



Guide: How to download an invoice from the PORTAL B2B

Type of suppliers

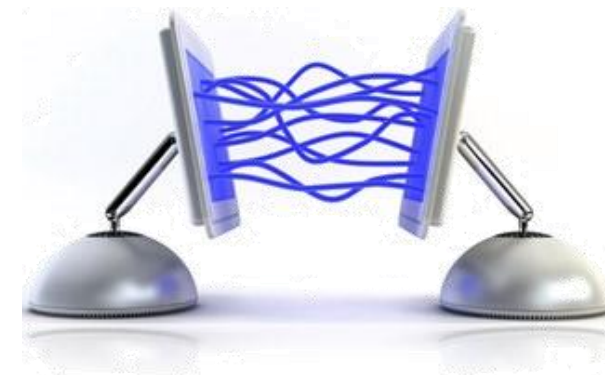
(According to the way they invoice **nh** | HOTEL GROUP)

**PAPER & SCANNED
INVOICES**

ELECTRONIC INVOICES

WEB

EDI



Workflow 2

Identificación	Eje...	Provee...	Nombre Proveedor	Status	Descripción División	Título	Fecha creac...
31917386		50849	COCA-COLA EUROPEAN PARTN...		ES10 NH CAMPO DE GIBRALTAR	Payment Release ES10 1200030647 2018	10.05.2018
31943681		50849	COCA-COLA EUROPEAN PARTN...		ES10 NH CAMPO DE GIBRALTAR	Payment Release ES10 1200030727 2018	10.05.2018

When we search for the attached invoice and we found no invoice, it can be possible that we have a payment release from a Portal Vendor invoice*.

Liberar pos. de doc. Posición 001

Liberar Rechazar Otros datos

Acreedor COCA-COLA EUROPEAN PARTNERS IBERIA LibMay
 Sociedad CALLE RIBERA DEL LOIRA 20 22
 NH HOTELES ESPAÑA, S.A. MADRID Nº doc.

Posición 1 / Factura / 31

Importe EUR
 Ind.imp.

Datos adicionales

División DivInterloc Ind.inv. ☐
 Base desc. EUR
 Cond.pago Días/ptje. € €
 Fecha base Fija ☐
 Bloqueo pago Ref.a factur / /
 Moneda pago
 Vía de pago
 Refer.pago
 Asignación
 Texto Txt.expl.


* If you want to check if a vendor is a portal vendor you can use SAP transaction ZMM_VENDORDATA

How to download an invoice in PDF from the PORTAL B2B Webpage

How to download an invoice in PDF from the PORTAL B2B Webpage

In order to start using “B2B Conecta”, you need to enter the following URL and log in with our access credentials*:

<https://www.b2bconecta.com/nh/login.htm>



nh
HOTELES

Access to the service

User login

*User name: NHGENERAL

*Password: ●●●●●●●●

OK Clear

*If you do not have the credentials, please open a JIRA ticket and select the following category at the NH SERVICE DESK

Category SAP MM

Supplier Portal Integration

To download an invoice, you must select the option “**Invoice Query**”.



Menu

Orders

- Orders query

Receptions

- Receptions Query

Invoices

- Invoices query

- Invoice in draft management

- New invoice

Welcome message

Welcome to NH's Portal

How to download an invoice in PDF from the PORTAL B2B Webpage

You will see the screen shown below:

Signed invoice search

You can include one Hotel's name or several Hotel's name separated by the symbol | .

You can include one Invoice number or several invoice numbers separated by the symbol | .

You can include one reception number or several reception numbers separated by the symbol | .

You can select a specific Invoicing date date using only the *Invoicing date from* filter or you can select a period of time using both options *Invoicing date from* & *Invoicing date to*.

You can select a specific country to show all the orders created by hotels from this country.

You can include one Supplier's name or several Supplier's name separated by the symbol | .

You can select a specific country to show all the invoices sent for this country.

You can include one Order number or several order numbers separated by the symbol | .

You can include one packing slip No. or several packing slip No. separated by the symbol | .

You can include a minimum and maximum amount

You can select a specific invoice date using only the *Invoice date from* filter or you can select a period of time using both options: *Invoice date from* & *Invoice date to*.

You can select a specific invoice's status to show all the orders with this status.

