

## HOTEL REOPENING: Procurement and Inventory related Tasks

Order	Task	Task Description	When	Responsible
0	Opening Communication and Personnel structure Management	1.- Operations BU must communicate to General manager the opening date. 2.- The General Manager must take into account the supply tasks prior to opening, when planning what staff must be available at the hotel on those dates. 3.- Based on the personnel structure available in the days prior to the opening, the GM must coordinate the supply tasks prior to restarting the activity.	When opening date is communicated	Operations Department BU / Hotel General Manager
1	Management of purchase orders pending of goods receipt and pending Invoices Incidences	Before starting the Hotel Opening tasks, <b>the users</b> responsible for the hotel's purchases should check: 1.- There are <b>no goods delivered or services rendered</b> at the hotel (delivered / rendered during the closing time period) <b>pending reception</b> in the system. In the case of detecting orders that do not correspond to purchases in force, these orders must be checked and, if needed, eliminated (Enter "0" as quantity and check "Final Delivery" box for this materials and generate the goods receipt). 2.- Check and solve the <b>pending Invoices Incidences</b> in the SAP MM Workflow. 3.- Check the SAP MM Workflows delegation. In order to cancel or modify the WF delegations done during the closing period if applicable.	2 weeks before hotel opening date	Hotel purchases responsible / Hotel Manager
2	Stocks Checking	The user responsible will generate a list of stocks inventoried in all warehouses (Transaction MB52- List of warehouse stocks on hand) and will check that the physical stocks of the warehouses are those shown in the system and the expiring date of the materials. In case of differences or expired materials, they will be noted in the list and regularized through the transaction /CCSHT/IM_ASSISTANT - TMSforMM-Inventory manag assistant: - If stocks in SAP are greater than physical stocks or the user founds expired materials, both differences should be input under option 06 "Goods issue". - If stocks in SAP are lower than physical stocks the differences should be input under option 10 "Initial stock entry".	2 weeks before hotel opening date	Hotel Purchases Responsible / Hotel Manager / Heads of Department
2.1	Documents sign and archive	The MB52- "List of warehouse stocks on hand" has to be signed by the Inventory Responsible and we also recommend having it signed by Management. This document should be archived monthly and kept for 18 months as indicated in: SAP-TMS, SAP-MM, Templates and File Periods.	2 weeks before hotel opening date	Hotel Purchases Responsible / Hotel Manager / Heads of Department
3	Pre-opening: Other administrative and operational tasks	The following tasks detail other administrative and operational actions, related to Procurement To Pay area, to be carried out by the different Departments of the company, once the opening date is formally known, and with the objective of performing all actions related with <b>Procurement to Pay processes</b> .	2 weeks before hotel opening date	Hotel purchases responsible / Hotel Manager / F&A Department BU/ Operations Department BU / Procurement to Pay Administration/ Coperama / Maintenance Department BU
3.1	Pre-opening: Other administrative and operational tasks: <u>Communication with no-nominated suppliers</u>	1.- <b>Communicate</b> in writing to the <b>local suppliers</b> the opening date of the hotel. 2.- <b>Restablish services contracts if applicable</b> (cleaning glasses, flowers, press ...) with <b>local suppliers</b> from the opening date of the hotel.	2 weeks before hotel opening date	Hotel Purchases Responsible / Hotel Manager
3.2	Pre-opening: Other administrative and operational tasks: <u>Communication with nominated suppliers</u>	1.- <b>Communicate in writing to the nominated suppliers the opening date of the hotel.</b> 2.- Restablish <b>services contracts if applicable</b> (Pay TV, laundry, press subscriptions ...) from <b>nominated suppliers</b> from the opening date of the hotel.	2 weeks before hotel opening date	Coperama
3.3	Pre-opening: Other administrative and operational tasks: <u>Maintenance contracts</u>	1.- Restablish <b>maintenance contracts if apply, taking into account the updated standards designed by the company</b> (cleaning protocols, disinfection, etc). 2.- <b>Inform the hotels</b> to apply these changes in SAP.	2 weeks before hotel opening date	Maintenance and Engineering Department BU
4	Hotel Supply Chain	Based on the occupancy forecast the user responsible for purchases must plan the supply taking into account: 1.- Prioritize the use of the goods stored in the hotel before buying. 2.- Prioritize (first in, first out) the use of goods close to expiration date. 3.- Check the possibility (coordinated with the Regional Operations Manager) of using goods from temporary closed hotels in the same city analyzing the expiration date and transportation costs. 4.- The user responsible for purchases will begin to make the necessary purchases for the correct supply of the hotel (all warehouses, point of sales, minibars, trolleys...).	2 weeks before hotel opening date	Hotel Purchases Responsible / Hotel Manager / Heads of Department / Regional Operations Manager
4.1	Hotels Supply Chain new Protocols	The user must carry out the procurement tasks taking into account the updated standards designed by the company (cleaning protocols, disinfection, etc).	2 weeks before hotel opening date	Hotel Purchases Responsible / Hotel Manager / Heads of Department
5	Physical Goods receipt	For the physical goods receipt and movements the user must take into account the procedures of Alimentary Security (High Risk Control Point) and Health & Safety established by NH Hotel Group.	2 weeks before hotel opening date	Hotel Purchases Responsible / Hotel Manager / Heads of Department