel GM or Area Director in Central Services	Once a week	Urgent Payment Request Template / **JIRA - SAP FI (Finance) - Accounts Payables (AP) - Payments**
4	**Key Task:** **Urgent payments:** How to request an urgent payment	If the first three requirements explained in task 3 are met, the requester can start the **request** process: 1.- Open a JIRA Ticket in category and subcategory: **SAP FI (Finance) - Accounts Payables (AP) - Payments** 2.- Explain in the ticket the urgency reason and the consequences of not executing an urgent payment. 3.- Attach the email with the approval of the financial director of the BU. 4.- Fill the *Urgent Payment Request Template* . 5.-Attach the *Urgent Payment Request Template* including all mandatory information.	Once need of payment arises	Requester: Hotel GM or Area Director in Central Services	Once a week	*Urgent Payments Request Template*
5	**Key Task:** **Urgent payments:** Management of Urgent Payments Requests	1.- JIRAS will be reviewed and managed by AP. 2.-All approved request will be paid once a week and the JIRA will be solved	Once the JIRA is opened	AP Team / Treasury Team / BU´s Financial Directors	Once a week	Urgent Payment Request Template / **JIRA - SAP FI (Finance) - Accounts Payables (AP) - Payments**
6	Payment of the invoice	The payment process for these invoices is the same as for standard payments. Global PTP Area will include these invoices in a payment proposal that will be issued through the payment selector and sent to the HQ Treasury Department or BUAM Treasury Department. **Please, see the tasks in the** *Payment Management: Standard Payments and Direct Debit Process* .	When the invoice is posted	BU AP Department	Once a week	*Payment Management: Standard Payments and Direct Debit Process* \n\nSAP / Kyriba

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Order	Task	Task Description	When	Responsible	Frequency	Tools
1	***Supplier Prepayments:*** Purpose and scope	Suppliers Prepayments are executed **only in exceptional cases and necessarily justified by the operation.** This process describes the key tasks necessary for the execution of this type of payments at NH Hotel Group.	N/A	Requester / A&F Department / Accenture Shared Service Center	N/A	Payment Request Template / SAP
2	***Key Task:*** ***Supplier prepayments:*** Criteria	Supplier Prepayments are only allowed in cases were it is impossible to get the invoice before the payment is done: 1.- **Commercial fairs** 2.- **Courses** 3.- **Fundraising**	Once need of payment arises	Requester / A&F Department / Accenture Shared Service Center	N/A	Payment Request Template / SAP
3	***Key Task:*** ***Supplier prepayments :*** Requirements	The mandatory requirements to request a Supplier Prepayment are: 1.- **Vendor** created in SAP. 2.- **Purchase Order** created and **Goods Receipt** done in SAP. 3.- Existence of **Proforma Invoice / approved Quote**. In addition, to process the payment request it will be necessary: 4.- **Approval of Hotel / Area Director and BU F&A Director.** * In the case of courses, approval of HR Department is mandatory. ***If these four requirements are not met, the request will not be processed.***	Once need of payment arises	Requester / A&F Department / Accenture Shared Service Center	N/A	Payment Request Template / SAP
4	***Key Task:*** ***Supplier prepayments :*** Request for Payment and Approval	If the first three requirements explained in task 3 are met, the requester can start the **approval** and **request** process: 1.- Fill the *Payment Request Template* . 2.- Send the *Payment Request Template* , by email, to the **Hotel / Area Director** and to **BU F&A Director** for their **approval**. 3.- **Once the approval is received**, the requester has to Open a JIRA Ticket in category and subcategory: **SAP FI (Finance) - Accounts Payables (AP) - Payments** and attach the *Payment Request Template* and all mandatory information (Proforma, Vendor Code, PO and the approval from Hotel / Area director+BU F&A Director).	Once need of payment arises	Requester: Hotel, BU or HQ / Hotel-Area Director / BU F&A Director	N/A	Payment Request Template
5	Sending the Request	Global PTP Team, will receive and manage the Jiras. The request for the execution of the prepayment will be sent to the treasury via manual payment or F47.	When the request is received	BU AP Department / Accenture Shared Service Center	N/A	email
9	Invoice sending	When the payment is received by the supplier, it has to create the invoice related to the proforma and send it to the Accenture Scanning Center.	Once the valid invoice is received	Vendor	N/A	mail / email
10	Invoice posting	The invoice will follow the usual circuit. If the paymenta was done with F-47, the SSC user proceeds to post the invoice to the vendor's account, he will receive an alert with the message: "Down Payments Exists". In this case, the SSC user must check if the invoice which will be booked in SAP was paid before by the PROFORMA. The method to match the invoice with the payment should be by matching the invoice reference vs prepayment reference or prepayment text. **If SSC User has doubts about if it is the corresponding invoice or not, the user must escalate it through DFM for confirmation**	Once the valid invoice is received	Accenture Shared Service Center	N/A	SAP Transaction MIRO
10.1	***Key Task:*** Invoice Posting	Once the invoice is booked, the SSC user must clear invoice and prepayment via SAP Transaction F-44, directly after posting the invoice. **This task is mandatory in order to avoid duplicate payments.**	Once the valid invoice is posted	Accenture Shared Service Center	N/A	SAP Transaction F-44

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11	**_Key Task:_** Monthly Revision	Once per month SSC - AP Team will run a report to verify Supplier Statement where a downpayment (F-47) has been processed and it has not been cleared with existing invoices (if any). This will allow to mitigate the risk coming from missing clearing between down payment done and invoice posted.	Once a month	Accenture Shared Service Center	Monthly	Sap Transaction FBL1N