Buyer:

Buyer's country:

Supplier:

Supplier's country:

Invoice number:

Order number:

Reception number:

Packing slip No.:

Minimum amount: €

Maximum amount: €

Delivery date from:

Delivery date to:

Invoice date from: 04/16/2018

Invoice date to:











Status:

How to download an invoice in PDF from the PORTAL B2B Webpage

Once you have the desired filters selected, you have to click on the button **Search**, located in the lower right margin of your screen to see the results

Suche nach abgeschlossenen Rechnungen

Suche nach abgeschlossenen Rechnungen

Hotel:	<input type="text"/>	
Land des Käufers:	<input type="text" value="▼"/>	
Lieferant:	<input type="text" value="GEVA GMBH & CO.KG"/>	
Land des Verkäufers:	<input type="text" value="Deutschland"/>	<input type="text" value="▼"/>
Rechnungsnummer:	<input type="text"/>	
Bestellungsnummer:	<input type="text"/>	
Nummer der Bestellungsentgegennahme:	<input type="text"/>	
Lieferscheinnummer:	<input type="text"/>	
Mindestbetrag:	<input type="text"/>	€
Max. Betrag:	<input type="text"/>	€
Versanddatum ab:	<input type="text"/>	
Versanddatum bis:	<input type="text"/>	
Rechnungsdatum von:	<input type="text" value="02/04/2018"/>	
Rechnungsdatum bis:	<input type="text"/>	
Status:	<input type="text" value="▼"/>	

Excel zusammengefasst exportieren

Excel detailliert exportieren

Löschen

Suchen



How to download an invoice in PDF from the PORTAL B2B Webpage

The results will appear in the screen as seen below.

To download the PDF you only need to click on the PDF format in the Options Column

Menü

Bestellungen

Konsultierung von Bestellungen

Bestelleingang

Suche nach Bestelleingänge

Rechnungen

Konsultierung von unterschriebene Rechnungen

Management von Rechnungen im Entwurf

Erstellung einer neuen Rechnung

Gutschriften

Konsultierung von Gutschriften

Management von Gutschriften im Entwurf

Erstellung einer neuen Gutschrift

Vorfälle

Manuelle Erstellung von Vorfälle

Konsultierung von manuell erstellte Vorfälle

Konsultierung von Integrationsvorfälle

Verwaltung

Meldungen

EDI-Audit

WS-Audit



Ergebnis der Suche von unterschriebenen Rechnungen

Suchkriterien:

Lieferant: GEVA GMBH & CO.KG Ausstellungsdatum ab: 02/04/2018

Ergebnisse 1 - 20 von 1.613

Liste der unterschriebenen Rechnungen

Hotel	Lieferant	Rechnungsnummer	Versanddatum der Rechnung	Rechnungsdatum	Betrag	Währung	Gutschein	Status	Verbuchungsdatum	Fälligkeitsdatum	Optionen
DE01 NH BERLIN KREUZBERG	GEVA GMBH & CO.KG	218251238	29/05/2018	29/05/2018	383,39	EUR		Verbucht	29/05/2018	28/06/2018	   
DE01 NH HAMBURG ALTONA	GEVA GMBH & CO.KG	218251257	29/05/2018	29/05/2018	51,05	EUR		Verbucht	29/05/2018	24/06/2018	   
DE01 NH FRANKFURT MOERFELDEN CONFERENCE CENTER	GEVA GMBH & CO.KG	218251262	29/05/2018	29/05/2018	563,80	EUR		Verbucht	29/05/2018	28/06/2018	   
DE01 NH DUESSELDORF CITY NORD	GEVA GMBH & CO.KG	218251250	29/05/2018	29/05/2018	243,11	EUR		Verbucht	29/05/2018	28/06/2018	   
DE02 NH DRESDEN ALTMARKT	GEVA GMBH & CO.KG	218251758	29/05/2018	29/05/2018	598,87	EUR		Verbucht	29/05/2018	28/06/2018	   
DE01 NHOW BERLIN	GEVA GMBH & CO.KG	218251240	29/05/2018	29/05/2018	214,56	EUR		Verbucht	29/05/2018	27/06/2018	   
DE01 NH MAGDEBURG	GEVA GMBH & CO.KG	218251750	29/05/2018	29/05/2018	280,01	EUR		Verbucht	29/05/2018	27/06/2018	   
DE01 NH DUESSELDORF CITY NORD	GEVA GMBH & CO.KG	218251248	29/05/2018	29/05/2018	155,51	EUR		Verbucht	29/05/2018	23/06/2018	   
DE01 NH HAMBURG ALTONA	GEVA GMBH & CO.KG	218251258	29/05/2018	29/05/2018	165,33	EUR		Verbucht	29/05/2018	28/06/2018	   
DE01 NH DORTMUND	GEVA GMBH & CO.KG	218251244	29/05/2018	29/05/2018	80,25	EUR		Verbucht	29/05/2018	23/06/2018	   
DE01 NH HAMBURG ALTONA	GEVA GMBH & CO.KG	218251254	29/05/2018	29/05/2018	693,66	EUR		Verbucht	29/05/2018	28/06/2018	   
DE01 NH FUERTH NUERNBERG	GEVA GMBH & CO.KG	218251252	29/05/2018	29/05/2018	53,19	EUR		Verbucht	29/05/2018	24/06/2018	   
DE01 NH MANNHEIM VIERNHEIM	GEVA GMBH & CO.KG	218251266	29/05/2018	29/05/2018	556,43	EUR		Verbucht	29/05/2018	28/06/2018	   
DE03 NH BERLIN POTZDAMER PLATZ	GEVA GMBH & CO.KG	218251236	29/05/2018	29/05/2018	619,10	EUR		Verbucht	29/05/2018	28/06/2018	   
DE01 NH KOLN ALTSTADT	GEVA GMBH & CO.KG	218251260	29/05/2018	29/05/2018	328,26	EUR		Verbucht	29/05/2018	24/06/2018	   
DE01 NH FUERTH NUERNBERG	GEVA GMBH & CO.KG	218251253	29/05/2018	29/05/2018	334,65	EUR		Verbucht	29/05/2018	28/06/2018	   
DE01 NH DUESSELDORF CITY NORD	GEVA GMBH & CO.KG	218251250	29/05/2018	29/05/2018	243,11	EUR		Verbucht	29/05/2018	28/06/2018	

