

## Process: Master Data Management

**Subprocess: F&B Vendors - Purchase / Distribution contracts**

**Process Owner:** Legal & Compliance Área / Accounting & Financial Reporting Área

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NH Approvals			
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Accounting & Financial Reporting Área /Compliance Área	Process Owner	18/04/2022	
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**Process Leader:** Legal & Compliance Área / Accounting & Financial Reporting Área

Order	Task	Task Description	When	Responsible	Frequency	Tools
Purpose of the process and main steps						
1	Purpose of the Process	The approval of the new Law 16/2021, of December 14th, which modifies Law 12/2013, of August 2nd, on measures to improve the functioning of the food and beverage supply chain has established, among other aspects, the need that there is a written contract formalized by the parties that regulates the contractual relationship regarding the distribution and/or provision of agricultural products, food or beverages.	N/A	N/A	N/A	N/A
2	Main steps	1.- This procedure is established to cover <b>Non-Nominated suppliers</b> who supply <b>Food and Beverages</b> to NH hotels, and who are negotiate and contracted directly from the hotel. 2.- The hotel will be responsible for the supplier formalizing the contract. 3.- The hotel must attach the contract signed by the supplier in the request to create a supplier in SAP.	Before the creation of the supplier in SAP	NH user / F&B Non-Nominated Vendor	N/A	<a href="#">Contrato Condiciones particulares distribución F&amp;B nuevos proveedores</a>
Contract Template: Particular conditions distribution F&B new suppliers						
3	Contract Template: Particular conditions distribution F&B new suppliers	The contract template for Non-Nominated F&B suppliers/distributors is available to users in the Digital Knowledge Workplace (NH Business Processes Portal) in PDF format and with the fields that the supplier must cover in an editable format (Supplier data including a field at the end for the name and signature).	Before the creation of the supplier in SAP	NH user / F&B Non-Nominated Vendor	N/A	<a href="#">Contrato Condiciones particulares distribución F&amp;B nuevos proveedores</a>
Procedure for creating new F&B Suppliers in SAP						
4	Send contract to F&B New supplier	At the time a purchase need arises (for food and beverages) and once it has been verified that there is no nominated alternative neither the supplier has been created in SAP for another Purchasing Organization: 1.-Previously to the creation request, the NH user must send the contract model (Downloading the editable model available on the intranet, see task 3) to the supplier so that it can be completed and signed, including in the signature the name and surname of the person signing on behalf of the supplier. 2.- The supplier will return the signed contract and with all the data fulfilled to the NH user.	Before the creation of the supplier in SAP	NH user / F&B Non-Nominated Vendor	N/A	<a href="#">Contrato Condiciones particulares distribución F&amp;B nuevos proveedores</a>
5	Attach the contract signed by the supplier in the Vendor Creation Request.	With the contract already completed and signed by the supplier, the NH user will make the request to create the supplier in SAP following the usual procedures and it will also be mandatory to attach the contract signed by the supplier.	Before the creation of the supplier in SAP	NH user / F&B Non-Nominated Vendor	N/A	<a href="#">Contrato Condiciones particulares distribución F&amp;B nuevos proveedores</a>
6	Vendor Extension Request	In the case of extension of vendors already created in SAP from one Purchasing Organization to another, it will not be necessary to attach the contract to the request.	Before the creation of the supplier in SAP	NH user / F&B Non-Nominated Vendor	N/A	N/A
Approval or rejection of the request by the Master Data Management Team.						
7	Approval or rejection of the request by the Master Data Management Team.	The Master Data Management Team will reject any request to create a <b>non-nominated Food and Beverage supplier</b> if the NH user does not attach the contract previously completed and signed by the supplier to the request.	During the Analysis of the Vendor Creation Request	MDM Team	N/A	N/A
Archive of Purchase / Distribution contracts						
8	Archive of Purchase / Distribution contracts	If the vendor creation request is approved, the Master Data Management Team will be responsible for keeping these contracts in the SharePoint enabled for it.	After the approval of Vendor Creation Request	MDM Team	N/A	N/A