HANDELSRECHNUNG

DATEN LIEFERANT

Name: GEVA GMBH & CO.KG
 Adresse: Albert-Einstein-Str.18
 Frechen
 50226
 Steuernummer DE123505038
 er CIF:

RECHNUNGSNUMMER

218249846

AUSSTELLDATUM

28/05/2018

DATEN FAKTURIERUNG / HOTEL

Name: NH HOTELES DEUTSCHLAND GMBH
 Adresse: FRIEDRICHSTRASSE 95
 BERLIN
 D-10117
 Steuernummer DE129290202
 er CIF:

LIEFERADRESSE

Name: DE01 NHOW BERLIN
 Adresse: STRALAUER ALLEE 3
 BERLIN
 D-10245

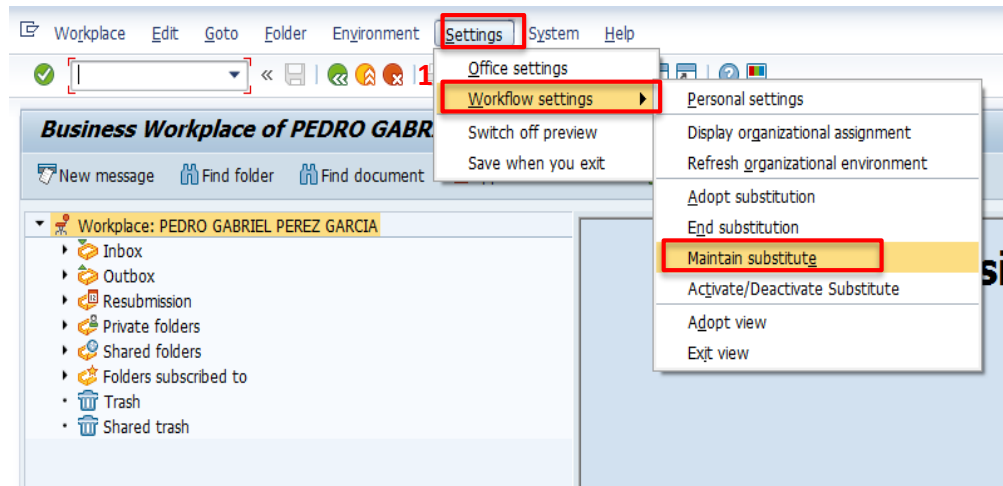
Code	Artikel	Lieferscheinnummer	Despatch Datum	Bestellungsnummer	Menge	Einheit	Preis	Steuerart	Betrag
4334400992850	Kiste Bier 28 X 0,25l (28 x 0,25l)		25/05/2018	4502915361	2	PCE	3,74 EUR	IVA 19.0%	7,48 EUR
4334400993080	Pflichtpfand DPG 6,00 EUR (1 x 24)		25/05/2018	4502915361	3	PCE	6,00 EUR	IVA 19.0%	18,00 EUR

If you have any further questions or if come across an incidence which is not contemplated in the current guide, please, do not hesitate to contact the electronic invoicing specialist of your country/region. To this effect, see below the email addresses:

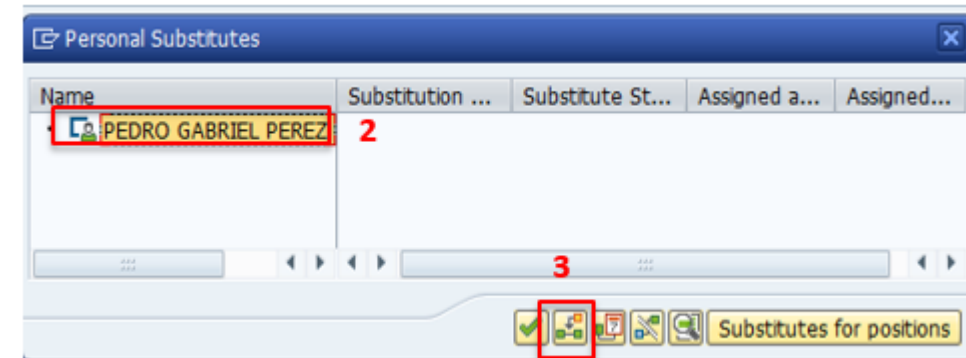
Spain: Einvoicing.spain@nh-hotels.com
Italy: Einvoicing.italy@nh-hotels.com
Germany: Einvoicing.germany@nh-hotels.com
Benelux: Einvoicing.benelux@nh-hotels.com

How to delegate Workflows in SAP

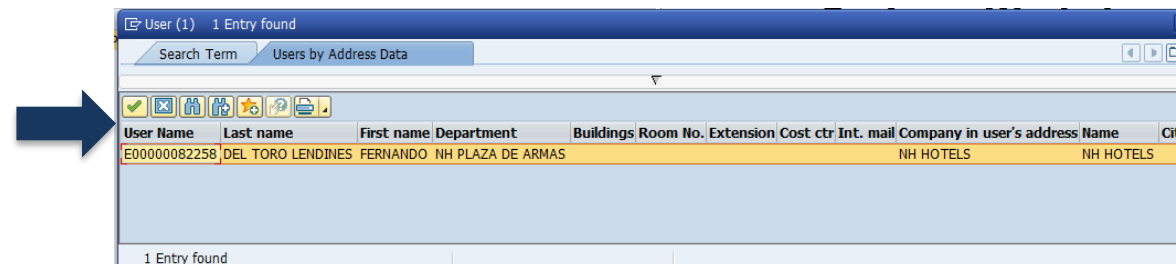
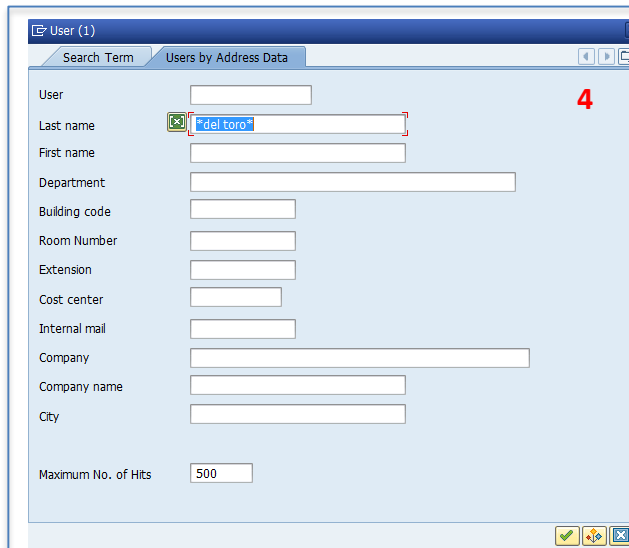
1. Inside Workplace menu, click in “Settings” and “Maintain substitute”.



2. Click in the name WF we want to substitute
3. Click in “Create substitute”



4. A new window will appear, and we will search the SAP user we want to be the substitute. We can search by SAP User, by last or first name.... , after finding the substitute click in it in order to select it



6. Indicate the validity of the substitution and click substitution active.

7. Save

Detail Screen Substitution

Substitute for PEDRO GABRIEL PEREZ GARCIA

Substitute FERNANDO DEL TORO LENDINES

☒ Personal substitution

Substitution data

Validity 04.06.2018 to 31.12.9999

Profile General substitution

☒ Substitution active

7

8. A new window will appear where we can confirm the substitute is activated.

Personal Substitutes

Name	Substitution ...	Substitute St...	Assigned a...	Assigned...
PEDRO GABRIEL PEREZ				
FERNANDO DEL TORO LENDINES	General substit...	Activated	04.06.2018	Unlimited

Substitutes for positions

9. Later we can activate or deactivate substitute, just in the Workflow menu: Settings → Workflow settings → Activate-deactivate substitute.

Workplace Edit Goto Folder Environment Settings System Help

Office settings

Workflow settings

Switch off preview

Save when you exit

Personal settings

Display organizational assignment

Refresh organizational environment

Adopt substitution

End substitution

Maintain substitute

Activate/Deactivate Substitute

Adopt view

Exit view

We can also approve PO in the app SAP Fiori



More info about how to install or the manual of this app in the Nh Digital Knowledge Workplace:

www.nhorganization.com

Need help anyway? Contact us!



ST_MM@nh-hotels.com



THANKS!

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